

**WARREN COUNTY SCHOOL DISTRICT PROCEDURE:  
ADMISSION FEES**

**Administrative Procedures**

When entry fees are charged for WCSD activities, the following procedure shall be followed:

**Athletics**

WCSD Athletic Events held at War Memorial Field

Admission fees are set by the Board of School Directors and are presented in the WCSD Athletic/Co-Curricular Handbook. WMF gate receipt revenue is submitted to the Warren Sports Boosters at the conclusion of each athletic season. (Fall, Winter, & Spring)

Fees for WCSD athletic events held at WCSD venues other than WMF are also set by the Board of School Directors and are presented in the WCSD Athletic/Co-Curricular Handbook.

Gate receipts revenue is deposited into the Warren County School District General Fund.

**Arts**

Curricular Activities

No admission fee may be charged for curricular activities. If student-musicians' participation in a concert is a course requirement, a donation may be accepted by the appropriate school organization. Revenue so realized must be deposited into the corresponding student activity account of that organization.

Other Presentations

An admission fee may be charged for a band, choir, orchestra, play or other performance which is not part of a course curriculum. That fee may be collected by a related school club or an out-of-school support organization. Should a school club collect the fee/donation, the resulting revenue must be deposited into the corresponding student activity account of that organization. If the activity is organized and presented by an out-of-school support group, that group may charge an admission fee. In that case they may retain the resulting revenue. A schedule of acceptable fees can be found in the WCSD Athletic/Co-Curricular Handbook.

All-County Musical

The WCSD presents an All-County Musical production by Senior High and Middle School students in alternating years. The production staff through the office of the Supervisor District-Wide of Athletics and Co-Curricular Activities will request

approval of the admission fee from the Personnel/Athletics and Co-Curricular Activities Committee of the Board of School directors. That fee will reflect the level expenses of the production including sets, costumes, royalties, promotional activities and so on. Revenue from these productions is deposited into the ACM revenue account.

#### Marching Band and Other Competitions

A WCSD Marching Band and their private support group may charge an admission to a Marching Band Competition they sponsor. They may set a fee not to exceed the fee charged at the Tournament Championship in which their school participated the previous year. The private support group may retain revenue collected.

### **Dances & Other Entertainment**

A school organization may charge admission to a dance or other entertainment activity. The fee must be approved by the building principal and should reflect the expense of the preparation for the activity. Revenue so realized must be deposited into the corresponding student activity account of that organization.

### **Fundraisers**

#### School Group Sponsored

A school organization may charge admission to a fundraising activity. The fee must be approved by the building principal and should reflect the financial need of the sponsoring organization. Revenue so realized must be deposited into the corresponding student activity account of that organization.

#### Private Support Group Sponsored

A private support group may charge admission to a fundraising activity. The fee must be approved by the building principal and should reflect the financial need of the sponsoring organization. The sponsoring organization may retain revenue realized from the event.

### **Specific Guidelines**

In all cases, proceeds from an activity shall be kept in a safe place in the main office area of the school building. Money shall be placed in the school safe if available.

In all cases, when presale tickets are sold and the event is cancelled or rescheduled, "rain checks" must be made available. If a patron is unable to attend the rescheduled activity, a refund will be made upon request.

WCSD Athletic, Drama & Music (ADM) passes shall be accepted for admission to athletic, music and drama events and programs sponsored by the WCSD in the pass holder's home school attendance area. Special exceptions will be specifically advertised.