

**Community Relations**

**Administrative Procedure – Special Events Liability Coverage for Mississippi Valley Insurance Cooperative**

COVERAGES

Coverage will be equal to the amount purchased by the Granite City School District.

EXCLUSIONS:

PARTICIPANTS AND PERFORMERS

Nuclear Energy	Ballooning Events
Punitive Damage	Bungee Jumping
Asbestos	Fraternity Parties
Absolute Pollution	Ice Hockey
Medical Payments	Pro-Choice Rallies
Lead Contamination	Right to Life Rallies
Assault & Battery	Sky Diving Events
Air Shows	War Games
Snowmobile Racing	

RATES: (Per Day/Per Event Basis)

Under 1,000 Attendees = Call for quote  
Over 1,000 Attendees = Call for Quote

## EXAMPLE

SCHEDULE OF SPECIAL EVENTS  
NON-SCHOOL SPONSORED

## EVENT

Aerobic Classes	Craft Shows
Alumni Associations	Dance Shows
Anniversaries	Elections
Antique Show	Exhibitions
Auctions	Fashion Shows
Auto/Engine Show	Fishing Events
Auxiliary/Booster Clubs	Flower Shows
Awards Presentations	4-H Clubs
Bake Sales	Fund Raisers
Ballets	Garden Shows
Banquets/Dinners	Graduations
Bazaars	Jaycees/Lions Clubs
Beauty Pageants	Operas
Bingo Games	Overnight Camping
Birthday Parties	PTA/PTO
Blood Drives	Reunions
Boat Shows	Rotary Clubs
Business Meetings	Rummage Sales
Chambers of Commerce Events	Scouting Activities
Charity Benefits	Seminars – outside speakers
Church Groups	Showers
Cinemas	Sleep IN
Civic Clubs & Group Meetings	Social Receptions
Circuit Concerts	Teleconferences
Consumer Shows	Telethons
Trade Shows Youth Groups	Weddings & Receptions

**ATHLETIC EVENTS:**

Community Basketball & Volleyball Leagues	Karate/Tai Kwan Do Practices
AAU Basketball/Volleyball	Little League Baseball/Softball/Football
Donkey Basketball	Aerobic Classes
Olympics (Jr., Sr., Special)	Soccer Leagues
Charity Tournaments (BB, VB, etc.)	Baton Lessons
Hoop Shoots	

NOTE: SPECIAL EVENTS COVERAGE WOULD APPLY ONLY TO THE SPECTATORS ATTENDING THE EVENT. Special events coverage DOES NOT APPLY to participants or performers of the event.

**USE OF FACILITIES FEES**

The Granite City School Board encourages the use of District facilities by the citizens of the Granite City School District for community events. To meet certain contractual and operating expenses and to assure appropriate oversight of public funds, it is necessary for the Board to charge groups a fee for the rental of the space, supervision by administrative staff and custodial assistance. The rental varies depending on the space needed and shall be set annually by the Board of Education.

**SCHOOL YEAR**

<u>Facility</u>	<u>Hourly Rate</u>		<u>Max Fee/Event</u>
GCHS Performing Arts Center	\$50	or (whichever is less)	\$200.00
GCHS Sports Field/Complex	\$50	or (whichever is less)	\$200.00
GCHS Gymnasium	\$50	or (whichever is less)	\$200.00
GCHS Cafeteria	\$50	or (whichever is less)	\$150.00
GCHS Media Center	\$50	or (whichever is less)	\$100.00
GCHS Classroom Space	\$25	or (whichever is less)	\$ 75.00
Coolidge Gymnasium	\$50	or (whichever is less)	\$150.00
Coolidge Cafeteria	\$50	or (whichever is less)	\$100.00
Coolidge Classroom	\$25	or (whichever is less)	\$ 75.00
Elementary Gymnasium	\$50	or (whichever is less)	\$100.00
Elementary Cafeteria	\$50	or (whichever is less)	\$100.00
Elementary Classroom	\$25	or (whichever is less)	\$ 75.00

There will be a charge of \$25 to \$50 per hour with a maximum charge as illustrated above for each space that is requested to be used.

Example: If an individual/group requests the use of the High School Gym and the High School Small Gym at the same time, this would be considered 2 spaces. There would be an hourly charge of \$50 x 2 spaces (\$100/hour) or a max rate of \$200 per facility (\$200 x 2) in this example, whichever fee is less.

Custodial fees must be charged as specified per the collective bargaining agreements based on a contractual amount with a minimum of four hours at overtime rates based on the employee's hourly rate plus benefits. The custodian will serve as district security for the event and will assist in the cleaning of the facility after the function.

Other charges may be applicable for setup and operation of specialized equipment. See Building Administrator for breakdown of costs.

In the rare instance that administrative supervision is required the charges are based on the daily rate of pay for the administrator on duty, times the number of hours required on-site.

Building principals will be responsible for obtaining all contractual information regarding the use of facilities. When a building is approached by an organization to use a facility;

The building administrator will fill out the information form.

The building administrator will forward copies to the Director of Building Services and the Secretary to the Superintendent of Schools.

The Director of Building Services will inform the Business Agent of Local 98 of the event and the need for custodial services as per contract. Local 98 may waive the article of the contract that dictates charges.

In the event overtime is needed the Director of Building Services will notify the Building Principal of those costs.

The requests will be presented to the Board of Education or may be approved by the Superintendent.

The building will be notified of the approval and the contract for use of facility may be signed. Collection of fees/charges will be done by the building administrator. These fees/charges shall be paid by money order to the district prior to the approved event. In the event fee/charges are not paid in advance, the approval shall be cancelled and considered null and void.

Any costs due to damage or extended use over and above those previously outlined will be within three days after the event. The party using the facility will pay for damages within one week of presentation of billing

Adopted: 8/24/04

Revised: 11/20/06, 11/17/15