

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: June 24, 2013

AGENDA ITEM No. 13-06-(2)-13

ACTION ITEM: (Y/N) Y

SUBJECT: School-Community Relations Fee List

INFO. CONTACT: G. Patrick Rhodes / Jonathan Blumberg PHONE: 919-732-8126

ATTACHMENTS:

1. Facility Use Policy #5030.
 2. Rates for Rental of School Facilities.
 3. Facility Use Fee Proposed Schedule.
 4. Wake County and Durham Public Schools Fee Schedules.
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PURPOSE: The purpose of this item is to provide an opportunity for board members to review and discuss sample facilities rental rates from other districts and review existing fee rental schedules for alignment with the new policy.

BACKGROUND: The Board of Education approved a new Facilities Use Policy # 5030 in March, 2013. Staff vacancies have slowed the revision process for procedures and fee structures. Sample existing fee rental schedules from a nearby district are provided for discussion.

Facilities Use Categories and information for discussion only:

Category A: School Related Group approved by school system: No Charge

Category B: Non-Profit for the service of school aged children: Minimal cost to minimize loss

Category C: Other Non-Profit: Modest Charge - Make sure operational covering costs are covered

Category D: All other entities: Reasonable Fee to be a good community partner

FINANCIAL IMPACT: \$64,000 in facilities use fees were collected during the 2012-2013 school year.

RECOMMENDATION: The Superintendent recommends the Board of Education consider the sample fee structures for facilities use. The superintendent also recommends the board approve a final fee schedule at a future meeting.

*Rescinds Policy Number: EBH**Issued: 01/20/2004*

INTRODUCTION

The facilities use policy applies when a person or entity other than the school system itself wishes to use school property. The school system's own use of school property is restricted to activities and events approved by the principal or building supervisor that are directly a part of school system programs or functions, such as a school play or athletic event, the school system's own after-school program, school-sponsored student group meetings, faculty meetings, and other events that are a direct extension of the school day. Essential elements of any such use include: 1. The use is a direct continuation of an existing school program or function; 2. Any fees charged to participants are deposited with the school itself and treated in all respects as school system funds; and 3. School system staff acting in their role as school employees, and not in any private role, participate in and supervise the school use.

The Superintendent or designee is authorized to approve facility use applications except where the approval of the Board of Education is required as set forth in this policy. Any facility rental for a period exceeding one year requires approval of the school board.

FACILITY USE CATEGORIES

The school system has first priority on the use of its property. If the use of school property is not by the school system itself, it must fall in one of the following categories, listed in priority of use:

- A. School-Related Group approved by the school system, whose sole purpose is to provide direct financial and other support to a school and when the specific school use is directly linked to its mission of supporting the school and when no fees are charged to participants who attend the event with the exception of an approved fundraiser at which the funds will be provided in full to support the school. Examples include a PTA meeting on the topic of providing teachers' extra supplies at a school and an approved booster club fundraising activity when the funds will be used solely to aid a school program. A booster club's use of a school's indoor gym for its members to play basketball or for some other activity that is not directly linked to the mission of supporting the school does not meet the criteria of this user category. Any school-related group must agree to allow the school system, upon request, to review any records of the group, including any financial records.
- B. Non-Profit Entity or Individual whose central purpose is to serve school-aged children when the specific use is directly linked to its mission of serving school-aged children and when any fees charged to participants must be nominal amounts designed to cover the entity's rental and other costs incident to the use of school property. The non-profit user must be approved by the federal government as a 501(c)3 charity. Examples include a YMCA camp for children or an AAU athletic event. As a condition of the rental, the entity must be willing to provide the school system, upon request, any records pertaining participant fees and other documents to assure the costs to participants is nominal.
- C. Other Non-Profit entities approved by the federal government as a 501(c)3 charity.
- D. All other users, including for-profit users.

EXCEPTIONS TO THE STANDARD FACILITY USE CATEGORIES AND PROCESS

The school board may enter into a joint use agreement with a governmental entity, in the best interest of the school system, on terms it deems wise. Any governmental use other than through a joint use agreement will be accorded the same status as a 501(c)3 charity for purposes of the above categories, with the understanding that the County Board of Elections may use a school free of charge for the purpose of conducting registration and voting for any primary or election. Further, political parties may use schools without charge, except custodial and utility fees, for the express purpose of annual and biennial precinct meetings and county and district conventions: provided, that such use shall not be permitted when school is in session or which would interfere with normal school activities or functions, and such use shall be subject to reasonable rules and regulations of the school board. Also, the Superintendent shall have the authority to approve the use of school facilities as alternate assembly sites for United States and North Carolina military organizations. Finally, the school board may enter into any other facility use agreement for a period of less than 10 years, on terms and condition it deems wise, provided that the board identifies a specific benefit to the school system in entering into such an agreement and this benefit outweighs the costs or disadvantages to the school district.

FEE SCHEDULE AND RENTAL PROCEDURES

The Superintendent shall present a facility use fee schedule to the school board by July 1 of each year. In addition, the Superintendent shall develop facility use procedures including a rental application. The Superintendent shall make these procedures readily accessible to the public.

