



# 2023 – 2024 Facility Rental Handbook & Fee Schedule

Including facilities, sport fields,  
performing arts center, theaters, and  
nutrition services.

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This Handbook and fee schedule were approved by the Renton School Board on June 7<sup>th</sup>, 2023.

  
Dr. Damien Pattenaude, Superintendent

  
Date

## Rental Provisions

The Renton School District (referred to as RSD or “the District” in this document) recognizes that our facilities, athletic fields, and grounds are provided primarily for the education of our students. Thereafter, our facilities and grounds shall be made available to the public in adherence to the priorities and regulations outlined in this Facility Rental Handbook and Fee Schedule. District representatives shall endeavor to make all educational and athletic facilities available for use by the community provided such use will not interfere with school activities or reflect negatively on RSD. All athletic fields should be available for community use, after hours, except where the risk of damage to equipment or facilities is high (e.g., inclement weather, high impact activities that pose substantial risk of damage to the field, or maintenance activities that are required). In accordance with district policy, no person or organization seeking to use District facilities pursuant to these policies shall be denied the use of the facilities, or be subjected to discrimination, on the basis of race, creed, color, national origin, gender, sexual orientation, marital status, previous arrest or incarceration, or disability.

The information in this document is governed by board policy 4260 and administrative procedure 4260P.

### Organizational Information

RSD uses an electronic application process. Prior to submitting an electronic application, each client must specify their organization or affiliation to permit proper organizational identification and fee classification. If there is no organization and the request is being made by a sole proprietor or single person, then an organization will be created using that person’s name.

Submitting organizational identification information does not constitute a rental application. Please ensure you submit a complete and thorough packet of organizational information. Once this submission is completed, you will be notified that your organization is a “registered client” or that there is a deficiency which must be corrected. As a registered client you may move on to submit an application to use our facilities.

### Application

Only registered clients may submit an application to use RSD facilities. Registered clients may be either internal groups (e.g., student athletic events, activities) or external groups (e.g., affiliates, partners, community members). All clients wishing to rent district facilities, both internal and external, must complete the online application and adhere to the rules and regulations as outlined below and on the district website under “Facility Rental.” Applications must include payment of the application fee and any anticipated rental fees. For questions or assistance with accessibility of the online application, please contact the Facility Rental Manager at 425.204.3455 or stop by the district office located at 300 SW 7<sup>th</sup> St.

Submission of your event application or verbal affirmation of facility availability, does NOT constitute approval of the event/rental contract. Additional administrative review is required for all applications. Depending upon the complexity of the event, additional approvals and permitting may also be required. You will be notified of approval/disapproval/follow up coordination required for your request via email, generally within 5-10 business days following submission of your application. Facility rental email communication will come from [rsd.facilityuse@rentonschools.us](mailto:rsd.facilityuse@rentonschools.us) or other designated system email address. Applications which are approved will always be provided in writing from the Facilities Rental Manager/Representative as they constitute a written contract between the client’s organization and RSD.

Additionally, the District requires all clients to have a physical print out (or electronic copy) of the approved rental contract available for inspection by administration or district representative at their event. Failure to produce this proof of facilities rental approval may result in cancellation, trespass, or additional administrative sanctions.

### Direct Client Charges

Renters will be assessed charges according to the appropriate rental schedule as defined on the application. Groups using the facilities will be charged for the services of district personnel required for supervision and/or custodial services. These charges will be based on the current rates paid by the district. Rates are reviewed and approved annually by the Governing Board.

## **Booking Fee**

A one-time, non-refundable, booking fee of \$25.00 will be assessed for each reservation made. If multiple reservations are made in a single request, only one fee will be applied. This booking fee applies whether the request has been entered by a staff member or the renter directly. This fee is applied to all rental requests except category 1a clients.

## **Change Fee**

A per-request change fee of \$25.00 may be assessed if requests to change any aspect of the application are made after final approval from the Facility Rental Manager.

## **Facility Equipment**

Rental of district property does not guarantee or expressly allow the use of equipment such as chairs, tables, sporting equipment, projection, or sound systems, etc. While this equipment may be made available, for specific questions about the equipment, please ask your district contact about the space you are requesting. If equipment is used, any excessive wear or damage, as determined by district staff, will be back billed to the client at the cost of replacement or repair.

## **Payments**

Any charges for use of the facility will be billed to the applicant through the online rental system. Organizations, groups, or individuals shall not make any payment directly to any school employee or make any individual arrangements with employees as to service charges. Neither facilities rental staff nor event support staff are authorized to make changes to prescribed fees.

Renters of the Renton Memorial Stadium, Renton IKEA Performing Arts Center, Theater at Hazen, and the Lindbergh Theater are subject to additional deposit and document submission requirements. See the fee section below.

Invoiced charges are due within 30 days of the invoice date.

## **Past-due Accounts**

If payment is made after 30 days of the invoice date, a late fee may be assessed. If payment is not made within 90 days of the invoice date, additional fees may be assessed and the account may be sent to collections. Renters that have a past-due balance may be refused rental of district facilities. This includes any late fees or deposits that are outstanding.

