

Facilities Use

FEE SCHEDULE



Contents

User Categories	2
General Facility Rental Rates	3
Other Fees - Personnel & Administrative Fees	4
Fields - Grass & Turf	5
Federal Way Memorial Field – Current and Projected	6
Federal Way Memorial Field – Continued	7

The Board subscribes to the belief that the facilities and fields of the Federal Way Public Schools are owned by and operated for its patrons and are primarily for public school purposes. The community is encouraged to use district facilities and fields.

Facilities Use

FEE SCHEDULE



User Categories

The Superintendent/designee is authorized to establish procedures for use of district properties, including rental fees, supervisory requirements, restrictions, security, etc. For rental fee purposes, people seeking the use of district facilities have been divided into three categories. All participating users will be given equal opportunity to rent, subject to limits set forth in Policy 4260 and Procedure 4260P.

CATEGORY 1

School-related, community-betterment groups, parent, youth and/or teacher groups whose purpose is the advancing or supplementing of education, public agencies or other local groups formed to address community issues, whose meeting serves public purpose, in the judgment of the Federal Way Public Schools. Examples of groups in this category are: PTA, Booster Clubs and superintendent approved activities. Youth non-profit social and recreation groups whose main purpose is to promote the welfare and improve the quality of life for community boys and girls. Examples of groups in this category are: Boy Scouts, Girl Scouts, Campfire Girls and community athletic youth teams.

CATEGORY 2

Community, non-community, non-profit and minimal profit organizations who use district facilities or fields to provide/promote instruction or entertainment, or other activities for which public or commercial facilities are generally rented, will pay a fee based on Category 2 of the district rental schedule. Examples of groups in this category are: Adult recreation, Community meetings, Homeowners associations, political groups.

CATEGORY 3

All other organizations, including but not limited to churches, profit-making groups, and business-related enterprises, will pay a fee based upon Category 3 of the district rental schedule. While the district would prefer profit-making organizations use commercial or private facilities, facilities may be rented at the prevailing rate charged by commercial facilities in the area.

To ensure that funds intended for K-12 education are not used for other purposes, the user will reimburse the district according to the published fee schedule, Form 118-2.

District sponsored curricular and co-curricular activities retain first priority in the use of facilities and fields. Authorization for use of any district property shall not be considered an approval or endorsement of the activity, organization or purposes represented. Organizations requesting use of any facilities must complete and sign Form No. 118, Application and Permit for Use of School Facilities.

The District may cancel any use agreement or authorization.

All applications for the use of school district facilities will be considered by Federal Way Public Schools without regard to race, color, nationality, origin, gender, or disability.

Facilities Use

FEE SCHEDULE



General Facility Rental Rates

Billed Per Hour

Category	Category 1	Category 2	Category 3
<i>Cafeteria – Elementary</i>	n/a	\$36.00	\$60.00
<i>Cafeteria – Secondary</i>	n/a	\$48.00	\$80.00
<i>Classroom</i>	n/a	\$18.00	\$30.00
<i>Conference Room – Individual Room</i>	n/a	\$18.00	\$30.00
<i>Conference Room – Board Room</i>	n/a	\$24.00	\$40.00
<i>Gym – Elementary</i>	n/a	\$36.00	\$60.00
<i>Gym – (Large) – Secondary</i>	n/a	\$54.00	\$90.00
<i>Gym – (Small) – Secondary</i>	n/a	\$45.00	\$70.00
<i>Kitchen – Elementary and Secondary*</i>	n/a	\$36.00	\$60.00
<i>Library – Elementary</i>	n/a	\$30.00	\$50.00
<i>Library – Secondary</i>	n/a	\$36.00	\$60.00
<i>Locker Rooms</i>	n/a	\$24.00	\$40.00
<i>Music Practice Room</i>	n/a	\$9.00	\$15.00
<i>Parking Lot</i>	n/a	\$60.00	\$75.00
<i>Performing Arts Center†</i>	n/a	\$66.00	\$110.00
<i>Playground</i>	n/a	\$24.00	\$40.00
<i>Theater</i>	n/a	\$60.00	\$100.00

