



Community Use Facility Use Fees

Effective 1/1/2018

Section 1: Notices

Community Use Portal	The Community Use portal is closed from June 15th through July 15th, although events may take place during that time with prior approval. No Fine Arts events will be approved & activated until after August 15th.
Total Fee Cost	Fees are comprised of the facility rental, personnel (if applicable) and additional extra costs if applicable. Prices are per room or field. Not per team.
Non-Profit	There is no fee differentiation between profit and non-profit community users.
Organization Types	School Function – Internal; Rio Rancho Public School events Community Use – External; Outside organizations using RRPS facilities Film Location Agreement – Film/Production companies Joint Use Agreement – City of Rio Rancho RRSEU – RRPS Employees Union
Season/Semester	A “Season” is defined as up to 18 weeks. A year is comprised of three semesters; Fall, Spring and Summer.
Day Rate	“Day Rate” is defined as 8 hours unless otherwise specified.
Invoice	Your invoice is an accurate bill for you (unless there are damages or you extend your time unexpectedly). Payment is due within 10 days of your event. All payments are submitted electronically.
Fair Reporting	Your invoice is a direct statement of your projected costs. Should you amend your schedule for less time and you do not notify RRPS within one week of the start of your event, you will be held accountable for the invoice amount. Should you amend your schedule for an increased time, you will be billed accordingly.
Equipment	Your equipment needs must be clearly delineated on your request. Please look over the equipment section carefully and identify any items needed. Please do not assume that routine items like microphones, mats, or pianos, for example, will be available to you automatically. Please note that musical equipment, other than pianos, is not available for rental. No equipment is available for rental off site.
Cancellations	For a full credit, cancellations must be made two weeks in advance. Failure to show does not entitle the user for a credit. Deciding not to use part of the facility at the last minute also does not entitle the user to a credit.
Waivers	Waivers from rental fees must meet strict criteria. All three criteria must be met to earn a waiver, and waivers are for “one time use” only. User is still responsible for any personnel or equipment fees.
Permits	Athletic organizations that wish to use RRPS facilities for season and semester practices, may apply for a Permit. Prices are for room or field. Not per team. Maximum 3 hours per day. During the weekdays, Monday – Friday.
Discounts	Non-athletic organizations that rent RRPS facilities for the entire year (as defined by 9 or more months annually) qualify for a monthly discount

	on rental fee only. (Personnel fees such as custodians, site managers, security, theatre techs, etc. cannot be discounted)
In-Kind Service	Non-profit organizations using a classroom/library as a meeting place with students every day immediately preceding school when staff is present may take advantage of RRPS's new "in-kind" program. This program enables the organization to provide a donation of goods or services equivalent to the cost of the rental fees. (Note: personnel fees cannot be settled "in-kind".) If you believe your organization would qualify for this arrangement, please contact the Facilities Use Specialist at facuse@rrps.net . The specific in-kind exchange must be agreed on by RRPS before any meetings take place. Any adults working with our students under the in-kind program must have approved volunteer status. That process may be completed by clicking here .
Waiver Request	http://tiny.cc/q97apy
In-Kind Service Request	http://tiny.cc/ab8apy
Non-Scholastic Sport Users Certification	http://tiny.cc/vb8apy
Permits for Youth Sports	http://tiny.cc/fc8apy
Discount for Yearly Rentals	http://tiny.cc/4c8apy
Large Event Rentals	http://tiny.cc/md8apy
Filming Location Agreement	http://tiny.cc/le8apy
Fine Arts Agreement	http://tiny.cc/af8apy
Notice of Accident	http://tiny.cc/of8apy
Timeframe	Please be aware reservations have to be submitted approved and activated 2 weeks before an event.
Approval	Submitting a request does not constitute approval. You should not plan to use the facility until you have receive a final activation notice.
Activated	You will receive emails as your request routes through approvers. Your event has not received a final approval until you receive an email stating <i>"Your requested schedule is activated"</i> .
Facilities Use Agreement (FUA)	Before your event takes place, you will be provided with your Facilities Use Agreement (FUA) Bring proof of this agreement to your event in case questions arise. Security does randomly check facilities to ensure a valid facilities use agreement and insurance is in place.
Trespassing	If you are using a facility without a valid activated schedule it is considered trespassing and security will ask you to leave.
Past Due/ Delinquencies	If your invoice is past due, you will be unable to utilize RRPS or APS facilities until your account is reconciled.
Responsible Party	If you are submitting a request on behalf of an organization you are agreeing to be liable for any resulting costs.
Overnights	Overnights are not permitted under any circumstances.

