Facilities Use
FEE SCHEDULE

FEDERAL WAY PUBLIC SCHOOLS

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The Board subscribes to the belief that the facilities and fields of the Federal Way Public Schools are owned by and operated for its patrons and are primarily for public school purposes. The community is encouraged to use district facilities and fields.

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User Categories

The Superintendent/designee is authorized to establish procedures for use of district properties, including rental fees, supervisory requirements, restrictions, security, etc. For rental fee purposes, people seeking the use of district facilities have been divided into four categories. All participating users will be given equal opportunity to rent, subject to limits set forth in Policy 4260 and Procedure 4260P.

CATEGORY 1

School-related, community-betterment groups, parent, youth and/or teacher groups whose purpose is the advancing or supplementing of education, or public agencies. Examples of groups in this category are: PTA, Booster Clubs.

Youth non-profit social and recreation groups whose main purpose is to promote the welfare and improve the quality of life for community boys and girls. These groups have open enrollment and open participation at all ability levels. Examples of groups in this category are: Boy Scouts, Girl Scouts, Campfire Girls, Boys & Girls Club, recreational youth soccer, national little league, YMCA and YWCA, and religious related youth groups.

CATEGORY 2

Community youth non-profit groups comprised of social, recreational, and athletic groups, including but not limited to AAUs, select, or traveling teams/clubs. Participation in these groups includes a selection process and fees. Additionally, requests from youth non-profit groups whose business address and primary composition of participants are from outside Federal Way School district, including private clubs or other public school districts, will be considered under this category.

CATEGORY 3

Community, non-community, non-profit and minimal profit organizations who use district facilities or fields to provide/promote instruction or entertainment, or other activities for which public or commercial facilities are generally rented, will pay a fee based on Category 3 of the district rental schedule. Examples of groups in this category are: Adult recreation, Community meetings, Homeowners associations, political groups.

CATEGORY 4

All other organizations, including but not limited to churches, profit-making groups, and business-related enterprises, will pay a fee based upon Category 4 of the district rental schedule. While the district would prefer profit-making organizations use commercial or private facilities, facilities may be rented at the prevailing rate charged by commercial facilities in the area.

To ensure that funds intended for K-12 education are not used for other purposes, the user will reimburse the district according to the published fee schedule, Form 118-2.

District sponsored curricular and co-curricular activities retain first priority in the use of facilities and fields. Authorization for use of any district property shall not be considered an approval or endorsement of the activity, organization or purposes represented. Organizations requesting use of any facilities must complete and sign Form No. 118, Application and Permit for Use of School Facilities.

The District may cancel any use agreement or authorization.

All applications for the use of school district facilities will be considered by Federal Way Public Schools without regard to race, color, nationality, origin, gender, or disability.

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General Facility Rental Rates

Billed Per Hour

Category	Category 1	Category 2	Category 3	Category 4
Cafeteria – Elementary	n/a	$10.00	$37.00	$62.00
Cafeteria – Secondary	n/a	$15.00	$50.00	$82.00
Classroom	n/a	n/a	$19.00	$31.00
Conference Room – Individual Room	n/a	n/a	$19.00	$31.00
Conference Room – Board Room	n/a	n/a	$25.00	$41.00
Gym – Elementary	n/a	$10.00	$37.00	$62.00
Gym – (Large) – Secondary	n/a	$15.00	$55.00	$92.00
Gym – (Small) – Secondary	n/a	$10.00	$46.00	$72.00
Kitchen – Elementary and Secondary[*]	n/a	n/a	$37.00	$62.00
Library – Elementary	n/a	n/a	$31.00	$51.00
Library – Secondary	n/a	n/a	$37.00	$62.00
Locker Rooms	n/a	$5.00	$25.00	$41.00
Music Practice Room	n/a	n/a	$10.00	$16.00
Music Room[†]	n/a	n/a	$25.00	$42.00
Parking Lot	n/a	n/a	$19.00	$32.00
Performing Arts Center[‡]	n/a	n/a	$68.00	$113.00
Playground	n/a	n/a	$25.00	$41.00
Theater	n/a	n/a	$62.00	$103.00

Equipment (*Billed Per Event*)	Amount
P/A System	$15.00
Projector	$15.00
VCR & Monitor	$15.00
Overhead Projector	$15.00
Smart Board	$75.00
Piano – Upright	$22.00
Piano – Grand (if available)	$72.00
Scoreboard	$30.00
Wrestling Mat	$15.00

Additional fees can be required for equipment that is requested, but not listed on this form. Use of electrical equipment must be specifically requested.

