



# CCS Buildings and Grounds

## Building Use PROCESSING & PRICE GUIDE

### Standard Operating Procedure

**\*Prices subject to change\***

**Plan Mission:** Establish a means of informing Building use applicants of the applicable charges to use CCS facilities.

**Our Vision:** To provide and maintain quality conditions for the students, faculty, staff and visitors in support of the district's goal of promoting learning environments that are student-centered, efficient, and stable.

**Core values:** Accountability, collaboration, knowledge sharing, recognition, and stewardship.

**Pricing** "under review by BUILDING USE COMMITTEE":

Prep /Clean- <b>Auditorium:</b>	\$75.00 per use	Prep /Clean- <b>Gym:</b>	\$75.00 per use
Prep /Clean- <b>Cafeteria:</b>	\$75.00 per use	Prep /Clean- <b>Library:</b>	\$37.50 per use
Prep /Clean- <b>1-4 Classroom:</b>	\$37.50 per use	Prep /Clean- <b>4-8 Classrooms:</b>	\$37.50 per use
Prep /Clean- <b>Stadium:</b>	\$112.50 per use	Prep /Clean- <b>Other outside area:</b>	TBD
<b>Custodian:</b>	\$37.50 per hour	<b>Electric:</b>	\$7.00 per hour
<b>Water:</b>	\$1.00 per hour	<b>HVAC:</b>	\$25.00 per hour

**Security:** *(CCS Safety & Security will determine )*

CCS \$36.00 per hour  
CPD \$43.50 per hour  
CPD Sargent \$51.50 per hour

Youth group rate (during the week)  
\$18.75 per use

**Application:**

- Complete the Building Use Application.
- Submit application to Building Administrator.
- Bring signed application to Buildings & Grounds or complete electronic application (at least 3 weeks prior to event).
- CSR will enter application into FAMIS & assign permit number
- Processor will create an invoice and send the invoice via US mail or email.
- *If number of attendees is over 300 additional charges may apply i.e. security etc.*
- Applicant must pay for the building use (at least 2 weeks before event).
- Applicant must provide a copy of the Certificate of Liability Insurance for the use of the CCS facility.
- Once payment has been received by Buildings & Grounds:
  1. Applicant will receive approval paperwork.
  2. Approval paperwork will be forwarded to building custodian.
- If Applicant has more attendees than listed on the application additional fees may apply.
- If Applicant's event caused damages or the need for extra clean up additional fees may apply.
- If applicant does not adhere to CCS Board Policy 7510, he may be denied use of all CCS buildings.
- **Cancellation** requests must be in writing. Buildings and Grounds must receive the request **within 3** business days of cancellation of the event.

