



Use of District Facilities

School functions and activities will be given first consideration for the use of facilities. These include:

- Functions that are an extension of school daytime programs athletics, band, drama, and other student activities)
- Evening academic, vocational, and technical programs sponsored by the Board of Education
- Parent(s)/Guardian(s)/teacher association business meetings, parent(s)/guardian(s)/teacher/student organizational meetings, or parent(s)/guardian(s) council business meetings.
- Special meetings called by the Board of Education, Superintendent, or administrative staff.
- Uses for elections and meetings to explain school elections.
- Contractual agreements with employee groups.

This is a non-smoking campus. Smoking is prohibited. No exceptions.

No alcoholic beverages or drugs are allowed anywhere on campus. No exceptions.

User must provide the District with a valid proof of liability insurance.

All requests for facility use will be submitted via our online reservation system (FMX) <https://capusk12.gofmx.com>

The user shall be fully responsible for all loss and damage to District property.

It is at the discretion of the District to determine if custodial services are required. If it is determined that custodial services are not required, the user is still required to wipe off tables used, collect trash, and return the space to the condition it was upon arrival.

A custodian will arrive ½ hour before the event and will remain at least ½ hour after the event, if deemed necessary by the Superintendent or his designee. If more cleaning is required over that time, the additional charge will be billed to you.

If we have over 2 inches of snow, parking lots will be plowed but the charge will be passed along to you with an increase in fee. It will be time and a half on Saturday and double time on Sunday with a minimum of 2 hours.

We expect that the room that is rented out will be the only room that is used. For example: If the gym is rented and the cafeteria is used, a bill will be forthcoming for the rent of the cafeteria.

In case of event cancellation for other than a weather related issue, a 12 hour advance notification is required. For non-weather related cancellation within the 12 hour window, you will be billed a minimum of one hour of room usage and 2 hours of employee wages.

As soon as the decision is made to cancel due to weather, call Beth Rahrig at 616-287-5541 and there will be no charge.

Rental Fees

Robinson Field	Stadium Usage	\$1000
	Stadium for practice	\$300
Scoreboards	Gymnasiums	\$20/hour
SB, BB & Soccer fields	Unlined Field	\$30/hour
Outside fields	FB, SB, BB, Soccer	\$20/hour
HS & MS Gym	Main Gym Monday-Sunday	\$45/Hour
HS & MS Aux	Auxiliary Gym Monday-Sunday	\$45/Hour
South Gym	Monday-Sunday	\$45/Hour
East Gym	Monday-Sunday	\$30/Hour
West Gym	Not For Rent	n/a
East Multi-Use room	Monday-Sunday	\$30/hour
JH & HS Cafe	Monday-Sunday	\$40/Hour
Snow plowing	Weeknights and Saturdays	\$40/hour
	Sundays	\$82/hour
The Heritage Center & Charge for 3 hours including custodial \$350		
Gathering Place	Charge for each additional hour	\$100
Classroom	Depending on Availability	\$20/Hour

Custodial and Maintenance Hourly Fees

Custodial

Saturday \$32.07

Sunday \$64.14

Maintenance

Saturday \$37.41

Sunday \$74.82

Facility Use Contact

Beth Rahrig

brahrig@capsk12.org

Cell (616) 287-5541