## **Cancellation by the District**

The school district reserves the right to cancel non-school activities in favor of school activities whenever conflicts arise. The school district will notify renters of the cancellation as soon as possible. In the event of an inclement weather cancellation by the district, District staff will attempt to accommodate a reschedule. If the district cancels for a non-weather related reason, any deposits made towards the event will be returned.

## **Cancellation by the Renter**

A renter may cancel without penalty at any time up to two weeks (14 calendar days) before the rental date. Cancellations less than two weeks will be charged 50 percent, non-refundable, of the estimated fees. Any cancellations within five days of the rental date will be billed at 100 percent, non-refundable, of the estimated fees.

Renters of the Renton Memorial Stadium, Renton IKEA Performing Arts Center, Theater at Hazen, and the Lindbergh Theater are subject to additional cancellation policies. See the associated fee section below.

## **Proof of Authorized Rental**

When using district facilities for purposes outlined in this document, the client must maintain a copy of the approved rental contract (electronic or physical copy) while on the premises and be able to produce that copy upon request by any district staff including custodial and security. Failure to produce the approved rental contract may result in refusal of access or being asked to vacate the premises. The copy can be printed or made available electronically on a tablet or mobile device.

## **Valid Identification**

Each renter of a district facility may be required to show proof of identity prior to being granted entry into their rented space(s). The primary renter(s) must be of at least 18 years of age.

## Right to Revoke

The District reserves the right to cancel any permit given, and refund any payment made for use of RSD property, when it deems such action advisable and in the best interest of the school district, or to modify its policy at any time.

## Special Event Permits

Patrons are advised that RSD facilities lie within multiple overlapping governmental jurisdictions. Those patrons considering large outdoor events (e.g., producing events that would draw more than 300 people) may require a special event permit. RSD has facilities within the following municipalities: City of Renton, City of Newcastle, City of Seattle, and Un-incorporated King County. RSD facilities also lie within the Renton Regional Fire District. Jurisdictional limitations on noise, capacity, open flame, traffic, etc. are set forth by the governing jurisdiction and must be considered by the client PRIOR to final consideration/approval of the rental contract by RSD. Client use of RSD facilities is always contingent upon approval and receipt of required jurisdictional permits and other required coordination. RSD reserves the right to require proof of jurisdictional permit/coordination prior to final event approval.

## Applicable Taxes and Fees

All Facility Rental Clients assume sole responsibility for reporting and paying any applicable excise taxes, use taxes, ticket percentages, etc. to the City of Renton, state, or other applicable governing body. Please consult your legal counsel with any questions.

# 1. Rules and Regulations

- a. The Board of Directors of Renton School District No. 403 considers school buildings and facilities to be public property, which is to be used in the best interest of the entire community. However, school functions will have priority over community requests in processing applications for building use.
- b. Firearms are prohibited in school district buildings and on grounds (RCW28A.600.010).
- c. The use of tobacco products and alcoholic beverages in school district buildings and on grounds is prohibited (RCW 28A.210.310).
- d. Fireworks are illegal in Renton. The sale and use of fireworks are prohibited within Renton city limits; a ban that was passed by voters in 2005.
- e. Profane language, possession, or use of intoxicating beverages, boisterous conduct, and betting or other forms of gambling shall not be permitted on school premises.
- f. District facilities may be used for open meetings and performances subject to the policies of the district. District functions shall have priority over community requests for facility use.
- g. Applications for all uses of facilities by "non-school groups" shall be submitted through the application process, which is used to determine availability of facilities desired and acquaint the applicant with the existing policies, regulations, and service charges. The Superintendent or designee possesses the authority to make the final decision on the use of school facilities by any group. Both the Facility Rental Manager and the Superintendent or designee shall approve applications for revenue-raising activities.
- h. A single application may be made for a series of events of like character.
- i. The district reserves the right to cancel any permit, and refund the unearned portion of any payment made, at the district's discretion, without explanation.
- j. The district reserves the right to reject any application without explanation.
- k. Approved rental applications shall be revocable at the discretion of the Facility Rental Manager or the Board of Directors.
- l. Approved applications are temporary approval to use district facilities and shall not be considered a lease.
- m. No use of building or grounds will be granted if the primary purpose is for private or commercial gain, or advertising purposes unless approved by the Superintendent or designee.
- n. All building use permits shall expire at the close of the school year. Applications for use of school buildings during summer, holidays, or vacations must be approved by the Facility Rental Manager before the close of school.
- o. The building principal/manager is not authorized to approve a waiver of fees.
- p. The applicant must give at least fourteen (14) business days' notice to the Facility Rental Manager of any cancellation or previously scheduled facility use. In case of failure to do so, the applicant will forfeit deposits and incur charges for expenses.