Legal References: Community Schools Act NC GS 115C, Article 13; GS 115C-203 through 115C-209.1, GS 115C-524(b), GS 160A-272, GS 160A-274, GS 12, GS 163-96, GS 163-99, GS 163-129

ORANGE COUNTY SCHOOLS

Rates for Rental of School Facilities

Space	Non-Profit Education Tax Supported Agencies	Non-Profit Organizations	For Profit Organizations	For Profit Revenue Generating
	Cooperative Extension, Recreation and Parks (not including tournaments), Organizations Meetings	Civic, Service, Community, and Occupational Organizations, Scouts, Religious, Charitable Org. Meetings, Youth Camps, Sports/games (not including tournaments, Sororities and Fraternities)	Clinics, Camps, Concerts, Pageants, For Profit business meetings, Fundraisers, Workshops, Dance/music recitals	Semi-professional sports, video shoots, fundraisers tournaments, Play/Productions, Professional Fundraisers, Sporting Events
Auditorium	\$10/hr	\$22/hr	\$80/hr	\$250/hr
Auditorium w/dressing room	\$15/hr	\$28/hr	\$100/hr	\$300/hr
Auditorium, Band, Art, Chorus, (each)	\$15/hr	\$30/hr	\$30/hr	\$100/hr
Cafeteria/Media Center	\$5/hr	\$15/hr	\$75/hr	\$200/hr
Class Room/Locker Room	\$2/hr	\$5/hr	\$20/hr	\$100/hr
Gym w/no lockers	\$15/hr	\$30/hr	\$100/hr/el, \$125/hr/ms, \$150/hr/hs	\$150/hr
Multipurpose/Meeting Room	\$5/hr	\$15/hr	\$50/hr	\$155/hr
Multipurpose Rm w/sports	\$5/hr	\$15/hr	\$60/hr	\$155/hr
Cafeteria w/kitchen	\$20/hr	\$40/hr	\$100/hr	\$275/hr
Cafeteria w/kitchen (food prepared on site)	\$25/hr	\$50/hr	\$120/hr	\$325/hr
Baseball/Softball Field	\$10/hr	\$20/hr	\$85/hr	\$260/hr
Concession, Restroom, Press Box (each)	\$5/hr	\$15/hr	\$50/hr	\$225/hr
Football Field	\$10/hr	\$20/hr	\$150/hr	\$500/hr
Football Field w/concession, restroom, press box (each)	\$15/hr	\$35/hr	\$350/hr	\$750/hr
Parking Lot	\$25/day	\$50/day	\$350/hr	\$750/hr
Playgrounds/Open play area	\$2/day	\$5/day	\$30/hr	\$90/hr
Field Lights (if available)	\$15/hr	\$15/hr	\$30/hr	\$30/hr
Soccer Field	\$10/hr	\$20/hr	\$85/hr	\$175/hr
Tennis Court	\$2 pr ct / hr	\$5 pr ct / hr	\$10 pr ct / hr	\$100 pr ct / hr
Track	\$15/hr	\$25/hr	\$100/hr	\$350/hr
Supported Staff Fee (custodial, technical, cafeteria)	\$20/hr	\$20/hr	\$20/hr	\$20/hr
Equipment Fees:			After Hours Utilities Usage Fee	
PA System \$35 - \$100 day (each)	Screens \$5/day (each)		H/S \$45/hour	
Stage/Spot Lights \$25 (each)	Overhead Projectors \$25 (each)		MS \$25/hour	
Televisions \$25 (each)	Tables \$3 (each)		E/S \$20/hour	
VCR \$20 (each)	Chairs \$1 (each)			
Risers \$75 (each)	Scoreboard \$5/hr (each)			



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Non-Profit Education (NPE)	
Kindergarten Through Grade 12 / Before 6pm on School Days	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
INSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$22.00
Band Room (only)	\$ 8.50
Band w/auditorium	\$ 6.00
Cafeteria (kitchen not available)	\$13.00
Choral Room (only)	\$ 8.50
Choral Room w/auditorium	\$ 6.00
Concessions (only)	N/A
Concessions w/auditorium or gym	N/A
Classroom (only) Charge covers utility usage minimums	\$ 8.50
Classroom Minimum space rental requirements apply	\$ 4.50
Computer Lab (not available)	N/A
Dance Room (only)	\$ 8.50
Dance Room w/auditorium	\$ 6.00
Gym (no locker rooms)	\$27.89
Locker Room - only (each)	\$ 8.50
Locker Room w/gym (each)	\$ 4.50
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$14.00
Multi-Purpose Room/sports	\$11.00
Restroom -only (each)	\$ 4.50

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

- Application fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees - See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Non-Profit Education (NPE) Kindergarten Through Grade 12 / Before 6pm on School Days	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: es.wcpss.net	
OUTSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate	
Space	Fees Per Hour
Baseball Field	\$6.00/hr + maintenance** OR \$20.00
Concessions - stadium	N/A
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) -- High School	N/A
Football Field Stadium -- High School (w/restrooms/concessions/press box- press box does not incl. equip)	N/A
Football Field - Middle School	\$22.00/hour or \$4.00/day-requires 180/240 school day rental
Locker Room (each)	\$8.50
Multi-Purpose Field	\$22.00/hour or \$4.00/day-requires 180/240 school day rental
Open Play Area - Elementary	\$8.00/hour or \$2.00/day-requires 180/240 school day rental
Parking Lot (only)	\$100.00/day
Playground - Elementary	\$8.00/hour or \$2.00/day-requires 180/240 school day rental
Press box	N/A
Restroom (each)	\$8.50
Soccer Field	\$22.00/hour or \$4.00/day-requires 180/240 school day rental
Softball Field	\$6.00/hr + maintenance** OR \$20.00
Tennis Court (each)	N/A
Track	\$6.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

