

Francis Howell School District Facility Usage Fee Structure

Building Usage Groups:

Group 1: District/School Administered Activities

Activities where event is planned for either the district or school itself. Planned dates will be shared with the Facility Usage department so that they will appear on the facility usage master calendar.

District/School Administered Activities take priority over groups 2 and 3. Such events planned at the school level will be the responsibility of the school to appropriately staff and will not be the responsibility of the facility rental department. The facility rental department will assist in the planning and arrangement of district event needs.

District administered activities include, but are not limited to:

- a. District/School sponsored activities intended for District students and their families only
- b. District/School athletic events directly associated with a MSHSSA sanctioned activity
- c. School events such as class/grade level meetings, theater/school plays, parent teacher conferences
- d. School PTO activities with the primary purpose of supporting and furthering the mission of the District/School; activities are solely administered by the PTO

Group 2: Non-Profit, Non-District Administered

Activities where event is planned by an outside group/entity that qualifies as a non-profit organization. Non-profit groups/organizations are groups that have 501(c)3 filing status (verification of non-profit status will be required). Groups expecting at least 100 participants will be assessed a security and parking lot usage fee.

Non-profit, non-District related activities include, but are not limited to:

- a. Club sports, feeder sports programs, non-profit sports teams and community athletic associations
- b. Boy/Girl Scouts
- c. Community-based groups that meet the definition of non-profit above (Churches/Clubs/Home Owners Associations, etc.)

Group 3: For Profit, Non-District Administered

Activities where event is planned by an outside group/entity that does not qualify as a non-profit organization. Groups expecting at least 100 participants will be assessed a security and parking lot usage fee.

For profit, non-District related activities include, but are not limited to:

- a. Activities that are advertised to the public for registration and charge a fee for participation
- b. For profit youth and adult sports team practices or leagues
- c. Local civic, political, religious and service oriented groups
- d. Private family group rentals, e.g., birthday parties, family functions, trivia nights, wedding receptions