Equipment (One-Time Fee)	Amount
<i>P/A System</i>	\$15.00
<i>Projector</i>	\$15.00
<i>VCR & Monitor</i>	\$15.00
<i>Overhead Projector</i>	\$15.00
<i>Smart Board</i>	\$75.00
<i>Piano – Upright</i>	\$22.00
<i>Piano – Grand (if available)</i>	\$72.00
<i>Scoreboard</i>	\$30.00
<i>Wrestling Mat</i>	\$15.00
<p><i>Additional fees can be required for equipment that is requested, but not listed on this form. Use of electrical equipment must be specifically requested.</i></p> <p><i>Certain equipment is subject to operation only by a district employee. Only equipment approved in advance may be used</i></p>	

* Subject to approval by Nutrition Services; Nutrition Services staff **must** be present if equipment or utensils are used. See *Personnel Fees* for more info.

† Subject to approval by Theater Manager, and requires the presence of the Theater Manager to supervise and operate equipment at an hourly cost.

Facilities Use

FEE SCHEDULE



Other Fees

Personnel Fees	Amount Per Hour	More Information
<i>Custodial</i>	\$36.00	All events require custodial supervision. A custodial fee will be required for all events scheduled beyond regularly scheduled work hours, weekends, holidays or other non-school days PLUS 30 minutes prior to and 30 minutes after an event. Holiday rates may also apply. Anticipated attendance of 250 persons or more requires the scheduling of an additional custodian. Furthermore, the district reserves the right to require additional assistance for large events, special set-ups, and/or cleaning.
<i>Security</i>	\$42.00	Events with an estimated attendance of 200 persons or more will be assigned District Security staff. An additional staff member will be assigned for every additional increment of 200 people. When determined that an event will require additional security, police protection, fire protection, or staff supervision, approval for use of the facility will be contingent upon compliance with the supervision required. Any additional expenses required for protection or supervision hereunder shall be paid by the user.
<i>Nutrition Services</i>	\$42.00	Use of a kitchen is subject to approval by Nutrition Services and may require supervision by Nutrition Services personnel.

Administrative Fees	Amount	More Information
<i>Deposit</i>	See More Info	New Users or groups who have not rented from FWPS within 3 years must pay a deposit of the estimated personnel costs of their requested rental. Due: Minimum of two weeks prior to the scheduled rental; rental will not be finalized until deposit is received. Deposit will be applied to the final invoice. If a facility request is for recurring weekly use surpassing 1 month, we reserve the right to request a deposit that will be held and applied to the final invoice and any outstanding balance.
<i>Cancellation Fee</i>	\$25	Events canceled within 48 hours of the start time are subject to a \$25 cancellation charge.
<i>Past Due Fee</i>	\$25	Invoices 30 days past due will be subject to a \$25 Past Due Fee. At 60 days, the current rental agreement will be suspended. A new rental request will be subject to the payment of past due invoices + deposit.
<i>No Show</i>	See More Info	User organizations who do not show up for their scheduled event, and do not notify the school and facilities use coordinator of their cancellation in writing prior to the close of business hours will be responsible for 2 hours of labor of any personnel assigned to the event (e.g. custodial, security, etc) and the sum total of their rental fee, if applicable. A user organization's late arrival of 30 minutes or more to their scheduled event with no communication to the school or facilities use coordinator constitutes grounds for a "No Show."

Facilities Use

FEE SCHEDULE



Fields – Grass & Turf

Billed Per Hour

Field Type	Schools Available	Category 1	Category 2	Category 3
<i>Grass Field</i>	Elementary and Middle Schools	n/a	n/a	n/a
<i>Grass Field – HS Baseball/Fastpitch</i>	Decatur High School Todd Beamer High School	\$10.00	\$15.00	\$30.00
<i>Turf Field – Baseball/Softball/Fastpitch</i>	Federal Way High School* Thomas Jefferson High School Sequoyah Middle School	\$35	Closed	Closed
<i>Turf Field – Football/Soccer</i>	Federal Way High School Thomas Jefferson High School Todd Beamer High School	\$35	\$135	\$270

Portable Restrooms

Restroom facilities are not provided. Portable restrooms are required for all groups at the expense of the renting organization. Portable facilities must be:

- Locked
- Serviced in a timely manner
- Secured to a structure such as a fence
- Placed on a predesignated space identified by the school/building you are renting from.

