

HEIDER MEETING ROOM/ART GALLERY USE POLICY

In accordance with a donation made to the School District of West Salem from Marie W. Heider for the purpose of building a meeting place where the public is able to meet for free, residents of the School District may use the Heider Room at no charge.

While the Heider Room is available for free use by the public during normal business hours, 8:00 a.m. to 4:00 p.m., the district reserves the right to charge fees for the following categories:

Technology - \$20 (flat rate)  
Custodian - \$20 per hour (This fee may be charged outside normal business hours)

In the event that the room is used during regular business hours and the technology in the room is not used, there shall be no charge for the use of the room.

The Superintendent may waive the Heider Meeting Room fees for school related business.

The public may sign up to use the Heider Meeting Room through the District Office Secretary. Requests shall be granted on a first come basis.

Example of fees for three hours of use with technology outside regular business hours.

3 hours x \$20 per hour for custodian	= \$60
<u>Technology (flat rate)</u>	<u>= \$20</u>
Total amount	= \$80

APPROVED: December 13, 2004