

Rilke Schule German School of Arts and Sciences
Academic Policy Committee

Policy 01

Group Rental Charges

General

It is in the best interest of the Rilke Schule community that the school facility be utilized first for educational purposes, second for the benefit of the Rilke Schule community, and lastly as a means of income to support the school operation. For this reason, the APC has determined that the school facility should be available under the following conditions.

Rental Conditions

1. Rental use shall not interfere in any way with school activities.
2. Rental periods based on a school calendar year.
3. Room rentals based on category of renting group as follows:

Category	Description
Category A	Rilke Schule Educational or Community Use (APC, RSV, or school directly)
Category B	Nonprofit Youth Organization
Category C	Nonprofit Adult Organization
Category D	Commercial Use

4. Rental fees shall be waived for Category A users.
5. Rental rates shall be as follows for Category B users and require documentation of nonprofit status.

Space Type	Weekdays		Weekends		
	Hourly Fee	Maximum per Permit	Hourly Fee	Minimum per Day	Operational Fee per Day
Classroom	\$5	\$150	\$15	\$60	\$30
Elementary Multipurpose Room	\$7	\$200	\$20	\$80	\$30

6. Room rental rates shall be as follows for Category C users.

Space Type	Weekdays		Weekends		
	Hourly Fee	Maximum per Permit	Hourly Fee	Minimum per Day	Operational Fee per Day
Classroom	\$15	None	\$50	\$200	\$100
Elementary Multipurpose Room	\$20	None	\$50	\$200	\$100

7. Room rental rates shall be as follows for Category D users.

Space Type	Weekdays		Weekends or Summer	
	4-Hour Minimum	Overtime Hourly Fee	4-Hour Minimum	Overtime Hourly Fee
Classroom	\$250	\$50	\$400	\$50
Elementary Multipurpose Room	\$400	\$100	\$400	\$100

8. Rentals to other groups such as educational institutions, ASD, or groups not clearly fitting categories above shall be made at either at a rate specified by the APC on a per event basis or based on current ASD policy.

9. The minimum charge for all rentals shall be \$50, with renters being responsible for all additional cleaning or damage/replacement charges that the school may incur.

10. Where groups will be utilizing multiple rooms over the course of the rental, the higher rate shall be charged.

11. Holiday fees are double the weekend fees.

12. Changes to rental dates will be made on a space available basis and must be requested 10 working days prior to proposed event date.

13. Rentals may be cancelled prior to the first date of use on the following schedule:

Notification received prior to event	Refund
10 or more working days	100%
5-9 working days	50%
Less than 5 work days	0%

14. Rental rates shall be reviewed annually by the APC.