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- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees - See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due
- **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Non-Profit Youth Recreation (NPR) Practices and Regular Games for Kindergarten Through Grade 12 Non-School Days or After 6pm on School Days (Not to include tournaments)	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
INSIDE FACILITIES FEES Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$30.00
Band Room (only)	\$12.00
Band Room w/auditorium	\$ 8.00
Cafeteria (kitchen not available)	\$13.00
Choral Room (only)	\$12.00
Choral Room w/auditorium	\$ 8.00
Classroom (only) Charge covers utility usage minimums	\$12.00
Classroom Minimum space rental requirements apply	\$ 4.50
Computer lab (not available)	N/A
Concessions (only)	\$12.00
Concessions w/auditorium or gym	\$ 4.50
Dance Room (only)	\$12.00
Dance Room w/auditorium	\$ 8.00
Gym (no locker room)	\$27.89
Locker Room - only (each)	\$12.00
Locker Room w/gym (each)	\$ 4.50
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$19.50
Multi-Purpose Room/sports	\$11.00
Restroom - only (each)	\$ 4.50

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

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- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Operations fee is \$35.00 per day (utilities) for weekends, holidays, or when school is not scheduled
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees - See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Non-Profit Youth Recreation (NPR) Practices and Regular Games for Kindergarten Through Grade 12 Non-School Days or After 6pm on School Days (Not to include tournaments)	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
OUTSIDE FACILITIES FEES Minimum two-hour usage per space, per day, continuous time **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate	
Space	Fees Per Hour
Baseball Field	\$6/hr + maintenance** OR \$35.00
Concessions - stadium	\$15.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) - High School	\$10/hr + maintenance** OR \$55.00
Football Field Stadium - High School (w/restrooms/concessions/press box- press box does not incl. equip)	\$55/hr + maintenance** OR \$205.00
Football Field - Middle School	\$6/hr + maintenance** OR \$22.00
Locker Room (each)	\$12.00
Multi-Purpose Field	\$6/hr + maintenance** OR \$22.00
Open Play Area - Elementary	\$8.00
Parking Lot (only)	\$100.00/day
Playground - Elementary	\$8.00
Press box	\$15.00
Restroom (each)	\$15.00
Softball Field	\$6/hr + maintenance** OR \$35.00
Soccer Field	\$6/hr + maintenance** OR \$22.00
Tennis Court (each)	\$2.50
Track	\$25.00

Fees Effective: March 19, 2002
 Document Revised: March 14, 2012

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- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees - See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due
- **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Non-Profit Fundraisers and Tournaments (NPFT) Productions and Profit Business Meetings	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
INSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$ 90.00
Band Room (only)	\$ 35.00
Band Room w/auditorium	\$ 25.00
Cafeteria (kitchen not available)	\$ 65.00
Choral Room (only)	\$ 35.00
Choral Room w/auditorium	\$ 25.00
Classroom (only) Charge covers utility usage minimums	\$ 35.00
Classroom Minimum space rental requirements apply	\$ 20.00
Computer Lab (not available)	N/A
Concessions	\$ 35.00
Concessions w/auditorium or gym	\$ 20.00
Dance Room (only)	\$ 35.00
Dance Room w/auditorium	\$ 25.00
Gym (no locker room)	\$115.00
Locker Room - only (each)	\$ 35.00
Locker Room w/gym (each)	\$ 20.00
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$ 60.00
Multi-Purpose Room/sports	\$ 60.00
Restroom -only (each)	\$20.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

- Application fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Operations fee is \$35.00 per day (utilities) for weekends, holidays, or when school is not scheduled
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees – See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

WEBSITE: WWW.WCPSS.NET

Community Schools
Community Use



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Non-Profit Fundraisers and Tournaments (NPFT) Productions and Profit Business Meetings	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
OUTSIDE FACILITIES FEES Minimum two hour usage per space, per day, continuous time **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate	
Space	Fees Per Hour
Baseball Field	\$30.00/hr + maintenance** OR \$100.00
Concessions - stadium	\$42.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) - High School	\$35.00/hr + maintenance** OR \$155.00
Football Field Stadium - High School (w/restrooms/concessions/press box, press box does not incl. equip)	\$170.00/hr + maintenance** OR \$340.00
Football Field - Middle School	\$25.00/hr + maintenance** OR \$65.00
Locker Room (each)	\$35.00
Multi-Purpose Field	\$25.00/hr + maintenance** OR \$65.00
Open Play Areas -Elementary	\$35.00
Parking Lot (only)	\$400.00/day
Playground - Elementary	\$35.00
Press box	\$42.00
Restroom (each)	\$42.00
Softball Field	\$30.00/hr + maintenance** OR \$100.00
Soccer Field	\$25.00/hr + maintenance** OR \$65.00
Tennis Court (each)	\$ 8.00
Track	\$70.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