FWPS is not responsible for portable restroom facilities or any arrangements made between groups to share a rental of portable restrooms.

Personnel Supervision Requirements

Custodial supervision is required for field events that exceed 4 hours to ensure cleanliness of the facilities and empty trash.

*Indicates that the field or parking is locked and is subject to assistance to lock & unlock.

Field Use Guidelines

Please see Facility Use Handbook for more information about guidelines for use.

Facilities Use

FEE SCHEDULE



Federal Way Memorial Field – Current and Projected

Billed Per Hour Unless Otherwise Noted

Field and Grounds	Youth Community/ Parks & Recreation	Adult Parks & Rec	Adult Community Non-Profit	Adult Non- Community Non-Profit	Adult Community Revenue	Adult Non- Community Revenue	Billed Per:
<i>Memorial Stadium</i>	\$10.00	\$20.00	\$30.00	\$60.00	\$140.00	\$260.00	HOUR
<i>Track Only</i>	\$10.00	\$10.00	\$20.00	\$60.00	\$80.00	\$140.00	HOUR
Features (Current)							
<i>Field Lights</i>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	HOUR
<i>Grandstand (each)</i>	\$15.00	\$20.00	\$25.00	\$25.00	\$40.00	\$75.00	EVENT
<i>Team Rooms</i>	\$15.00	\$20.00	\$45.00	\$45.00	\$60.00	\$80.00	EVENT
<i>Press Box & Scoreboard</i>	\$15.00	\$15.00	\$30.00	\$30.00	\$40.00	\$50.00	HOUR
<i>Ticket Booth</i>	\$10.00	\$10.00	\$15.00	\$15.00	\$20.00	\$25.00	EVENT
Tentative Rates of New Memorial Field - Features							
<i>Field Lights</i>	TBD						
<i>Press Boxes (1, 2, 3, 4)</i>	TBD – Rates based on equipment per Press Box						
<i>Parking Lot - Only</i>	\$15.00	\$20.00	\$25.00	\$25.00	\$40.00	\$75.00	HOUR
<i>Concessions</i>	TBD						
<i>Team Rooms Home – Pair OR Away – Pair</i>	\$30.00	\$40.00	\$90.00	\$90.00	\$120.00	\$160.00	EVENT
<i>Team Rooms (Home OR Away – Single)</i>	\$15.00	\$20.00	\$45.00	\$45.00	\$60.00	\$80.00	EVENT
<i>Team Rooms (Home OR Away – Single + restrooms)</i>	TBD						
<i>De-winterization Fee (Dec. – Feb. Only)</i>	<i>Home Side</i>	\$812.00	<i>Away Side</i>	\$970.00	Includes cost of labor and equipment.		EVENT

*Please see additional requirements below

Facilities Use

FEE SCHEDULE



Federal Way Memorial Field – Continued

Group Composition

Youth Organizations that do not have at least 60% of members (users) residing within the Federal Way School District will be charged column “D” rates plus 30%.

Additional Costs

Field Supervisors, Parking Attendant, Security, Major Event Deposit, Clean-Up

User Charges

Users of the facilities will be charged according to the appropriate rental schedule as defined on the application. Groups using facilities will be charged for the services of the District personnel required for supervision and /or custodial services including 30 minutes prior to usage and 30 minutes after usage. These charges will be based on the current rates paid by the District. Reciprocal facility use may be considered in calculating user charges. Rates are to be reviewed on an annual basis, or as directed by the Board of Directors at the School District.

Payments

The application and certificate of insurance must be submitted at least fourteen (14) days prior to the use to be considered. Payment of the rental fee will be invoiced after the event according to actual use and time spent by District personnel according to normal

Organization(s) are asked to notify the Director of Activities one (1) week in advance of rental date(s) if a cancellation is necessary. If this notification is not made, the organization may be responsible for rental fees and other expenses.