

<b>Category:</b> <b>5000 - BUSINESS</b>	<b>Policy Number:</b> <b>5330</b>
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<b>Policy Title:</b> <b>Fees - Levy of New Fees and Fee Increase</b>	<b>Effective Date:</b> <b>August 12, 2003</b>
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**It shall be the Board’s policy to levy fees on the use of school equipment, facilities and human services as determined by a schedule drawn by the administration.**

**For the purpose of this policy, the definition of “fee” will also include all fees and charges of this school district for a direct public service, including fees for voluntary activities and extra costs such as extracurricular/athletic fees and associated transportation fees, student activity card fees, and costs for driver’s education, food services, and similar services, materials or activities.**

**Prior to a decision to impose a new fee or to approve a fee increase that exceeds one hundred five percent (105%) of the amount of the fee last collected, the board will hold a regular or special public meeting on the proposed fee imposition or fee increase.**

**Public notice will be given of the intent to make a decision on a proposed fee or fee increase by either:**

- 1. Advertising in at least one newspaper once each week during the two weeks preceding the week during which the hearing will be held. The advertisement will state that the board will meet on a certain day, time and place listed in the advertisement. The advertisement will also state the purpose of the meeting, which is to explain the reasons for and hearing public comments about any proposed new fee or fee increase beyond one hundred five percent (105%);**
- 2. Holding three public meetings in three different locations in the district; or,**
- 3. A single mailing notice to all district residents, provided that the same information is given and provided the meeting is held not less than seven days after the mailing of the notice.**

**Failure to provide public notice and a hearing on the increase in fees will result in possible voiding of the validity of all or a portion of the fee increase.**

**Legal Reference: Idaho Code 63-1311A and 60-106**

**Reference: Policy 4040, “Facility Usage and Rental  
Procedure 4040p, “Facility Usage Guidelines”  
Policy 5230, “Equipment - Authorized Usage”  
Policy 5335, “Fines for Loss, Damage or Destruction of Property  
Policy 5370, “Student Activity Fees”**