Application fee is \$35.00

Change fee is \$35.00 each

Invoicing fee is \$35.00 per invoice

Late fee is \$35.00 or 10% of invoice, whichever is greater

Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person

Student Technician fee, if available, is \$10.00 per hour

Equipment fees - See Equipment fee structure

Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

**Field Maintenance In-Kind Request Form is required to be considered for in-kind rate



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Non-Profit Meetings (NPM) Civic, Religious, Charitable Organizations Meetings, Youth Camps, Clinics, and Baccalaureate (Not to include tournaments)	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: es.wcpss.net	
INSIDE FACILITIES FEES Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$55.00
Band Room (only)	\$25.00
Band Room w/auditorium	\$15.00
Cafeteria (kitchen not available)	\$40.00
Choral Room (only)	\$25.00
Choral Room w/auditorium	\$15.00
Classroom (only) <small>Charge covers utility usage minimums</small>	\$25.00
Classroom <small>Minimum space rental requirements apply</small>	\$12.00
Computer Lab (not available)	N/A
Concessions (only)	\$25.00
Concession w/auditorium or gym	\$12.00
Dance Room (only)	\$25.00
Dance Room w/auditorium	\$15.00
Gym (no locker room)	\$72.00
Locker Room – only (each)	\$25.00
Locker Room w/gym (each)	\$12.00
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$36.00
Multi-Purpose Room/sports	\$36.00
Restroom – only (each)	\$12.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

- Application fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Operations fee is \$35.00 per day (utilities) for weekends, holidays, or when school is not scheduled
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees – See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

WEBSITE: WWW.WCPSS.NET

Community Schools
Community Use

**Fee Structure for Non-Profit Meetings (NPM)
Civic, Religious, Charitable Organizations Meetings,
Youth Camps, Clinics, and Baccalaureate
(Not to include tournaments)**

Contact Community Schools to determine your user group category.
Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net

OUTSIDE FACILITIES FEES

Minimum two hour usage per space, per day, continuous time

**Field Maintenance In-Kind Request Form is required to be considered for in-kind rate

Space	Fees Per Hour
Baseball Field	\$20/hr + maintenance** OR \$60.00
Concessions - stadium	\$25.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) – High School	\$20/hr + maintenance** OR \$100.00
Football Field Stadium – High School (w/restrooms/concessions/press box- press box does not incl. equip)	\$95/hr + maintenance** OR \$275.00
Football Field – Middle School	\$15/hr + maintenance** OR \$40.00
Locker Room (each)	\$25.00
Multi-Purpose Field	\$15/hr + maintenance** OR \$40.00
Open Play Area - Elementary	\$20.00
Parking Lot (only)	\$250.00/day
Playground - Elementary	\$20.00
Press box	\$25.00
Restrooms (each)	\$25.00
Softball Field	\$20/hr + maintenance** OR \$60.00
Soccer Field	\$15/hr + maintenance** OR \$40.00
Tennis court (each)	\$5.00
Track	\$45.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

Application fee is \$35.00

Change fee is \$35.00 each

Invoicing fee is \$35.00 per invoice

Late fee is \$35.00 or 10% of invoice, whichever is greater

Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person

Student Technician fee, if available, is \$10.00 per hour

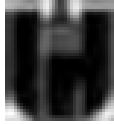
Equipment fees – See Equipment fee structure

Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

**Field Maintenance In-Kind Request Form is required to be considered for in-kind rate

WEBSITE: WWW.WCPSS.NET

Community Schools
Community Use



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for PTA (PTA) School Booster Clubs, Meetings and Projects (Not Camps)	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
INSIDE FACILITIES FEES Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	0.00
Band Room (only)	0.00
Band Room w/auditorium	0.00
Cafeteria	0.00
Choral Room (only)	0.00
Choral Room w/auditorium	0.00
Classroom (only)	0.00
Computer Lab -- not available	0.00
Concessions (only)	0.00
Concessions w/auditorium or gym	0.00
Dance Room (only)	0.00
Dance Room w/auditorium	0.00
Gym (no locker rooms)	0.00
Locker Room -- only (each)	0.00
Media Center	0.00
Multi-Purpose Room/meetings	0.00
Multi-Purpose Room/sports	0.00
Restroom --only (each)	0.00

Fees Effective: March 19, 2002
Document Revised: February 1, 2007

OTHER FEES:

Late fee is \$35.00 or 10% of invoice, whichever is greater

Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person

Student Technician fee, if available, is \$10.00 per hour

Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for PTA (PTA) School Booster Clubs, Meetings and Projects (Not Camps)	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
OUTSIDE FACILITIES FEES Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Baseball Field	0.00
Concessions - stadium	0.00
Field Lights (also listed on Equipment List)	0.00
Football Field (only) -- High School	0.00
Football Field Stadium -- High School (w/restrooms/concessions/press box- press box does not incl. equip)	0.00
Football Field - Middle School	0.00
Locker Room (each)	0.00
Multi-Purpose Field	0.00
Open Play Area - Elementary	0.00
Parking Lot	0.00
Playground - Elementary	0.00
Press box	0.00
Field Lights	0.00
Restroom (each)	0.00
Softball Field	0.00
Soccer Field	0.00
Tennis Court (each)	0.00
Track	0.00

