



FAC-W028-RENTAL FEE SCHEDULE

WORK INSTRUCTION

FACILITIES

SUMMARY

This document provides rental fee and classification information for groups or organizations requesting to rent district facilities.

2024 – 2025 FEE SCHEDULE

Athletic Facility Hourly Rates

	Tier I Not for Profit & Civic Groups	Tier II Not for Profit Community at Large	Tier III For-Profit Groups & Ticketed Events
Grass Playing Field – Elementary School	\$2.00	\$11.00	\$16.00
Grass Playing Field – Middle School (per field)	\$3.00	\$42.00	\$65.00
Grass Playing Field – High School (per field)	\$20.00	\$63.00	\$97.00
Stadium (with or without lights, includes access to restrooms & bleachers)	\$35.00	\$127.00	\$196.00
Synthetic Field/Track (with or without lights)	\$20.00	\$44.00	\$59.00
Tennis Court (per court)	\$5.00	\$14.00	\$22.00
Gymnasium – Elementary School	\$6.00	\$28.00	\$43.00
Gymnasium – Main/Aux – Middle School	\$7.00	\$42.00	\$65.00
Gymnasium – Aux – High School	\$7.00	\$42.00	\$65.00
Gymnasium – Main – High School	\$12.00	\$63.00	\$97.00
Wrestling Room – High School	\$7.00	\$63.00	\$97.00
Parking Lot (rented for specific events, marathons, car shows, etc.)	\$5.00	\$11.00	\$16.00

School Facility Hourly Rates

	Tier I Not for Profit & Civic Groups	Tier II Not for Profit Community at Large	Tier III For-Profit Groups & Ticketed Events
Classroom (Elementary/Middle/High)	\$5.00	\$14.00	\$22.00
Common Space – Elementary ie., Library, MPR, Cafeteria/Commons, Music, etc	\$4.00	\$21.00	\$32.00
Common Space – Middle School ie., Library, Cafeteria/Commons, Music, etc	\$6.00	\$42.00	\$65.00
Common Space – Middle/High School ie., Library, Commons, Music, Black Box etc	\$6.00	\$67.00	\$103.00
Covered Play/Outdoor Lunch/Courtyard Area (all locations)	\$5.00	\$11.00	\$16.00
Performing Arts Center & Auditorium	Request Quote	Request Quote	Request Quote
Custodial/Monitor (Required for weekend/non-school-day rentals or rentals with set-up requirements)	\$40.00	\$ 40.00	\$40.00
Security	\$43.00	\$43.00	\$43.00
Food Services Staff	\$25.00	\$25.00	\$25.00
Technician	Varies	Varies	Varies
Student Worker	Varies	Varies	Varies

2025 – 2026 FEE SCHEDULE

Athletic Facility Hourly Rates

	Tier I Not for Profit & Civic Groups	Tier II Not for Profit Community at Large	Tier III For-Profit Groups & Ticketed Events
Grass Playing Field – Elementary School	\$4.00	\$13.00	\$19.00
Grass Playing Field – Middle School (per field)	\$6.00	\$50.00	\$77.00
Grass Playing Field – High School (per field)	\$25.00	\$75.00	\$115.00
Stadium (with or without lights, includes access to restrooms & bleachers)	\$65.00	\$151.00	\$233.00
Synthetic Field/Track (with or without lights)	\$36.00	\$53.00	\$70.00
Tennis Court (per court)	\$6.00	\$17.00	\$26.00
Gymnasium – Elementary School	\$17.00	\$33.00	\$51.00
Gymnasium – Main/Aux – Middle School	\$20.00	\$50.00	\$77.00
Gymnasium – Aux – High School	\$20.00	\$50.00	\$77.00
Gymnasium – Main – High School	\$36.00	\$75.00	\$115.00
Wrestling Room – High School	\$20.00	\$75.00	\$115.00
Parking Lot (rented for specific events, marathons, car shows, etc.)	\$6.00	\$13.00	\$19.00

School Facility Hourly Rates

	Tier I Not for Profit & Civic Groups	Tier II Not for Profit Community at Large	Tier III For-Profit Groups & Ticketed Events
Classroom (Elementary/Middle/High)	\$6.00	\$17.00	\$26.00
Common Space – Elementary ie., Library, MPR, Cafeteria/Commons, Music, etc	\$11.00	\$25.00	\$38.00
Common Space – Middle School ie., Library, Cafeteria/Commons, Music, etc	\$17.00	\$50.00	\$77.00
Common Space – Middle/High School ie., Library, Commons, Music, Black Box etc	\$17.00	\$79.00	\$122.00
Covered Play/Outdoor Lunch/Courtyard Area (all locations)	\$6.00	\$13.00	\$19.00
Performing Arts Center & Auditorium	Request Quote	Request Quote	Request Quote
Custodial/Monitor (Required for weekend/non-school-day rentals or rentals with set-up requirements)	\$40.00	\$40.00	\$40.00
Security	\$43.00	\$43.00	\$43.00
Food Services Staff	\$25.00	\$25.00	\$25.00
Technician	Varies	Varies	Varies
Student Worker	Varies	Varies	Varies

CLASSIFICATION SCHEDULE

District

School district use holds priority over all community use and meets the following criteria.

