

FEE SCHEDULE FOR LAUNCH RENTAL

AREA REQUESTED	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4
Convening Room	Free	\$40 / hour	\$80 / hour	\$120/hour
Maker Studio	Free	\$20 / hour	\$30 / hour	\$45/hour
Student Pop-Up Shop	Free	\$20 / hour	\$30 / hour	\$45 / hour
Professional Studies Center	Free	\$100 / hour	\$150 / hour	\$200/hour

FACILITY USAGE GUIDELINES

GENERAL GUIDELINES

- Please respect our building and our staff.
- Turn off lights when leaving Launch.
- Be sure to turn off all equipment upon completion of event.
- Launch shall be left in the condition in which the user finds it, and in the event any user finds it necessary to remove or change the location of any furniture, such changes shall be made at the user's expense, and user shall agree to change all of modifications back to the condition in which same was found.
- User shall not damage, mar or in any way deface Launch or any equipment therein and shall not cause or permit anything to be done whereby the same shall be in any manner marred or defaced, nor drive or permit to be driven any nails, hooks, tacks, pins, or screws, etc., about or in any part of Launch, nor shall s/he make or allow to be made any alterations of any kind therein.
- If Launch or any portion thereof or equipment shall be damaged, marred, or defaced by the act, default, or negligence of the user or the user's agent, employee or employees, patrons, guests, or any person admitted to Launch by said user, the user shall pay to the District, on demand, such sum that shall determine to be necessary to restore Launch or such equipment to its condition prior to such damage.
- Rules, Laws, Ordinances, Regulations, Standards, and Codes of the State, City, and District shall apply to all of the performing arts activities and programs.

SUPERVISION OF STUDENTS

- Students may not work in the Launch without proper supervision by a Fort Thomas Independent Schools employee.

FOOD/DRINK

- Food or beverages are permitted in Launch.
- Alcoholic beverages are permitted on the grounds during non-school hours by third parties through a rental agreement.
- Use of any tobacco product is not permitted.

SAFETY/SECURITY

- Authorized personnel shall handle the opening and closing of Launch.
- Running and horseplay are strictly forbidden.
- All exits, doors, and access to fire extinguishers must be kept clear.

EQUIPMENT

- Only authorized users shall manage the audio/video equipment on the first floor.
- Individuals must be properly trained to utilize the equipment in the Maker Studio.
- No piece of equipment shall be changed, altered, removed, repaired or adapted without proper authorization by the District.

CLEANUP

- All trash must be put in appropriate containers.
- Spills must be cleaned immediately. Should spills occur, custodial staff if present must be asked for assistance.
- Users are to complete a walk-through of the space at the conclusion of the event to make sure all trash has been properly disposed of.
- All areas must be left in orderly, litter-free condition. Tables and chairs must be returned to the positions in which they were found.

**Use of these facilities may require the Site Supervisor, Custodial services, or other staff to be present. The rate for these services will be determined based upon the hourly rate for the individuals assigned to work the event. The Organization shall also be liable for the cost to the district to pay these employees their required benefits. This surcharge will not exceed 32% of the employee's hourly rate. An estimate for these services will be provided but may differ from actual charges based upon employee assigned to the event. The district reserves the right to assign additional employees than estimated should the facility be left in a condition that requires such action.*