Fees Effective: March 19, 2002
Document Revised: February 1, 2007

OTHER FEES:

Late fee is \$35.00 or 10% of invoice, whichever is greater

Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person

Student Technician fee, if available, is \$10.00 per hour

Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Booster Club (PBC) School Booster Club Camps and Clinics	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
INSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$40.00
Band Room (only)	\$15.00
Band w/auditorium	\$10.50
Cafeteria (kitchen not available)	\$30.00
Choral Room (only)	\$15.00
Choral w/auditorium	\$10.50
Classroom (only) Charge covers utility usage minimums	\$15.00
Classroom Minimum space rental requirements apply	\$ 8.50
Computer Lab (not available)	N/A
Concessions (only)	\$15.00
Concessions w/auditorium or gym	\$ 8.50
Dance Room (only)	\$15.00
Dance Room w/auditorium	\$10.50
Gym (no locker room)	\$50.00
Locker Room – only (each)	\$15.00
Locker Room w/gym (each)	\$ 8.50
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$25.00
Multi-Purpose Room/sports	\$25.00
Restroom – only (each)	\$ 8.50

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

- Application fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater.
- Operations fee is \$35.00 per day (utilities) for weekends, holidays, or when school is not scheduled
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees – See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Booster Club (PBC) School Booster Club Camps and Clinics	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
OUTSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time **Field Maintenance In-Kind Request Form is required with application to be considered for in-kind rate	
Space	Fees Per Hour
Baseball Field	\$10.00/hr + maintenance** or \$42.50
Concessions - stadium	\$17.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) - High School	\$10.00/hr + maintenance** or \$61.00
Football Field Stadium - High School (w/restrooms/concessions/press box; press box does not incl. equip)	\$61.00/hr + maintenance** or \$121.00
Open Play Area - Elementary	\$15.00
Football Field - Middle School	\$10.00/hr + maintenance** or \$27.50
Locker Room (each)	\$15.00
Multi-Purpose Field	\$10.00/hr + maintenance** or \$27.50
Parking Lot (only)	\$200.00/day
Playground - Elementary	\$15.00
Press box	\$17.00
Restroom (each)	\$17.00
Soccer Field	\$10.00/hr + maintenance** or \$27.50
Softball Field	\$10.00/hr + maintenance** or \$42.50
Tennis Court (each)	\$4.00
Track	\$10.00/hr + maintenance** or \$30.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

Application fee is \$35.00

Change fee is \$35.00 each

Invoicing fee is \$35.00 per invoice

Late fee is \$35.00 or 10% of invoice, whichever is greater

Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person

Student Technician fee, if available, is \$10.00 per hour

Equipment fees - See Equipment fee structure

Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

**Field Maintenance In-Kind Request Form is required to be considered for in-kind rate



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Government Education/Athletic Program (GAP) Adult Recreation Programs and Meetings (Not to include productions/tournaments)	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
INSIDE FACILITIES FEES Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$55.00
Band Room (only)	\$25.00
Band Room w/auditorium	\$15.00
Cafeteria (kitchen not available)	\$40.00
Choral Room (only)	\$25.00
Choral Room w/auditorium	\$15.00
Classroom (only) Charge covers utility usage minimums	\$25.00
Classroom Minimum space rental requirements apply	\$12.00
Computer Lab (not available)	N/A
Concessions (only)	\$25.00
Concession w/auditorium or gym	\$12.00
Dance Room (only)	\$25.00
Dance Room w/auditorium	\$15.00
Gym (no locker room)	\$42.89
Locker Room – only (each)	\$25.00
Locker Room w/gym (each)	\$12.00
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$36.00
Multi-Purpose Room/sports	\$36.00
Restroom - only (each)	\$12.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

- Application fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Operations fee is \$35.00 per day (utilities) for weekends, holidays, or when school is not scheduled
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees – See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

WEBSITE: WWW.WCPSS.NET

Community Schools
Community Use



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Government Education/Athletic Program (GAP) Adult Recreation Programs and Meetings (Not to include productions/tournaments)	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
OUTSIDE FACILITIES FEES Minimum two hour usage per space, per day, continuous time **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate	
Space	Fees Per Hour
Baseball Field	\$20/hr + maintenance** OR \$60.00
Concessions - stadium	\$25.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) - High School	\$20/hr + maintenance** OR \$95.00
Football Field - High School (w/restrooms/concessions/press box- press box does not incl. equip)	\$95/hr + maintenance** or \$265.00
Football Field - Middle School	\$15/hr + maintenance** OR \$40.00
Locker Room only (each)	\$25.00
Multi-Purpose Field	\$15/hr + maintenance** OR \$40.00
Open Play Area - Elementary	\$20.00
Parking Lot (only)	\$250.00/day
Playground - Elementary	\$20.00
Press box	\$25.00
Restroom only (each)	\$25.00
Softball Field	\$20/hr + maintenance** OR \$60.00
Soccer Field	\$15/hr + maintenance** OR \$40
Tennis Court (each)	\$5.00
Track	\$45.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