1. Use is coordinated, directed, managed, and staffed by district employees who are compensated for the specific activity through the district.
2. Use is covered by the district's self-insurance policy.
3. School District activities include:
 - a. The daily educational schedule
 - b. SKPS's Oregon School Activities Association (OSAA) sport, activity practices and competitions. (<https://www.osaa.org/>)
 - c. SKPS sponsored middle school athletics.
 - i. Volleyball/Football/Cross-Country
 - ii. Basketball/Wrestling
 - iii. Soccer/Track
 - d. Elementary and middle-school after-school programs
 - e. School theater, arts, and music performances
 - f. Parent Advisory Clubs
 - g. Advisory committees appointed by the School Board
 - h. Staff Wellness Activities
 - i. Subject to policy HUM-A021, Duties of Employees.
 - ii. The wellness activity and the use of the facility or area are not open to the public but for District staff only.
 - iii. If an outside contractor is hired to provide a service at a District site, the contractor will pay the usual facility use fee or will reduce by a like amount the customary charge to benefit the staff. The Chief Operations Officer or designee must approve the fee being charged.

Booster, PTA, Alumni

1. Booster, PTA and Alumni events are not covered by district insurance and must have own liability insurance policy.
2. Booster, PTA and Alumni events recognized as "District" events for the following uses (only):
 - a. Meetings
 - b. Ceremonies
 - c. Fundraisers – 100% proceeds must go to SKPS account to qualify as "School District Use".

Tier I

Nonprofit organizations for the purposes of conducting youth activities and services for school-aged children and civic groups:

1. Youth sports (examples: Little League, Mat Clubs)
2. High school sports clubs
3. Scouting, 4H Clubs, etc.
4. Community theater, arts, and music
5. District Association Meetings (SKEA, ASK-ESP, OEA)
6. City, county, state, and federal agencies
7. Colleges and universities
8. Non-SKPS school districts
9. Neighborhood associations
10. OSAA competitions – non-SKPS teams
11. Youth serving events and/or fundraisers where less than 100% of profits or proceeds are designated to a SKPS account.
12. Summer Youth Camps that charge participants:
 - a. The following rules will apply to summer activities that collect a fee to participate (i.e., sports camps, music programs, drama).
 - i. No salary will be paid for staff or student helpers.
 - ii. Participant fees may be charged for actual expenses.
 - iii. Any money collected beyond actual costs will revert to the Associated Student Body Funds and may be earmarked for a particular sport or club, such as basketball or band.
 - iv. The school bookkeeper will keep all records, which will be subject to district audit of all revenues and expenses.
 - v. The regular application and contract forms will be completed.

Tier II

Other nonprofit organizations and activities, including but not limited to:

1. Private school use.
2. Services for adults, or mixed audiences of adults and youth.
3. Faith community activities such as church services and ministry groups.
4. Baccalaureate services must be under the full sponsorship of a private organization(s) which will assume total responsibility for financial support including rental and personnel costs incurred in the use of the facility.
 - a. The District will assume no direct or indirect financial support for baccalaureate services.
 - b. The date, time and place of a baccalaureate service are information that is to be distinctly separate from graduation information and not provided through District publications.
 - c. Attendance at a baccalaureate service will be strictly voluntary.
 - d. District staff will not take part in the planning of a baccalaureate service during the school day.
 - e. District staff will exercise caution in participation in baccalaureate services so that the District will not be perceived as sponsoring the service.

Tier III

Commercial use and for-profit events and activities:

1. Ticketed events.
2. Organizations without tax-exempt status.
3. Political organizations and campaigns.

Excluded Use

The District will not extend use or rent facilities to the following:

1. Individuals, private parties, or private groups not listed or active on the Oregon Business Registry.
2. Organizations or groups whose policies advocate overthrow of the government of the United States of America (or any of its political subdivisions).
3. Organizations or groups that promote illegal, racist, or discriminatory practices.
4. Overnight stays by non-district or community groups are strictly prohibited.
5. Racing or Obstacle Course events involving motor vehicles of any kind.

APPLICABILITY

- Facility Rentals Department
- Schools
- Departments
- Rental Groups and Organizations

ASSOCIATED DOCUMENTS

- HUM-A021-Duties of Employees
- FAC-A011-Use of District Facilities
- FAC-P011-Facility Rental Use - Policies, Procedures And Standard Practices

APPROVAL AUTHORITY

- Chief Operations Officer

REVISION HISTORY

- 06/04/2024 – Updated fees, updated and added classifications, and updated format for accessibility.