- q. A paid school district employee or an adult agreeable to the district must always be in the facility during after-school use of the facilities requested. (When a building custodian is engaged, it is understood that the custodian must be paid a minimum of 3 hours overtime which includes a minimum of 30 minutes to open and prepare the building and a minimum of 30 minutes to close and secure the building.)
- r. Applications for facility rental must be submitted online at least ten (10) days before the start date.
- s. Facilities used shall be limited to those specified on the application. Additional or unusual services of the custodian or other district employees must be discussed with the Facility Rental Manager. Custodians do not have the authority to permit the use of facilities or equipment not included in the rental.
- t. The tipping of school personnel is not allowed. Only the school district shall pay employees for services rendered in connection with the rental of school facilities.
- u. The applicant must exercise the utmost care in the use of school premises and must hold the Renton School District harmless from any and all liability resulting from the use of requested facilities.
- v. It shall be the applicant's responsibility to report, in writing, to the Facility Rental Manager any accidents or injuries suffered by individuals during the use of school district facilities.
- w. Any destruction of school property occurring during the applicant's use of district facilities must be reported in writing to the Facility Rental Manager.
- x. Decorations or application of material to walls or floors must receive written permission of the building principal/manager.
- y. Applicants must remove, at their own expense, all materials and equipment or furnishings left after the use of school facilities. The school district will provide only normal custodial services in connection with the use of buildings or grounds.
- z. Excessive trash or removal of items will result in a disposal fee.
- aa. Adequate adult supervision is required for applications to be approved. This shall include proper police and fire protection if necessary.
- bb. Facilities will not be made available for any use which might result in undue damage or wear.
- cc. Games of chance and lotteries will not be allowed in district facilities. "Amusement games" as defined by state law are permitted at school and PTA approved functions when licensed.
- dd. Classroom use during the school year will not be allowed except by special permission of the building principal.
- ee. Rentals must be paid in advance of the rental date unless other arrangements are made at the time of application. Other charges shall be paid promptly after billing by the school district. Late payment charges will be assessed for late payments.
- ff. Applicants' receipting funds from admissions or collections may be required to provide a financial statement of revenue and expenses to the Facility Rental Manager or Business Office.
- gg. Gym shoes are required in gymnasiums for all activity-type games such as basketball and volleyball.
- hh. All meetings and functions shall terminate, and facilities vacated by 10 p.m. on school nights unless otherwise approved by the Facility Rental Manager.
- ii. School equipment cannot be used except by special request and approval by the building principal/manager. This includes balls, nets, copiers, or other equipment.
- jj. No school equipment will be removed from the district facility.
- kk. Motor vehicles are to be parked in designated areas only.
- ll. The rental of cafeterias or other spaces that are attached to a kitchen does not grant access to the kitchen equipment. Kitchen equipment can only be used when approved by Nutrition Services in advance and will require extra fees and staffing.
- mm. Rentals of the Renton Memorial Stadium, Renton IKEA Performing Arts Center, Theater at Hazen, and Lindbergh Theater are subject to additional terms and conditions.
- nn. Waivers of rental fees and/or re-classification requests are subject to review and approval by the Superintendent/designee. Direct costs incurred are not subject to waiver.
- oo. Access to areas that may require a lock, such as the Hazen Turf field, requires the client to ensure the location is properly secured upon departure. Notification to district security must occur if something is wrong with the locking mechanism. Failure to secure the premise may result in a fine or loss of access to the facility.

## Insurance Coverage

Prior to using district facilities, all renters are required to provide a certificate of insurance. For a sample certificate, visit our website. If we do not have a certificate on file, one month prior to the event, your booking may be canceled, and cancellation fees would apply.

At their own cost, the renter shall secure and maintain through the duration of their rental contract, Comprehensive General Liability insurance for bodily injuries (including sickness or death) and property damages, with a limit of not less than \$1,000,000 for each accident or occurrence, and general aggregate with a limit of not less than \$2,000,000. Insurers affording coverage must carry a Best Rating of A- VIII or better.

With regards to General Liability, Auto Liability, Excess Liability, Renton School District #403, its directors, officers, and employees, shall be a certificate holder and added as additional insured with the following endorsement form:

- Additional Insured form CG2011 for Ongoing and Completed Operations, or equivalent (required);
- Waiver of Subrogation form CG2404, or equivalent (if available);
- and Primary and Non-Contributory form CG20010413, or equivalent (if available).

Copies of the forms should be submitted with the Certificate of Insurance.

The Additional Insured should read: Renton School District #403, its directors, officers, and employees, 300 SW 7th Street, Renton WA 98057.

## Indemnification

The Applicant agrees that to the fullest extent permitted by law, Applicant will hold harmless, defend, and indemnify the Renton School District, its agents, employees, and board members from any and all liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from any and all acts or omission by Applicant under this agreement. The District shall have the right to demand that Applicant defend any and all claims, lawsuits, or proceedings related to services provided under the agreement, without cost to the District, with legal representation acceptable to the District. The terms of this section shall survive termination of this agreement.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the Applicant, its agents, employees, and the board members from any liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from the negligence by the District.

