



# Westminster Public Schools Facility Use Fee Schedule

**ALL RATES ARE HOURLY UNLESS OTHERWISE NOTED**

**Application Fee:** a non-refundable application fee of \$25.00 is payable at time of application. Applications will not be processed without payment.

**Deposit:** a deposit equal to 50% of the total invoiced amount is due 8 weeks prior to the event, or as defined in your facility rental contract.

	Group 1 District Sponsored Groups	Group 2 Non-Profit Youth Organizations	Group 3 Non-Profit Adult/ Community Groups	Group 4 Commercial Groups	
<b>Elementary Schools</b>	Cafeteria	No Charge	\$19.00	\$38.00	\$76.00
	Classroom, Commons, Lobby	No Charge	\$13.00	\$26.00	\$52.00
	Gym/All Purpose Area	No Charge	\$25.00	\$50.00	\$100.00
	Library	No Charge	\$16.00	\$32.00	\$64.00
	Outside Fields, Playground Area	No Charge	\$38.00	\$75.00	\$150.00
	<b>Middle Schools</b>	Auditorium	No Charge	\$64.00	\$88.00
Cafeteria		No Charge	\$25.00	\$50.00	\$100.00
Classroom, Commons, Lobby		No Charge	\$13.00	\$26.00	\$52.00
Large Gym Space		No Charge	\$50.00	\$100.00	\$200.00
Library		No Charge	\$13.00	\$32.00	\$64.00
Outside Fields/ Grounds		No Charge	\$38.00	\$75.00	\$150.00
Small Gym Space		No Charge	\$38.00	\$75.00	\$150.00
<b>High Schools</b>	Black Box Theatre	No Charge	\$64.00	\$78.00	\$156.00
	Cafeteria	No Charge	\$64.00	\$78.00	\$156.00
	Classrooms	No Charge	\$13.00	\$26.00	\$52.00
	Concession Stand	No Charge	\$25.00	\$50.00	\$100.00
	Large Gym Space	No Charge	\$50.00	\$100.00	\$200.00
	Lecture Hall	No Charge	\$64.00	\$88.00	\$176.00
	Library	No Charge	\$25.00	\$50.00	\$100.00
	Outside Amphitheatre	No Charge	\$25.00	\$50.00	\$100.00
	Outside Fields/ Grounds	No Charge	\$38.00	\$75.00	\$150.00
	Theatre	No Charge	\$64.00	\$100.00	\$200.00
<b>Parking Lots</b>	Elementary	No Charge	\$13.00	\$25.00	\$50.00
	Middle School	No Charge	\$19.00	\$38.00	\$75.00
	High School	No Charge	\$25.00	\$50.00	\$100.00

*Effective July 1, 2024*

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**Conference Centers**

	<b>Group 1 District Sponsored Groups</b>	<b>Group 2 Non-Profit Youth Organizations</b>	<b>Group 3 Non-Profit Adult/ Community Groups</b>	<b>Group 4 Commercial Groups</b>
<b>Meeting Rooms (per room)</b>	No Charge	\$25.00	\$50.00	\$100.00
<b>Technology Fee (daily)</b>	All events, regardless of actual usage, will be charged a fee for the conference center's wireless technology. Fees are based on the number of participants at the event: 1-99 participants: \$50.00 daily. 100 or more participants: \$100.00 daily. New clients will also be billed for one-hour of technology training at a rate of \$51.00/hour.			

**\*Note: all applicable equipment rental and labor fees, including personnel, will apply. WPS reserves the right to assess cleaning fees and other fees due to any negligent activity.**

