



Fee Schedule

**Facility Use Fees per Hour**

Facilities	Category I	Category II	Category III	Category IV
	<i>School Sponsored</i>	<i>Youth Non-Profit</i>	<i>Other Non-Profit</i>	<i>For Profit</i>
Classroom	<b>Waived</b>	\$15	\$20	\$25
Elementary Multi-Purpose Room		\$20	\$30	\$40
Elementary Cafeteria		\$35	\$50	\$75
Elementary Dining Room w/ Kitchen*		\$70	\$100	\$150
Elementary School Library		\$25	\$40	\$50
Elementary or Middle School Gym		\$35	\$50	\$75
Middle School Multi-Purpose Room		\$25	\$40	\$50
MS Multi-Purpose Room w/ Kitchen*		\$75	\$90	\$125
Middle School Library/Media Center		\$25	\$40	\$50
Governing Board Room		\$25	\$40	\$50
District Conference Room		\$25	\$40	\$50
Fields		\$20	\$30	\$40
Lab		\$20	\$30	\$40
Kitchen		\$30	\$40	\$50
Parking Lot		\$10	\$20	\$30

\*Includes fee for cafeteria worker who must be present

**Additional Use Fees per Hour**

	Category I	Category II	Category III	Category IV
Custodian**	<b>Waived</b>	\$25	\$25	\$25
Equipment Technician***		\$40	\$40	\$40
Cafeteria Worker		\$32	\$32	\$32

\*\*Custodian fees must be charged for any facility use outside of normal school or business hours. For facility use on a school day, the custodian fees may be reduced by 50% to \$12.50 per hour. Custodian fees will not be waived for Category I organizations on weekends, holidays, or during breaks.

\*\*\*If district equipment is used, a district technician or qualified employee must be present

## **Additional Requirements / Fees**

- All Category II, III, and IV organizations must provide proof of liability insurance for no less than \$1,000,000
- A \$15 application processing fee will be charged for all Category IV requests
- A \$25 cancellation fee will be assessed to any organization that fails to provide notice of a cancellation at least forty-eight (48) business hours in advance
- Facility use on the weekends or during district breaks and holidays must be a minimum of 3 hours in length, and will require additional fees for a custodian to be present
- All Category II and III organizations must provide proof of non-profit status
- All hourly fees will be calculated to the nearest hour
- All fees are due in advance of events; for long-term use, a payment plan may be established

## **Categories Used to Determine Fees**

*Below are examples for each category. This list is not meant to be comprehensive.*

- **Category I:** School or District-Sponsored Use
  - School Sponsored Activities
  - District Sponsored Activities
  - School Clubs
  - School PTO/PTA
  - Booster Clubs
- **Category II:** Non-Profit Organizations Serving District-Aged Students
  - Boy Scouts
  - Girl Scouts
  - Campfire
  - Sports Programs
- **Category III:** All Other Non-Profit Organizations
  - Civic Organizations
  - Homeowners Associations
  - Cultural Organizations
  - Educational Organizations
  - Governmental Organizations
  - Service Organizations
  - Churches
- **Category IV:** All For-Profit Organizations
  - Commercial, Profit Making Organizations

## **Offsetting Facility Use Fees**

Facility use fees for Category II non-profit organizations may be waived when at least 60% of the participants are identified as Tempe Elementary School District students. This will only apply to smaller facilities, such as classrooms and libraries, but not larger facilities, such as gyms. A roster of participants must be submitted for verification.