

### FACILITY USE FEE SCHEDULE

Community organizations using school facilities shall be charged a fee in accordance with the Board-approved fee schedule. The only exceptions are as follows:

1. The Village of West Salem Park and Recreation Department and any other School District of West Salem youth organization shall be allowed to use school facilities free of charge during times when custodians are employed and for up to ten hours under Fund 80 for special events occurring outside the normal custodial hours. The West Salem Recreation Department or any other local youth organization will be charged 50% of the rental fee for any event that they sponsor that an admission is charged or for any event that involves participants outside the school district. The West Salem Recreation Director and or his or her designee and member of the youth organization will be in charge of the supervision of the school activities during aforementioned events.
2. Institutions of higher education will be charged a 50% rental fee for classes if a resident of the school district and or member of the staff is a student in the class. In the event that school personnel are needed such as a computer technician, kitchen staff etc.) the institution will be charged according to the normal fee schedule. Use of specialized school facilities i.e. tech ed., home ec., and or computer labs may require that a West Salem School District staff member be present and per hour fee paid. A material use fee may also be charged to cover the cost of items consumed.
3. Local civic and non-profit organizations shall be allowed to use district facilities free of charge if no admission is charged for an event during times when custodians are employed and for up to ten hours under Fund 80 for special events occurring outside the normal custodial hours. Such organizations shall, however, be charged a maintenance fee if the activity occurs during hours in which a custodian is not regularly scheduled.

Any private for-profit organization will be charged all applicable fees.

An organization may accrue multiple fees from these service categories based on the service deemed necessary by administrative staff.

The above fees include the cost for all necessary utilities. If the facilities are to be used at a time when a custodian is not regularly on duty, the organization shall be charged the district's costs for the custodian plus any other charges that may be incurred for supplies.

Number of Hours

FACILITY	2 or less	3 - 4	5 - 6	7 - 8	Rate per additional hour
OEC (lodge/land)	\$15 per hour *Plus any (estimated) cost of operation as needed				
Gym	\$30	\$60	\$90	\$125	\$15
Cafeteria/multi purpose/commons	\$15	\$30	\$45	\$60	\$10
Classroom/mat room/wrestling/dance studio etc.	\$10	\$20	\$30	\$40	\$8
Swimming pool Lifeguard fees	\$40 1-50 2@ \$35 51-100/3@ \$60 101-150/4@ \$85	\$80 1-50 2@ \$70 51-100/3@ \$160 101-150/4@ \$170	\$120 1-50 2@ \$105 51-100/3@ \$60 101-150/4@ \$340	\$160 1-50 2@ \$140 51-100/3@ \$60 101-150/4@ \$425	\$20 1-50 2@ \$17.50 51-100/3@ \$30 101-150/4@ \$44.50
Athletic field					
▪ Without lights	Flat fee of \$50				
▪ With lights	Flat fee of \$100. The organization will be billed an additional amount if the lights are left on longer than 8 hours.				
▪ Public address system	Flat fee of \$15				
Assembly Room	\$15	\$30	\$45	\$60	\$10
Computer Lab	\$18		5-8 hours \$36		

Organizations using kitchen and lunchroom facilities, not including the concession stand shall be charged applicable fees for the preparation, distribution, and clean-up of food items. The cost of a district cook, who shall act as a supervisor only, is two times the highest cook. Catering rates will be charged for the preparation of food items. The district cook will ensure that all local, state and federal health and safety regulations for the preparation, service and storage of all food products are adhered to.

APPROVED: July 19, 2004  
 REVISED: May 12, 2008  
 REVISED: January 26, 2009  
 REVISED: August 13, 2012