Rental Hours	Rental Hours - School year, Weekdays: District Office Training Center – 5:00pm – 8:00pm Elementary School CDNE & PDSE 6:30am - 7:30am & 2:30pm - 8:00pm; All other Elementary Schools 6:30am - 9:00am, 4:30pm-9:00pm & Wed. 1:30pm 8:00pm; Middle School 6:30am - 7:00am & 4:00pm to 9:00pm, Wednesdays 3:00pm - 8:00pm; High School 6:30am - 7:00am & 3:00pm -8:00pm; Weekends 6:30am – 9:00pm; Closed during Holidays; Summer hours vary. Notice: Individual buildings are empowered to deny any requests they feel conflict with school schedules, missions or events.
Payments	Online. (Service fee 3.95% per transaction via My School Bucks)

Section 2: Personnel Fees

Note: A minimum personnel charge of two hours is required for any event scheduled outside of custodial staff's regular duty and/or requiring a theater tech, security officer, or site administrator. RRPS has the final word on required personnel & time needed to keep the event site clean and safe. Community rentals must utilize RRPS staff without exceptions.

Personnel	Fee
Custodian, security, theater tech, site administrator	\$35/hour with a rental fee; \$45/hour with a rental waiver
Custodial fees within Custodian established hours	\$15/hour for over 25 or more participants

Section 3: Facility Rental—Athletics

(See seasonal rates for practices in section 6)

Please note lights for night games are a separate item cost

Leased Area	Fee
GYM (Elementary School)	\$40/hour \$120/day Per room not per team
GYM (Middle School)	\$50/hour \$150/day Per room not per team
GYM (Auxiliary—High School)	Only available for Large Event Rentals, Reference Section 7
GYM (Main Gym – High School)	Only available for Large Event Rentals, Reference Section 7
Baseball Fields – High School (Competitions)	\$60/hour \$175/day (no lights)
Softball Fields – High School (Competitions)	\$60/hour \$175/day (no lights)
Football Stadium (RRHS/CHS)	\$85/hour \$255/day (no lights)
Track Stadium (RRHS)	\$65/hour \$185/day (no lights)
Tennis Courts (RRHS & CHS)	\$30/hour \$185/day (no lights)

Practice Fields (Elementary)	\$40/hour \$120/day Per field not per team
Practice Fields (Middle)	\$50/hour \$150/day Per field not per team
Practice Fields (High School)	\$60/hour \$180/day Per field not per team

Section 4: Facility Rental—Non Athletics

Leased Area	Fee
Cafeterias Elementary School (does not include kitchen area)	\$40/hour \$120/day (does not include kitchen area)
Cafeterias Middle School (does not include kitchen area)	\$50/hour \$150/day (does not include kitchen area)
Cafeterias High School (does not include kitchen area)	\$60/hour \$180/day (does not include kitchen area)
Library/Media Center Elementary School	\$30/hour \$90/day
Library/Media Center Middle School	\$40/hour \$120/day
Library/Media Center High School	\$55/hour \$165/day
Kitchens	Not available for community use
Classroom/Portables Elementary School	\$20/hour \$60/day
Classroom/Portables Middle School	\$25/hour \$75/day
Classroom/Portables High School	\$30/hour \$90/day
School Grounds (playgrounds, patio area)	Not available for rental
Lobby (high schools)	\$85/hour \$250/day
Conference rooms (Training Center) Available weekdays only – 5:00pm – 8:00pm	Available after 5:00pm Boardrooms \$70/hour Training Rooms \$50/hour Conference Room \$30/hour
PAC/Concert Hall (includes lighting and sound equipment)	\$200/hour; \$1000/day up to 8 hours \$200/hour for any additional hours
Black Box-includes lighting and sound equipment	\$100/hour; \$600/day up to 8 hours \$100/hour for any additional hours