Applicant understands and agrees that this agreement may be revoked or canceled at any time with or without cause, and the applicant shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.

## Gender Equity Statement

The Renton School District complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective July 26, 2009) that prohibits discrimination against any person on the basis of gender identity in the operation, conduct or administration of community athletics programs. Third parties who contract with or receive leases or permits from the Renton School District, for a community athletic program are also prohibited from discriminating on the basis of gender identity. (See <http://www.hum.wa.gov/documents/Brochures/PA091407B.pdf> for a list of prohibited discrimination in public accommodations under state law.) If you have questions or comments contact Renton School District Human Resources, 300 SW 7th Street, Renton WA 98057, 425-204-2370.

## 2. Client Classifications

When the group descriptions below signify In-District or Out-of-District, this is referring to the organizations registered business address. Addresses outside of the district boundaries are considered Out-of-district.

Non-profit groups or organizations must provide their FEIN or UBI for verification or recent proof of registrations through the IRS for 501(c)3 status or Washington State charities division.

Renters of Renton School District facilities shall be grouped and prioritized in the following classifications:

### Level 1a – District or Related Partners

Renters of this level are organizations within the school district that promote and facilitate events and activities at other locations. These organizations include; RSD Departments, PTA's, Booster Clubs, KingCo league sponsored tournaments, WIAA post-season athletic events, etc.

Renters in this level take priority when booking the use of a facility unless a reservation has been made by another group before the request of the level one requestor. Rental fees do not apply to level one unless the usage requested exceeds regular custodial coverage or other incidental costs are incurred.

For use of the Renton IKEA Performing Arts Center, level one renters must submit their requests prior to July 1<sup>st</sup> for the following fiscal year for purposes of advance scheduling. Any submissions past that date will be approved on a space available basis with the same priority as level three renters. If a conflict occurs between Renton High School and another district entity, the Theater Manager will work with both parties and attempt to accommodate both requests. District sponsored events will be considered after scheduling of Renton High School and District events submitted prior to July 1<sup>st</sup>.

### Level 1b – City Partners and Governmental Agencies

Renters of this level are organizations that are; part of the City of Renton, part of the City of Newcastle, or other State and Federal Government agencies.

Fees for this level are waived per the respective agreements with each city unless otherwise noted in the rates sections. This does not include technical, custodial, support fees or other incurred costs to the district. A fee waiver may be granted only if; the facility is located within the boundaries of the respective city, the city gives a minimum of 30 days' notice of the request, and the facility is not required for school purposes or otherwise reserved by other renters.

Fees for level 1b renters that are part of the City of Renton, utilizing the Renton IKEA Performing Arts Center, are waived for a maximum of 12 total days of use during each fiscal year. Incurred costs shall not be waived.

For facilities located within Newcastle city limits, prioritization of use shall be as follows: Renton School District, City of Newcastle, and Community organizations. Based on availability.

For use of the Renton IKEA Performing Arts Center, the City of Renton will submit their requests prior to July 1<sup>st</sup> for the following fiscal year for purposes of advance scheduling. Submissions after the 1<sup>st</sup> of July will be prioritized by the Theater Manager as follows: Renton School District, City of Renton, and Community organizations. Based on availability. The City of Renton must try to work with the Theater Manager in scheduling around previously contracted events.

### Level 2 – In-district Non-profit

Renters in this level include non-profit organizations or other public agencies that have their primary business location within the Renton School District boundaries. To qualify as a non-profit, these renters must be registered as a 501c(x) with the Internal Revenue Service with a current I9 on file with the district for the previous tax year. Renters may also be registered with the Washington State Charities Division as a non-profit.

Level 3 renters providing activities, which primarily benefit youth residing within the jurisdiction of the Renton School District, may also be classified as a level two activity, subject additional review. Level 2 organizations primarily serving "at-risk" youth may request fee reduction consideration based upon additional documents and information. Please reference the [Fee Reduction Requests](#) section of our website for more information.

## **Level 2s – In-district Non-profit – Scouting and Troops**

Renters in this level include non-profit scouting-like organizations such as the Boy Scouts, Cub Scouts, Brownies, Campfire, etc. that operate within and provide activities primarily benefiting youth residing within the jurisdiction of the Renton School District.

## **Level 3 – Out-of-district Non-profit**

Renters of this level are non-profit organizations or other public agencies that have their primary business location outside of the Renton School District boundaries.

To qualify as a non-profit, these renters must be registered as a 501c(x) with the Internal Revenue Service with a current 19 on file with the district for the previous tax year. Renters may also be registered with the Washington State Charities Division as a non-profit.

## **Level 4 – In-district For-profit**

Renters of this level are organizations that have their primary business location within the Renton School District boundaries and operate on a for-profit basis or do not meet the non-profit requirements.

Sole proprietors or persons wishing to rent facilities without being associated with an organization or corporate entity would be classified under this level if their registered address is within the district boundaries.

