

November 6, 2003

Dear valued Esparto community organization,

Because of the rising costs of facility and grounds maintenance, and to implement prudent management of Esparto Unified School District funds, we find it necessary to initiate a charge for Esparto Unified School District's facility usage.

After analysis of costs and comparison of facility use charges in other school districts, on November 5, 2003 the Esparto Unified School District Board approved a revised policy implementing a four-tiered fee structure.

Applicable to any use of indoor facilities, district staff must be on the premises. Consequently, fees for activities that are scheduled at times when an employee is not on the premises will be increased for reimbursement of staff time. The approximate cost for custodial coverage ranges between \$20 and \$27 per hour.

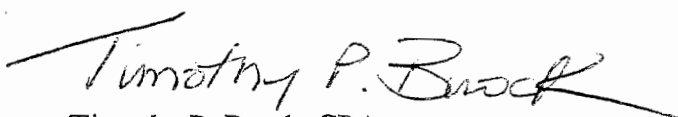
All users of District facilities will be required to make application for such use and must first obtain approval from the school desired via the **Request for Use Of Facilities**, which will be forwarded to the Esparto Unified School District Office for insurance verification and final approval.

Facility use fees will be applied as follows:

	High Sch. Gym	Multi-Use Room	Clrm.	High Sch. Field	Mid. Sch. Field	Elem. Field
Fair Market Value Any organization engaged in fund-raising activities or profit-making activities whose net proceeds are not directly expended on EUSD students, including religious services or other programs	\$50/hr.	\$30/hr.	\$30/hr.	\$35/hr. w/4 hr. min.	\$20/hr. w/3 hr. min.	\$20/hr. w/3 hr. min.
Direct Costs Non profit organizations not directly related to district's educational programs and/or charge admission fees, dues, or solicit donations	\$30/hr.	\$13/hr.	\$8/hr.	\$15/hr.	\$5/hr.	\$5/hr.
Direct Costs Non profit organizations not directly related to district's educational programs and/or charge admission fees, dues, or solicit donations, with 75% of participants living within EUSD boundaries	\$30/hr.	\$13/hr.	\$8/hr.	\$10.50/hr.	\$3.50/hr.	\$3.50/hr.
Custodial only District sponsored school activities	N/C	N/C	N/C	N/C	N/C	N/C

Thank you for your cooperation.

Sincerely,



Timothy P. Brock, CPA
Chief Business Officer
Esparto Unified School District