Application fee is \$35.00

Change fee is \$35.00 each

Invoicing fee is \$35.00 per invoice

Late fee is \$35.00 or 10% of invoice, whichever is greater

Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person

Student Technician fee, if available, is \$10.00 per hour

Equipment fees - See Equipment fee structure

Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

**Field Maintenance In-Kind Request Form is required to be considered for in-kind rate



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Profit (P)	
Camps, Clinics, Dance Recitals, Pageants, Family Events	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
INSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$ 80.00
Band Room (only)	\$ 30.00
Band Room w/auditorium	\$ 21.00
Cafeteria (kitchen not available)	\$ 60.00
Choral Room (only)	\$ 30.00
Choral Room w/auditorium	\$ 21.00
Classroom (only) Charge covers utility usage minimums	\$ 30.00
Classroom Minimum space rental requirements apply	\$ 17.00
Computer Lab (not available)	N/A
Concessions (only)	\$30.00
Concessions w/auditorium or gym	\$17.00
Dance Room (only)	\$ 30.00
Dance Room w/auditorium	\$ 21.00
Gym (no locker room)	\$100.00
Locker Room – only (each)	\$ 30.00
Locker Room w/gym (each)	\$17.00
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$ 50.00
Multi-Purpose Room/sports	\$ 50.00
Restroom – only (each)	\$17.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

- Application fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Operations fee is \$35.00 per day (utilities) for weekends, holidays, or when school is not scheduled
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees – See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

WEBSITE: WWW.WCPSS.NET

Community Schools
Community Use



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Profit (P)	
Camps, Clinics, Dance Recitals, Pageants, Family Events	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
OUTSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate	
Space	Fees Per Hour
Baseball Field	\$25.00/hr + maintenance** OR \$85.00
Concessions	\$36.66
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) – High School	\$30/hr + maintenance** OR \$140.00
Football Field Stadium – High School (w/restrooms/concessions/press box- press box does not incl. equip)	\$130.00 + maintenance** OR \$500.00
Football Field - Middle School	\$25.00/hr + maintenance** OR \$55.00
Locker Room (each)	\$30.00
Multi-Purpose Field	\$25.00/hr + maintenance** OR \$55.00
Parking Lot (only)	\$350.00/day
Open Play Area - Elementary	\$30.00
Playground - Elementary	\$30.00
Press box	\$36.66
Restroom (each)	\$36.66
Softball Field	\$25.00/hr + maintenance** OR \$85.00
Soccer Field	\$25.00/hr + maintenance** OR \$55.00
Tennis Court (each)	\$ 7.00
Track	\$60.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

- Application fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees – See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due
- **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Profit - Revenue Generating (PR)	
Fundraisers, Semi/Professional Sports, Tournaments, and Video Shoots	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: es.wcpss.net	
INSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$250.00
Band Room (only)	\$100.00
Band Room w/auditorium	\$ 65.00
Cafeteria (kitchen not available)	\$250.00
Choral Room (only)	\$100.00
Choral Room w/auditorium	\$ 65.00
Classroom (only) Charge covers utility usage minimums	\$100.00
Classroom Minimum space rental requirements apply	\$55.00
Computer Labs (not available)	N/A
Concessions (only)	\$100.00
Concessions w/auditorium or gym	\$ 55.00
Dance Room (only)	\$100.00
Dance Room w/auditorium	\$ 65.00
Gym (no locker rooms)	\$315.00
Locker Room - only (each)	\$100.00
Locker Room w/gym (each)	\$ 55.00
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$230.00
Multi-Purpose Room/sports	\$230.00
Restroom - only (each)	\$ 55.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

- Application fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Operations fee is \$35.00 per day (utilities) for weekends, holidays, or when school is not scheduled
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees - See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

WEBSITE: WWW.WCPSS.NET

Community Schools
Community Use



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

Fee Structure for Profit - Revenue Generating (PR) Fundraisers, Semi/Professional Sports, Tournaments, and Video Shoots	
Contact Community Schools to determine your user group category. Phone: 919-431-7599, Fax: 919-431-7611, Website: cs.wcpss.net	
OUTSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time **Field Maintenance In-Kind Request Form is required to be considered for in-kind rate	
Space	Fees Per Hour
Baseball Field	\$35.00/hr + maintenance** OR \$260.00
Concessions - stadium	\$220.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) High School	\$115.00/hr + maintenance** OR \$725.00
Football Field Stadium - High School (w/restrooms/concessions/press box- press box does not incl. equip)	\$540.00/hr + maintenance** OR \$1215.00
Football Field - Middle School	\$30.00/hr + maintenance** OR \$175.00
Locker Room (each)	\$100.00
Multi-Purpose Field	\$30.00/hr + maintenance** OR \$175.00
Open Play Area - Elementary	\$90.00
Parking Lot (only)	\$800.00/day
Playground - Elementary	\$90.00
Press box	\$220.00
Restroom (each)	\$220.00
Softball Field	\$35.00/hr + maintenance** OR \$260.00
Soccer Field	\$30.00/hr + maintenance** OR \$175.00
Tennis Court (each)	\$260.00
Track	\$350.00

Fees Effective: March 19, 2002
Document Revised: March 14, 2012

OTHER FEES:

Application fee is \$35.00

Change fee is \$35.00 each

Invoicing fee is \$35.00 per invoice

Late fee is \$35.00 or 10% of invoice, whichever is greater

Staff fees (Facility Supervisor, Custodian and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person

Student Technician fee, if available, is \$10.00 per hour

Equipment fees - See Equipment fee structure

Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

**Field Maintenance In-Kind Request Form is required to be considered for in-kind rate



EQUIPMENT FEE LIST

Equipment must be requested online, however, not all equipment is available at all facilities. Day = continuous space rental time.