## **Level 5 – Out-of-district For-profit**

Renters of this level are organizations that have their primary business location outside the Renton School District boundaries and operate on a for-profit basis or do not meet the non-profit requirements.

Sole proprietors or persons wishing to rent facilities without being associated with an organization or corporate entity would be classified under this level if their registered address is outside of the district boundaries.

### 3a. General Fees

**ASB Cards Price**

High School	\$30
Middle School	\$25

**Yearbooks Price**

All levels Subject to individual building parameters or guidelines

**Lab Fees Price**

High School	As determined at building level
Middle School	As determined at building level

**Athletic Fees Price**

High Schools	\$75 for individual student – single sport
	\$150 for individual student for multiple sports
	\$225 maximum family rate; multiple students/multiple sports.

**Public Records Requests Price**

Per Copy Charge	\$0.15 per page (Requests exceeding twenty-five (25) Pages)
CD or DVD Copies	\$2.50 (Requests that cannot be fulfilled by e-mail due to size)

**Tuition Price**

Preschool	\$2,375 /10 months (10% discount if tuition is prepaid for the entire year)
Renton Academy	\$95,000 per School Year

**Nutrition Services Price**

Elementary breakfast	\$2.35*
Elementary lunch	\$3.35*
Middle school breakfast	\$2.35*
Middle school lunch	\$3.60*
High school breakfast	\$2.35*
High school lunch	\$3.60*
Adult breakfast	\$3.00
Adult lunch	\$5.00
Ala Carte milk	\$.50

\* Per USDA/OSPI guidance, the pricing for the first meal (breakfast and lunch) each day MAY be reduced for all students to no charge for the 2023-2024 school year. This is subject to change.

Some locations may offer additional ala carte options and those are subject to posted pricing and may vary.

<b>Instrument Rental</b>	<b>Full Payment</b>	<b>Partial Payment</b>
Dimmit, Nelsen, Renton, Lindbergh	\$60.00	\$30.00
McKnight, Risdon, Hazen	\$70.00	\$35.00

### 3b. General Fees – Custodial

Each facility use requires at least one custodian to be always on-site during the rental and immediately following the rental to return the space(s) to its original condition. Additional custodians may be required for groups larger than 15 and may incur an additional cost over the estimate if excessive clean-up is required. If the date being requested falls on a non-school day but is not a district holiday, a custodial fee will be charged.

Custodial Rate: \$79.00 per hour (3-hour minimum)

Use of the Renton IKEA Performing Arts Center, Renton Memorial Stadium, Theater at Hazen, and the Lindbergh theater are not subject to have custodial on during the entire rental but will be assessed fees based on custodial requirements.

In some cases, custodial coverage may not be required if the event occurs during “regular” custodial hours. This may change based on the district schedule, especially during the summer months when custodial staff are assigned different shifts or locations. Please ask the Facility Rental office if you have specific questions or would like a quote.

### 3c. General Fees – Other

Security: \$71.00 per hour (3-hour minimum)

Police: Current off-duty hourly rate (set by the appropriate jurisdiction) if required

Recreation Supervisor: \$33.00 per hour (When required) (2-hour minimum)

Trash Removal Fee: \$26.50 per can (When required)

On-site Projection Use: \$10.50 per hour (1-hour minimum) (Billed for the entire rental)

Sound System (PA) Use: \$10.50 per hour (1-hour minimum) (Billed for the entire rental)

Booking Fee: \$26.50 per reservation request

Change Fee: \$26.50 per change request

Utility Fee: \$68.50 per day

Facility Lock Replacement: \$100.00

Failure to Secure Field: \$100.00

### 3d. Swimming Pool Rental Fees

Open Swim	Drop In	12-Punch Pass	3 Month Pass	Annual Pass
Youth 3-17 years	\$4.25	\$42.25	\$137.00	\$411.50
Adult 18 and over	\$5.25	\$52.75	\$179.25	\$506.50
Senior 62 and over	\$4.25	\$42.25	\$116.00	\$348.00
Disabled	\$4.25	\$42.25	\$116.00	\$348.00
2 and under	Free			

Lap Swim	Drop In	12-Punch Pass	3 Month Pass	Annual Pass
Youth 3-17 years	\$5.25	\$52.75	\$179.25	\$506.50
Adult 18 and over	\$5.25	\$52.75	\$179.25	\$506.50
Senior 62 and over	\$4.25	\$42.25	\$116.00	\$348.00
Disabled	\$4.25	\$42.25	\$116.00	\$348.00

Water Exercise	Drop In	12-Punch Pass
Youth 3-17 years	\$7.50	\$73.75
Adult 18 and over	\$7.50	\$73.75
Senior 62 and over	\$5.25	\$52.75
Disabled	\$5.25	\$52.75

#### Group Swim Lessons (30 minutes)

6 - Lesson Session	\$50.75
7 - Lesson Session	\$59.25
8 - Lesson Session	\$67.50
9 - Lesson Session	\$76.00
10 - Lesson Session	\$84.50

#### Private Swim Lessons

Private 30-minute lesson	\$29.50
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#### Rentals

	Hourly Rates
1 - 20 Swimmers	\$137.00
21 - 50 Swimmers	\$163.50
51 - 80 Swimmers	\$190.00
81 - 110 Swimmers	\$226.75
111 - 150 Swimmers	\$258.50
Party Room (Lobby/Deck)	\$52.75

#### Lane Rentals

Peak Use	\$18.00
Off Peak	\$14.75

## 4a. General Facility Rental Rates

These rates are on a per-hour basis unless otherwise noted.