**Equipment Rental Fees**

	<b>Group 1 District Sponsored Groups</b>	<b>Group 2 Non-Profit Youth Organizations</b>	<b>Group 3 Non-Profit Adult/ Community Groups</b>	<b>Group 4 Commercial Groups</b>
<b>Athletic Equipment</b>	No Charge	\$15.00/day	\$20.00/day	\$40.00/day
<b>Chairs (per 100 chairs)</b>	No Charge	\$100.00/event	\$100.00/event	\$100.00/event
<b>Flags/Stands</b>	No Charge	\$20.00/flag per event	\$20.00/flag per event	\$20.00/flag per event
<b>Kitchen Appliances</b>	No Charge	\$64.00/day	\$64.00/day	\$128.00/day
<b>LCD Projector or Projection Screen</b>	No Charge	\$38.00/day	\$75.00/day	\$150.00/day
<b>Locker Room</b>	No Charge	\$64.00/day	\$64.00/day	\$128.00/day
<b>Microphone Rental</b>	No Charge	\$15.00/day	\$20.00/day	\$40.00/day
<b>Music Stands</b>	No Charge	\$3.00/stand	\$3.00/stand	\$3.00/stand
<b>P/A System</b>	No Charge	\$15.00/day	\$20.00/day	\$40.00/day
<b>Piano</b>	No Charge	\$190.00/event	\$190.00/event	\$255.00/event
<b>Podium</b>	No Charge	\$15.00/day	\$20.00/day	\$40.00/day
<b>Risers</b>	No Charge	\$10.00/riser	\$10.00/riser	\$20.00/riser
<b>Tables (per 10 tables)</b>	No Charge	\$100.00/event	\$100.00/event	\$100.00/event
<b>Theatre Shell (installation/removal fee)</b>	No Charge	\$150.00/hour	\$150.00/hour	\$300.00/hour
<b>Theatre Simple Sound System</b>	No Charge	\$50.00/day	\$75.00/day	\$150.00/day
<b>Theatre Technical Lighting &amp; Sound</b>	No Charge	\$100.00/day	\$150.00/day	\$300.00/day
<b>TV Monitor</b>	No Charge	\$50.00/day	\$75.00/day	\$150.00/day

**\*Note: an equipment delivery fee of \$150.00/hour may apply, depending upon request. WPS makes no guarantee to provide any equipment requested by client; all equipment will be provided on an as-available basis.**

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## Westminster Public Schools Facility Use Fee Schedule

Personnel Fees		<b>Rate</b>
	<b>Culinary Services Personnel:</b> required for any event utilizing a WPS kitchen.	\$38.00/hour
	<b>Custodian:</b> custodial staffing ratio is one custodian per every 50 people at an event. Will include a minimum of 1 hour before and after scheduled event time.	Monday-Friday: \$51.00/hour Weekends & Holidays: \$64.00/hour
	<b>Security Personnel:</b> may be required, is at the discretion of the Facility Use Office.	\$51.00/hour
	<b>Theatre Manager:</b> required for any event utilizing an auditorium or theatre. Will include a minimum of 1 hour before and after scheduled event time.	\$51.00/hour
	<b>Theatre Student Technician:</b> may be required, is at the discretion of the Facility Use Office. Will include a minimum of 1 hour before and after scheduled event time.	\$15.00/hour

**\*Note: additional time worked outside of contracted event hours will be billed to the customer.**

Other Fees	<b>Application Fee</b>	No Charge	\$25.00	\$25.00	\$25.00
	<b>Athletic Field Lights (minimum 2 hours)</b>	\$64.00/hour	\$64.00/hour	\$64.00/hour	\$128.00/hour
	<b>Athletic Field Painting</b>	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
	<b>Contract Change Fee (per change)</b>	No Charge	20% of total contract cost	25% of total contract cost	25% of total contract cost
	<b>Contract Cancellation Fee</b>	No Charge	\$50.00	\$100.00	\$200.00
	<b>Contract Cancellation Fee - Less Than 48 Hours Notice</b>	No Charge	\$150.00	\$200.00	\$400.00
	<b>Deposit</b>	None Required	50% due 8 weeks prior to event	50% due 8 weeks prior to event	50% due 8 weeks prior to event
	<b>Lost/Not Returned Keys</b>	\$100.00/interior key \$500.00/exterior key	\$100.00/interior key \$500.00/exterior key	\$100.00/interior key \$500.00/exterior key	\$100.00/interior key \$500.00/exterior key
	<b>Parking Lot Cleaning Fee</b>	No Charge	\$100.00/event	\$100.00/event	\$100.00/event
	<b>Snow Removal and Parking Lot Plowing</b>	\$65.00/hour, per Grounds Employee	\$65.00/hour, per Grounds Employee	\$65.00/hour, per Grounds Employee	\$65.00/hour, per Grounds Employee
	<b>Waste Management - Contracted Services</b>	Cost + 10%	Cost + 10%	Cost + 10%	Cost + 10%
	<b>Wi-Fi Fee</b>	No Charge	\$50.00/event	\$50.00/event	\$50.00/event

*The Chief Operating Officer will determine applicable rates for groups, facilities, personnel and equipment not defined in this schedule.*

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