Equipment	Fees	Time Unit	Comments
AV Cart	\$5.00	Day	
Battling cage	\$50.00	Day	
Bleachers - Movable (Outside/Inside)	\$50.00	Day	Plus Set-Up/Operations
CD Player / DVD Player	\$25.00	Day	
Chain Sets, Goal Post Pads, Line Markers	\$100.00	Day	Plus Set-Up/Operations
Chair, Adult	\$1.00	Day	
Chair, Child	\$1.00	Day	
Electrical Outlet, Inside (1-5)	\$15.00	Day	One plug per outlet, no power strips
Electrical Outlet, Inside (6-10)	\$30.00	Day	One plug per outlet, no power strips
Electrical Outlet, Inside (11-15)	\$45.00	Day	One plug per outlet, no power strips
Electrical Outlet, Inside (16-20)	\$60.00	Day	One plug per outlet, no power strips
Electrical Outlet, Outside, Each	\$3.50	Hour	One plug per outlet, no power strips
Floor Covering, Mat, Each	\$75.00	Day	Plus Set-Up/Operations
Floor Covering, Tarp, Each	\$100.00	Day	Plus Set-Up/Operations
Headset, Each (Theatre Program)	\$10.00	Day	Minimum Two Required
Lectern/Podium	\$35.00	Day	
Lighting Board: EDI	\$50.00	Day	Plus Set-Up/Operations
Lighting Board: ETC 48/96 or equivalent	\$175.00	Day	Plus Set-Up/Operations
Lighting Board: ETC Express 250 or equivalent	\$150.00	Day	Plus Set-Up/Operations
Lighting Board: Strand Matrix or equivalent	\$50.00	Day	Plus Set-Up/Operations
Lights, Apron	\$25.00	Hour	
Lights, Field	\$30.00	Hour	
Lights, Follow Spot	\$25.00	Hour	Plus Set-Up/Operations
Lights, Spot	\$25.00	Hour	Plus Set-Up/Operations
Lights, Stage	\$25.00	Hour	
Marley Dance Floor	\$125.00	Day	Plus Set-Up/Operations
Mat, High-Jump (Outside)	\$50.00	Day	Plus Set-Up/Operations
Mat, Small	\$5.00	Day	Plus Set-Up/Operations
Mat, Wrestling	\$75.00	Day	Plus Set-Up/Operations
Mats, Goalpost (2)	\$75.00	Day	
Music stand	\$1.00	Day	
PA system, Large (5+ mics)	\$150.00	Day	Plus Set-Up/Operations
PA system, Medium (3-4 mics)	\$70.00	Day	Plus Set-Up/Operations
PA system, Small (1-2 mics)	\$35.00	Day	Plus Set-Up/Operations
Piano, Electric	\$75.00	Day	
Piano, Grand	\$100.00	Day	Pianos tuned once per year; sound quality is not guaranteed
Piano, Upright	\$50.00	Day	Pianos tuned once per year; sound quality is not guaranteed
Projector, LCD	\$525.00	Day	Possible AV CART Rental
Projector, Overhead	\$20.00	Day	Possible AV CART Rental
Risers, Band (Wide)	\$75.00	Day	Plus Set-Up/Operations
Risers, Choral (Narrow)	\$75.00	Day	Plus Set-Up/Operations
Risers, Conductor (Platform)	\$25.00	Day	Plus Set-Up/Operations
Scoreboard w/Controller	\$15.00	Hour	
Screen, Electric	\$15.00	Day	
Screen, Manual	\$5.00	Day	
Soccer goals, Portable (2)	\$50.00	Day	
Squat Box	\$5.00	Day	
Stage, Portable, Large	\$150.00	Day	Plus Set-Up/Operations
Stage, Portable, Medium	\$100.00	Day	Plus Set-Up/Operations
Stage, Portable, Small	\$75.00	Day	Plus Set-Up/Operations
Start Block	\$5.00	Day	
TV Monitor	\$25.00	Day	
Table	\$1.00	Day	Size varies; skirting/covering not provided
Video Feed Equipment	\$150.00	Day	Plus Set-Up/Operations
Volleyball Net, Standard	\$25.00	Day	Plus Set-Up/Operations

Fees Effective July 1, 2007

Document Revised December 14, 2012

DPS Facility Rental Application

How to apply:

Complete one form for each school or site requested.

Complete Part I of the application and read, sign, date Part II. Pay a \$30 non-refundable application fee to Durham Public Schools.

- Some events will require you to hire additional personnel which can include security and technicians, etc.
- A Certificate of Liability Insurance may be required naming Durham Public Schools as additional insured.
- No events will be scheduled prior to 6:00 pm on school days or teacher workdays.

Bring In Person or Mail To:

Durham Public Schools Facility Rental
Facility Support Services
1817 Hamlin Road
Durham, NC 27704-9671

- Return completed form/s to Facility Support Services at least 15 working days prior to the event.
- Approval must be secured prior to the use of school facilities. Written authorization will be provided once an event has been approved.