	Level 1a	Level 1b	Level 2	Level 2s	Level 3	Level 4	Level 5
<i>Admin Building Conference Room</i>	N/A	*	\$20.00	\$20.00	\$23.25	\$29.50	\$32.75
<i>Teachers' Lounge</i>	N/A	*	\$20.00	\$20.00	\$23.25	\$29.50	\$32.75
<i>Cafeteria or Commons (Excludes Kitchen)</i>	N/A	*	\$116.00	\$20.00	\$137.00	\$179.25	\$200.50
<i>Library or Career Center</i>	N/A	*	\$25.25	\$20.00	\$29.50	\$37.00	\$41.00
<i>Classroom (Limited Basis)</i>	N/A	*	\$20.00	\$20.00	\$23.25	\$29.50	\$32.75
<i>Gym</i>	N/A	*	\$126.50	\$20.00	\$148.00	\$190.00	\$211.00
<i>Auxiliary Gym</i>	N/A	*	\$95.00	\$20.00	\$110.75	\$142.50	\$158.25
<i>Lindbergh Little Theater or Hazen Lecture Hall</i>	N/A	*	\$116.00	\$20.00	\$137.00	\$179.25	\$200.50
<i>Parking Lot / Playground</i>	N/A	*	\$26.25	\$20.00	\$55.50	\$84.50	\$105.50

When renting district property, the parking lot is generally included. The Parking Lot fee applies to events that wish to use only the parking lot. Depending on the facility requested, we may limit the number of vehicles allowed and larger events are subject to further review.

\* Facility rental rates, except for technical, custodial, and support fees, if applicable, shall be waived for the cities of Renton and Newcastle, provided the facility is located within the city's boundaries, the city gives a minimum 30 day prior notice, and the facility is not required for school purposes or otherwise reserved by other renters.



## 4b. Kitchen Rates and Fees

Access and use of district kitchens are limited, and the types of activities are restricted. Please contact nutrition services or the Facility Rental Manager with questions and help determining if your request is allowed.

	Level 1a	Level 1b	Level 2 & 2s	Level 3	Level 4	Level 5
<i>Elementary Kitchen</i>	N/A	\$23.75 / Per Hour	\$23.75 / Per Hour	\$47.50 / Per Hour	\$71.25 / Per Hour	\$95.00 / Per Hour
<i>Secondary Kitchen</i>	N/A	\$33.00 / Per Hour	\$33.00 / Per Hour	\$66.00 / Per Hour	\$99.00 / Per Hour	\$132.00 / Per Hour
<i>Utility Charge</i>	N/A	\$68.50 / Per Day	\$68.50 / Per Day	\$68.50 / Per Day	\$68.50 / Per Day	\$68.50 / Per Day

### Client Charges

Staffing: \$65.00 per hour (2-hour minimum) \*

\* Staffing may be required for your event. For questions, please contact nutrition services to help determine this requirement.

## 4c. IPAC and Theater Rental Rates and Fees

### Theater at Hazen & Lindbergh Theater

Theater equipment is included in the rental fees for the theaters. Minimum staffing is required to use these theaters, inquire with the Facility Rental Manager for a quote.

	* Level 1a	* Level 1b	Level 2 & 2s	Level 3	Level 4	Level 5
<i>Per-Hour Rental Fee (3 Hour Minimum)</i>	Waived	Waived	\$79.00	\$95.00	\$116.00	\$158.25
<i>Utility Service Charge (Per Day)</i>	Waived	\$68.50	\$68.50	\$68.50	\$68.50	\$68.50

\* Renters in Level 1 are responsible for all theater personnel fees.

## Renton IKEA Performing Arts Center

Most Performing Arts Center equipment is included in the rental fees. Speak with the Theater Manager for questions or more information. Detailed information about this theater can be found on the [website](#).

