

ADMINISTRATIVE  
REGULATION

**Daily Facility Fee Schedule By Category**

- Fees for long-term facility use will be negotiated upon request by the requesting organization. Long-term use is considered to be five (5) consecutive days or for a periodic term in excess of thirty (30) days. All negotiations will be the responsibility of the Superintendent or designee.
- Organizations are encouraged to utilize the school district food service department for catering all events. Organizations can request third party catering with the requirement that a representative from the school district food service department be on-site at the expense of the requesting organization.
- When Category 1 is utilizing the school for fund raising, or when charging admission to an event or charging a participation fee, the group will pay all appropriate costs with the exception of the facility use fee.
- All groups in Categories 2, 3, and 4 when utilizing school facilities for fund raising purposes or when charging admission to an event or a participation fee (other than for the direct benefit of PTSD students or PTSD sponsored activities as well as non-profit organizations whose funds go directly to charity) will pay the appropriate building utilization fee referenced in Category 5. (Kitchen facility use is considered an exception to this guideline).

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**Daily Facility Fee Schedule**  
**By Category**

**FACILITY:**

<b>HIGH SCHOOL</b>	<b>CATEGORY 1</b> *	<b>CATEGORY 2</b> *	<b>CATEGORY 3</b> *	<b>CATEGORY 4</b> *	<b>CATEGORY 5</b> *	<b>CATEGORY 6</b> *
Auditorium and/or stage	N/C	N/C	N/C	N/C	\$500	\$500
Auditorium (Annex)	N/C	N/C	N/C	N/C	\$100	\$100
Gymnasium, (Main)	N/C	N/C	N/C	N/C	\$500	\$500
Gymnasium, (Auxiliary)	N/C	N/C	N/C	N/C	\$200	\$200
Locker Rooms (Main)	N/C	N/C	N/C	N/C	\$100	\$100
Locker Rooms (Auxiliary)	N/C	N/C	N/C	N/C	\$100	\$100
Dining Rm Cafeteria	N/C	N/C	N/C	\$150	\$250	\$250
Dining Rm Cafeteria & Kitchen	N/C	N/C	N/C	\$200	\$350	\$350
½ Dining Rm Cafeteria	N/C	N/C	N/C	\$75	\$125	\$125
½ Dining Rm Cafeteria & Kitchen	N/C	N/C	N/C	\$100	\$175	\$175
Double Classroom	N/C	N/C	N/C	N/C	\$75	\$75
Classroom	N/C	N/C	N/C	N/C	\$50	\$50
Athletic Fields (see E above)	N/C	N/C	N/C	N/C	\$100	\$100
Stadium	N/C	N/C	N/C	N/C	\$600	\$600
Stadium / Lights	\$50 per hr	\$50 per hr	\$50 per hr	\$50 per hr	\$600	\$600
Stadium/ Lights/Concession Stand	\$75 per hr	\$75 per hr	\$75 per hr	\$75 per hr	\$700	\$700
Courts	N/C	N/C	N/C	N/C	\$100	\$100
Pool / Lockers	N/C	N/C	N/C	N/C	\$500	\$500

\* Rates for PTSD personnel and Board approved rates for other personnel include the following:

- Current negotiated hourly rate of one and one half times the current negotiated hourly rate as applicable. (Additional costs for building security/maintenance required by PTSD will be the responsibility of the requesting group or organization).
- Special custodial service/setting up chairs/two (2) hour minimum.
- Projector and projectionist/three (3) hour minimum.  
Stage attendants/three (3) hour minimum.

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**Daily Facility Fee Schedule**

By Category

**FACILITY:**

	CATEGORY 1 *	CATEGORY 2 *	CATEGORY 3 *	CATEGORY 4 *	CATEGORY 5 *	CATEGORY 6 *
MIDDLE SCHOOL						
Auditorium and/or stage	N/C	N/C	N/C	N/C	\$300	\$300
Gymnasium, (Main)	N/C	N/C	N/C	N/C	\$300	\$300
Gymnasium, (Auxiliary)	N/C	N/C	N/C	N/C	\$125	\$125
Locker Rooms	N/C	N/C	N/C	N/C	\$100	\$100
Dining Rm Cafeteria	N/C	N/C	N/C	\$100	\$200	\$200
Dining Rm Cafeteria & Kitchen	N/C	N/C	N/C	\$150	\$300	\$300
Double Classroom	N/C	N/C	N/C	N/C	\$75	\$75
Classroom	N/C	N/C	N/C	N/C	\$50	\$50
Athletic Fields (see E above)	N/C	N/C	N/C	N/C	\$100	\$100
Courts	N/C	N/C	N/C	N/C	\$100	\$100

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- Special custodial service/setting up chairs/two (2) hour minimum.
- Projector and projectionist/three (3) hour minimum.  
Stage attendants/three (3) hour minimum.

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**FACILITY:**

<b>ELEMENTARY SCHOOLS</b>	<b>CATEGORY 1 *</b>	<b>CATEGORY 2 *</b>	<b>CATEGORY 3 *</b>	<b>CATEGORY 4 *</b>	<b>CATEGORY 5 *</b>	<b>CATEGORY 6 *</b>
Multipurpose Room	N/C	N/C	N/C	N/C	\$250	\$250
½ Multipurpose Room	N/C	N/C	N/C	N/C	\$125	\$125
Dining Rm Cafeteria	N/C	N/C	N/C	\$100	\$200	\$200
Dining Rm Cafeteria & Kitchen	N/C	N/C	N/C	\$150	\$300	\$300
Double Classroom	N/C	N/C	N/C	N/C	\$75	\$75
Classroom	N/C	N/C	N/C	N/C	\$50	\$50
Athletic Fields (see E above)	N/C	N/C	N/C	N/C	\$100	\$100

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- Current negotiated hourly rate of one and one half times the current negotiated hourly rate as applicable. (Additional costs for building security/maintenance required by PTSD will be the responsibility of the requesting group or organization).
- Special custodial service/setting up chairs/two (2) hour minimum.
- Projector and projectionist/three (3) hour minimum.  
Stage attendants/three (3) hour minimum.