Fine Arts Rooms; Classroom, Band Room, Choir Room, Guitar Room & Rehearsal Room	\$30/hour: \$90/day
Events on Parking Lots (no bathroom access): <i>under</i> 100 participants	\$60/hour \$175/day (no lights) Must have security staff present
Events on Parking Lots (no bathroom access): 101-200 participants	\$70/hour \$200/day (no lights) Must have security staff present
Events on Parking Lots (no bathroom access): 201-499 participants	\$80/hour \$240/day (no lights) Must have security staff present
Events on Parking Lots (no bathroom access): More than 499 participants	See Section 7 "Large Scale Events"

Section 5: Additional Fees

Item	Fee
Parking lot lights	\$200/hour Because of safety concerns lighting after dark is mandatory
Field lights	\$200/hour Because of safety concerns lighting after dark is mandatory
Stadium lights	\$200/hour
Strips on fields	\$200
Porta Potty	\$100/day, per unit \$300/season, per unit
Scoreboard	\$30 plus operator labor costs
Microphone (elementary & middle schools)	\$10 Must be arranged in advance
Projector/Smart board	\$25
Wrestling Mats	\$20
Grand Piano	Not available for rental
Other Pianos	\$75/event
Consumable Impact Fee (Large Events)	\$300/event

Section 6: Special Permits for Youth Sports: Seasonal Up to 18 Weeks

Practices not Game Days

Seasonal prices are for room or field. Not per team.

Maximum 3 hours per day. During the weekdays, Monday – Friday.

Weekend practices, additional fees apply.

Leased Area	Fee
Yearly Application Fee Per Season Per Location	\$50
Cafeterias Elementary School (does not include kitchen area)	\$200.00 – 5 Days a week \$175.00 – 4 Days a week

	\$150.00 – 3 Days a week \$125.00 – 2 Days a week
Cafeterias Middle School (does not include kitchen area)	\$250.00 – 5 Days a week \$225.00 – 4 Days a week \$200.00 – 3 Days a week \$175.00 – 2 Days a week
Cafeterias High School (does not include kitchen area)	\$300.00 – 5 Days a week \$275.00 – 4 Days a week \$250.00 – 3 Days a week \$225.00 – 2 Days a week
GYM (Elementary School)	\$400.00 – 5 Days a week \$350.00 – 4 Days a week \$300.00 – 3 Days a week \$250.00 – 2 Days a week
GYM (Middle School)	\$500.00 – 5 Days a week \$450.00 – 4 Days a week \$400.00 – 3 Days a week \$350.00 – 2 Days a week
GYM (Auxiliary-High School)	Only available for Large Event Rentals, Reference Section 7
GYM (Main Gym-High School)	Only available for Large Event Rentals, Reference Section 7
Practice/Multi-Purpose Fields (Elementary) All Sports welcome Field rental does not include access to buildings.	\$300.00 – 5 Days a week \$275.00 – 4 Days a week \$250.00 – 3 Days a week \$225.00 – 2 Days a week
Practice/Multi-Purpose Field/Individual courts (Middle) All Sports; varies by location Field rental does not include access to buildings.	\$400.00 – 5 Days a week \$375.00 – 4 Days a week \$350.00 – 3 Days a week \$325.00 – 2 Days a week
Practice/Multi-Purpose Fields/Individual courts (High School) All Sports; varies by location Field rental does not include access to buildings.	\$500.00 – 5 Days a week \$475.00 – 4 Days a week \$450.00 – 3 Days a week \$425.00 – 2 Days a week

Section 7: Large Event Rentals
(Over 500 participants)

RRPS proudly rents out its facilities for large-scale events such as fundraisers, large-scale sporting events, movie studios, tournaments, and other activities. (This does not include fine arts events). Fees are negotiated on a per-case basis, based on number of participants, specific facilities requested and parking needs, and may include a modest percentage of the gate. Contact Laura Perez, Facilities Use Specialist, at facuse@rrps.net to initiate a conversation.