

CHARGES FOR THE USE OF SCHOOL PROPERTIES

I.	Application Fee (non-refundable)		\$25.00
		Mon. – Sat.	Sundays/Holidays
II.	Access Fee (fee to open, be present and close)	\$35.00	\$55.00
		(hourly fee with a minimum of 4 hours)	
III.	Cleaning Charge (Custodian Only)	\$35.00	\$55.00
		(hourly fee with a minimum of 4 hours)	
IV.	Security Fee		
	Unarmed Security	\$25.00 (hourly fee with a minimum of 4 hours)	
	APS Police Officer	\$60.00 (hourly fee with a minimum of 4 hours)	
	Questions with Security, arranged through the APS Police Chief call (404) 802-2000.		
V.	Rental of Premises for School and School Related Programs and Functions - No Charge		
VI.	Rental of Premises for Non-Profits/Youth Groups and Events where there is no Admission Charge		
	A. each classroom	\$65.00 (3 hours or less), 25.00 each additional hour	
	B. elementary auditorium	\$80.00 (3 hours or less), 30.00 each additional hour	
	C. middle school auditorium/theater	\$105.00 (3 hours or less), 35.00 each additional hour	
	D. high school auditorium/theater	\$135.00 (3 hours or less), 45.00 each additional hour	
	E. gymnasium	\$100.00 (3 hours or less), 40.00 each additional hour	
	F. cafeteria (does not include kitchen)/media center	\$100.00 (3 hours or less), 40.00 each additional hour	
	G. field/ parking lot (one time use)	\$75.00 for one day	
	H. seasonal use of field		
	Elementary/Middle School	\$250.00 for 3 months	
	High School	\$300.00 for 3 months	
	I. Summer Camp	\$3,000.00 (4 weeks) (Utilities and HVAC included)	
	(Use of Multipurpose Room/ Gymnasium, 2 classrooms and restrooms) – Camp must provide its own janitorial service and supplies. All Summer Programs must end on June 30 th .		
	J. Board Room	\$350.00 for 3 hours, \$100.00 each additional hour	
VII.	Rental of Premises for For-Profit Organizations and Events where there is an Admission Charge		
	A. each classroom	\$100.00 (3 hours or less), 30.00 each additional hour	
	B. elementary auditorium	\$125.00 (3 hours or less), 35.00 each additional hour	
	C. middle school auditorium/theater	\$150.00 (3 hours or less), 40.00 each additional hour	
	D. high school auditorium/theater	\$175.00 (3 hours or less), 45.00 each additional hour	
	E. gymnasium	\$250.00 (3 hours or less), 60.00 each additional hour	
	F. cafeteria (does not include kitchen)/media center	\$250.00 (3 hours or less), 60.00 each additional hour	
	G. field/parking lot (one time use)	\$150.00 for one day	
	H. seasonal use of field		
	Elementary/Middle Schools	\$500.00 for 3 months	
	High Schools	\$600.00 for 3 months	
	I. Summer Camp	\$8,000.00 (4 weeks) (Utilities and HVAC included)	
	(Use of Multipurpose Room/ Gymnasium, 2 classrooms and restrooms) – Camp must provide its own janitorial service and supplies. All Summer Programs must end on June 30 th .		
	J. Board Room	\$650.00 for 3 hours (200.00 each additional hour)	

TO PRINCIPAL:

Please add the name in SchoolDude during approval notes of the Board employee who will be present during the use of the building (Not Mandatory for the School Staff Member to be on hand). This Board employee can be anyone approved by the Principal and the Maintenance Manager. The facilities staff person will be responsible for the clean-up after the event to ensure that the facility is ready for the next school day. All maintenance employees will be paid time and half their salary per hour for any hours over their regular 40 hour work week. You have the right to accept or reject any organization wanting to use your school.

CHARGES: Payments for the event must be paid before the event upon receipt of invoice. If not, the permit will be denied. If you have any questions please call the Manager of Property Development at 404-802-3820.

DISTRIBUTION: Approvals are emailed electronically from SchoolDude to all parties of the District Administration Staff and APSPD. The Manager of Property Development & Administration at the Service Center is the final approver and distributes the electronic invoice via SchoolDude to the Lessee.