	* Level 1a	* Level 1b (First 12 Days)	Level 2 & 2s	Level 3	Level 4	Level 5
<i>Performance Day (4 Hour Minimum)</i>	Waived	Waived	\$95.75 / Hour	\$125.75 / Hour	\$159.50 / Hour	\$199.25 / Hour
<i>Performance Day (Each Additional Hour)</i>	Waived	Waived	\$52.75 / Hour	\$62.75 / Hour	\$79.00 / Hour	\$95.00 / Hour
<i>Rehearsal Day (5 Hour Minimum)</i>	Waived	Waived	\$52.75 / Hour	\$62.75 / Hour	\$79.00 / Hour	\$95.00 / Hour
<i>Rehearsal Day (Each Additional Hour)</i>	Waived	Waived	\$29.50 / Hour	\$39.50 / Hour	\$42.25 / Hour	\$47.50 / Hour
<i>Meeting Only (3 Hour Minimum)</i>	Waived	Waived	\$79.00 / Hour	\$109.00 / Hour	\$148.00 / Hour	\$199.25 / Hour
<i>Video Broadcast or Recording</i>	Waived	\$200.00/ Show	\$300.00 / Show	\$400.00 / Show	\$600.00 / Show	\$800.00 / Show
<i>Event Hold Over (Each Day)</i>	Waived	\$400.00 / Day	\$400.00 / Day	\$400.00 / Day	\$400.00 / Day	\$400.00 / Day
<i>Parking Lot</i>	N/A	*	\$26.25 / Hour	\$52.75 / Hour	\$84.50 / Hour	\$105.50 / Hour
<i>Utility Service Charge (Per Day)</i>	Waived	\$68.50	\$68.50	\$68.50	\$68.50	\$68.50

\* Renters in Level 1 are responsible for all theater personnel fees.

A special Use Permit is available at \$200 for four hours and \$450 for 10 hours and restrictions apply. Special use permits are subject to all district incurred costs associated with the use.

## Support Personnel Fees

Technical Director:	\$51.25 per hour
Lead Technician:	\$40.50 per hour (Required)
Lighting Technician:	\$33.75 per hour
Sound Technician:	\$33.75per hour
Deck Technician:	\$33.75per hour
Spot Technician:	\$33.75per hour
Video Technician:	\$33.75per hour
Student Technician:	\$21.25 per hour
Front-of-house Coordinator:	\$25.50 per hour
Custodial Fees:	\$71.00 per hour (Monday – Thursday) (3 Hour Minimum)
	\$79.00 per hour (Friday, Saturday, & Sunday) (3 Hour Minimum)

## Equipment Rental Fees

Grand Piano:	\$150.00 per day
Mogan Over-ear Microphone:	\$25.00 per day
Boundary Microphones:	\$25.00 per day
Choir Microphones:	\$25.00 per day
Other Specialty Microphones:	\$25.00 per day
Video Projector:	\$150.00 per day
Decking (Risers):	\$250 per event

## Other Fees

Pit Removal/Replacement:	\$500.00
Raise or Lower Apron:	\$500.00

## Overtime and Penalties

- Technicians who work more than 40 hours in a week will be billed at 1.5 time the hourly rate.
- Technicians who work on a Renton School District designated holiday will be billed at 2 times the hourly rate.
- Theater staff who are unable to take a full thirty minutes of uninterrupted break for every five hours worked, will be billed with a meal penalty added.

Staffing and provisional decisions for each production will be made at the sole discretion of the Theater Manager and or Technical Director.

## Percussion Rental

Available for rent are a select number of instruments from the Renton High School fine arts department. The fees charged go directly to the department for maintenance and program support.

If an instrument is not listed, please speak with the Theater Manager to determine availability.

Timpani (Set of 4): 32", 29", 26" & 23"	\$97.50 per day
Bass drum:	\$45.50 per day
Gong:	\$26.00 per day
Chimes:	\$39.00 per day
Xylophone:	\$39.00 per day
Vibraphone:	\$59.00 per day
Orchestra Bells:	\$26.00 per day
Drum Set:	\$97.50 per day
Crash Cymbals:	\$19.50 per day
Snare Drum:	\$13.00 per day
Other Instruments:	\$26.00 per day
(Based on availability)	

Mallets, sticks, and beaters may be provided, but it is recommended to bring any that are needed for use during the rental. Any excessive or extreme damage not deemed as "Normal wear and tear" will be repaired or replaced and the cost will be included in the final invoice.

## **Deposit and Final Invoice**

A portion of the anticipated rental cost will be collected as a deposit and is required to secure the reservation. The deposit will be applied towards the final invoice. New renters will be asked to provide a deposit equaling the total anticipated rental cost to secure the reservation. If the deposit is not received 90 days prior to the event, or within 5 days of the request when booking less than 90 days to the event, the event will be considered canceled, and any holds will be removed without notice.

The final invoice will be sent following the final date of rental. Charges are based on actual arrival and departure times, staffing hours, and equipment used. Any remaining balance will be due within 30 days of the invoice. Any overpayment, through deposit, will be returned via a paper check to the address on file and the renter will be required to provide additional information to the accounting office and get set up as vendor in our system.

## **Cancellation Policy**

A client may cancel without penalty up to 90 days before the event. Their deposit is 100% refundable if cancellation is requested in writing more than 90 days prior to the start date of the reservation. Cancellation less than 90 days prior to the start date of the reservation will forfeit 100% of their deposit. Cancellation within 15 days of the event, the entire quoted amount will be due.