Need more information?

Call Facility Support Services at 919-560-3696.

The Durham Public Schools Board of Education supports the North Carolina Community Schools Act (G.S. 115C-203) which encourages "greater use of public school facilities" and assures "maximum use of public school facilities by the citizens of each community in this State."

DPS Board Policy 2035 permits citizens to use school buildings and facilities for civic, cultural, educational, recreational, and other such activities as long as such use does not conflict with the use of public school buildings and grounds for public school purposes and activities; with state laws; with local ordinances; or with the proper care and maintenance of school facilities.

The Superintendent shall establish procedures for the use of school facilities by outside groups, consistent with this policy.

Revised August 2010

Facility Fees

Include \$30.00 non-refundable application fee.

No events scheduled prior to 6:00 pm on school days or teacher workdays.

Interior Spaces (all rates are per hour)

	Not for profit Elementary	Not for profit Middle/High	Commercial Elementary	Commercial Middle/High
Auditorium	\$45.00	\$60.00	\$80.00	\$115.00
Cafeteria	\$45.00	\$60.00	\$80.00	\$115.00
Cafe. and Kitchen	\$60.00	\$75.00	\$115.00	\$145.00
Classroom	\$25.00	\$25.00	\$40.00	\$40.00
Gym	\$40.00	\$60.00	\$70.00	\$115.00
Auxilliary gym	\$40.00	\$40.00	\$70.00	\$70.00
Studio	\$40.00	\$40.00	\$70.00	\$70.00

Exterior Spaces (all rates are per hour)

	Not for profit Elementary	Not for profit Middle/High	Commercial Elementary	Commercial Middle/High
Practice Field	\$15.00	\$15.00	\$20.00	\$20.00
Playing Field: baseball, football, softball, soccer	\$20.00	\$20.00	\$25.00	\$25.00
Track	\$20.00	\$20.00	\$25.00	\$25.00
Tennis Court	\$20.00	\$20.00	\$25.00	\$25.00

(Add \$18.00 per hour to fields when lights are used)

Staff Development Center

	Government Agency Per Day Use Fee	Non Profit Hourly Rental	Commerical Hourly Rental
M-1	\$110.00	\$55.00 per hr.	\$110.00 per hr.
Cafeteria	\$80.00	\$55.00 per hr.	\$110.00 per hr.
Classroom	\$55.00	\$40.00 per hr.	\$75.00 per hr.
Use of built-in presentation equipment in M-1	\$50.00 daily	\$30.00 hrly	\$55.00 hrly
Application Fee	\$30.00	\$30.00	\$30.00

Personnel Charges (all rates are per hour)

Custodian	\$25.00	After Hours Emergency Contact: 1-888-761-9372
Cafeteria Employee	\$25.00	
Technician	\$30.00	AC/Heating malfunctions are not considered emergencies
Student Technician	\$15.00	
Security	\$25.00	
HVAC Technician	\$20.00	

There is also a \$30 non-refundable application fee

All payments must be paid in full 5 days prior to event to avoid cancellation

1. School organizations and one-time meetings of local government agencies (SGC, etc.)	No Charge	No Charge	No Charge
2. School-related groups (PTA, NCSPA, professional organizations of staff, booster groups and school groups that use other schools' facilities)	No Charge	No Charge	No Charge
	Unless custodian or kitchen needed. Principal may require or waive custodial or other supervisory services.		
3. District sponsored groups (reserved for community groups that serve the essential mission of the school district, decisions are made on a case by case basis, separate application is required)	\$15.00	\$5.00	\$15.00
	An additional custodial fee of \$30 per hour will be charged unless the group is approved to provide its own custodial coverage.		
4. Recurring use by local government agencies (Hillsborough and Orange Co.)	\$15.00	\$5.00	\$15.00
	An additional custodial fee of \$30 per hour will be charged unless the group is approved to provide its own custodial coverage.		
5. Staff use	\$55.00	\$35.00	\$55.00
	An additional custodial fee of \$30 per hour will be charged unless the staff has been approved to provide their own custodial coverage.		
6. Non-profit use	\$55.00	\$35.00	\$55.00
	** An additional custodial fee of \$30.00 per hour will be charged.		
7. For-profit use (includes custodial charges)	\$115.00	\$95.00***	\$115.00
	*** Each additional classroom is available for \$20.00 each.		

(C) Other Charges:

1. Custodian's fee is billed at \$30 per hour, including overtime and benefits.
2. Child Nutrition Service is billed at \$30 per hour, including overtime and benefits.
3. Theatre technician is billed at \$60 per hour and is required for most theatre use that needs the lighting or sound systems.

Exterior Space:

	Non-Profit	For-Profit
Playgrounds	No Charge	\$30.00 per hour
Baseball Fields	\$30.00 per hour	\$50.00 per hour
Football Fields	\$30.00 per hour	\$50.00 per hour
Soccer Fields	\$30.00 per hour	\$50.00 per hour
Parking Lot	\$25.00 per hour	\$45.00 per hour
Other Exterior Property	\$25.00 per hour	\$45.00 per hour
Damage Deposit	\$225.00	\$225.00

1. Custodian's fee is billed at \$30 per hour, including overtime and benefits.