A change in event dates that makes the start date later, will be considered a cancellation and re-booking must occur. Adding additional dates beyond the end date does not constitute cancellation and can be made if staffing is available and the facility is not reserved.

## 4d. Renton Memorial Stadium Rental Fees

	Level 1a	Level 1b	Level 2 & 2s	Level 3	Level 4	Level 5
<i>Field Lights</i>	N/A	\$26.25 / Hour	\$26.25 / Hour	\$26.25 / Hour	\$26.25 / Hour	\$26.25 / Hour
<i>Stadium Rental Rate (Event Day)*</i>	N/A	N/A	\$132.00 / Hour	\$263.75 / Hour	\$401.00 / Hour	\$527.50 / Hour
<i>Stadium Rental Rate (Practice, Load-in, &amp; Load-out Day)**</i>	N/A	N/A	\$66.00 / Hour	\$132.00 / Hour	\$200.50 / Hour	\$263.75 / Hour
<i>North Grandstand</i>	N/A	N/A	\$10.50 / Hour	\$21.00 / Hour	\$31.50 / Hour	\$37.00 / Hour
<i>PA &amp; Scoreboard</i>	N/A	N/A	\$37.00 / Event	\$37.00 / Event	\$37.00 / Event	\$37.00 / Event
<i>Trash Disposal</i>	N/A	N/A	N/A	N/A	\$263.75 / Event	\$263.75 / Event
<i>Utility Service Charge (Per Day)</i>	N/A	\$68.50	\$68.50	\$68.50	\$68.50	\$68.50
<i>Parking Lot (Only)</i>	N/A	N/A	\$26.25 / Hour	\$52.75 / Hour	\$84.50 / Hour	\$105.50 / Hour

\* An Event Day is defined as a day that includes any type of competition, events that have an audience or spectators, or other non-preparation activity. Days that include both practice and competition will be billed at the Event Day rate in its entirety.

\*\* Events that require significant load-out, which is defined as more than two hours beyond the end of the last competition, speaker, musical act, or “main content” will be billed the lesser practice rate for the time during strike. This does not include events that might have a social hour or other gatherings immediately following the main content where attendees would still be present. The Recreation Supervisor or other designated district staff will make the determination the day of the event when the reduced rate starts.

### Client Charges

Groups using the facilities will be charged for the services of district personnel required for supervision and/or custodial services. Use of various amenities including the locker rooms, ticket booth, and main grandstands will incur additional custodial charges.

When renting the stadium, the parking lot is included in the rental but provides limited parking. Larger events requiring more than 450 stalls are subject to further review and may require an additional parking plan to adequately accommodate the event. The Parking Lot fee applies to events that wish to use only the parking lot.

A special Use Permit is available at \$200 for four hours and \$450 for 10 hours and restrictions apply. Special use permits are subject to all district incurred costs associated with the use.

### Support Personnel Fees

Custodial:	\$79.00 per hour (3-hour minimum)
Technician:	\$34.50 per hour
Recreation Supervisor:	\$31.75 per hour (2-hour minimum)

## **Deposit and Final Invoice**

A portion of the anticipated rental cost will be collected as a deposit and is required to secure the reservation. The deposit will be applied towards the final invoice. New renters may be asked to provide a deposit equaling the total anticipated rental cost to secure the reservation.

The final invoice will be sent following the final date of rental. Charges are based on actual arrival and departure times, staffing hours, and equipment used. Any remaining balance will be due within 30 days of the invoice. Any overpayment, through deposit, will be returned via a paper check to the address on file.

## **Cancellation Policy**

A client may cancel without penalty up to 60 days before the event. Their deposit is 100% refundable if cancellation is requested in writing more than 60 days prior to the start date of the reservation. Cancellation less than 60 days prior to the start date of the reservation will forfeit 100% of their deposit.

Changes to a reservation that removes a day or changes the date of the reservation will be considered cancellation if the request is made within 30 days of the event.

## 4e. Field, Track, & Tennis Court Rental Fees

(Excludes Renton Memorial Stadium)

	Level 1a	Level 1b	Level 2 & 2s	Level 3	Level 4	Level 5
<i>Field Lights</i>	N/A	\$26.25 / Hour	\$26.25 / Hour	\$26.25 / Hour	\$26.25 / Hour	\$26.25 / Hour
<i>Artificial Turf Field</i>	N/A	N/A	\$46.50 / Hour	\$95.00 / Hour	\$137.00 / Hour	\$185.00 / Hour
<i>Secondary Fields</i>	N/A	N/A	\$17.00 / Hour	\$31.50 / Hour	\$52.75 / Hour	\$68.50 / Hour
<i>Elementary Fields</i>	N/A	N/A	\$9.50 / Hour	\$21.00 / Hour	\$31.50 / Hour	\$37.00 / Hour
<i>Tennis Courts</i>	N/A	N/A	\$11.00 / Hour	\$31.50 / Hour	\$47.50 / Hour	\$63.25 / Hour