Certain equipment is subject to operation only by a district employee. Only equipment approved in advance may be used

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[*] Subject to approval by Nutrition Services; Nutrition Services staff ***must*** be present if equipment or utensils are used. See *Personnel Fees* for more info.

[†] Subject to approval by Teacher(s) who use classroom.

[‡] Subject to approval by Theater Manager, and requires the presence of the Theater Manager to supervise and operate equipment at an hourly cost.

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Other Fees

Personnel Fees	Amount Per Hour	More Information
Custodial	**$50.00**	All events require custodial supervision. A custodial fee will be required for all events scheduled beyond regularly scheduled work hours, weekends, holidays or other non-school days **PLUS** 30 minutes prior to and 30 minutes after an event. Holiday rates may also apply. Anticipated attendance of 200 persons or more OR events longer than 5 hours may require additional custodial support for a portion or up to the entirety of an event. Events of this nature will be assessed by custodial staff for anticipated workload and attendance to determine adequate support for the event. Furthermore, the district reserves the right to require additional assistance for large events, special set-ups, and/or cleaning.
Security	**$60.00**	Events with an estimated attendance of 200 persons or more will be assigned District Security staff. An additional staff member will be assigned for every additional increment of 200 people. When determined that an event will require additional security, police protection, fire protection, or staff supervision, approval for use of the facility will be contingent upon compliance with the supervision required. Any additional expenses required for protection or supervision hereunder shall be paid by the user.
Nutrition Services	**$60.00**	Use of a kitchen is subject to approval by Nutrition Services and may require supervision by Nutrition Services personnel.

Administrative Fees	Amount	More Information
Deposit and Payment	**See More Info**	A deposit of 35% (up to $100 max) will be due upon submission of a facility use request. Full payment for approved events will be due 7 days in advance of the event start date. Rentals that span multiple months will be charged on a monthly basis (i.e. full payment is not due for the entirety of the approved request if scheduled over multiple months). Groups who hold events that rely on donations or admissions to pay their final fees may apply to be invoiced after the event. Examples may include church services, fundraisers, or large events that charge an entrance fee. Please contact the Business Office for more info.
Cancellation Fee	**$25**	Events canceled within 48 hours of the start time are subject to a $25 cancellation charge.
Past Due Fee	**$25**	Invoices 30 days past due will be subject to a $25 Past Due Fee. At 60 days, the current rental agreement will be suspended. A new rental request will be subject to the payment of past due invoices + deposit.

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No Show	**See More Info**	User organizations who do not show up for their scheduled event, and do not notify the school and facilities use coordinator of their cancellation in writing prior to the close of business hours will be responsible for 2 hours of labor of any personnel assigned to the event (e.g. custodial, security, etc) and the sum total of their rental fee, if applicable. A user organization's late arrival of 30 minutes or more to their scheduled event with no communication to the school or facilities use coordinator constitutes grounds to charge the organization for 2 hours of labor of any personnel assigned to the event and the sum total of the rental fee, if applicable.

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Fields – Grass & Turf
Billed Per Hour

Field Type	Schools Available	Category 1	Category 2	Category 3	Category 4
Grass Field	**Elementary and Middle Schools§**	**n/a**	**n/a**	**n/a**	**n/a**
Grass Field *– HS Baseball/Fastpitch*	**Decatur High School** **Todd Beamer High School**	**$10.00**	**$20.00**	**$15.00**	**$30.00**
Turf Field – *Baseball/Softball/Fastpitch*	**Federal Way High School*** **Thomas Jefferson High School** **Sequoyah Middle School***	**$35.00**	**$45.00**	**Closed**	**Closed**
Turf Field – *Football/Soccer*	**Federal Way High School** **Thomas Jefferson High School** **Todd Beamer High School*** **Sequoyah Middle School***	**$35.00**	**$45.00**	**$135.00**	**$270.00**

Portable Restrooms
Restroom facilities are not provided. Portable restrooms are required for all groups at the expense of the renting organization. Portable facilities must be:

- Locked
- Serviced in a timely manner
- Secured to a structure such as a fence
- Placed on a predesignated space identified by the school/building you are renting from.

FWPS is not responsible for portable restroom facilities or any arrangements made between groups to share a rental of portable restrooms.

Personnel Supervision Requirements
Custodial supervision is required for field events that exceed 3 hours to ensure cleanliness of the facilities and empty trash. Users may also opt to remove trash from the site in lieu of custodial support.

Field Use Guidelines
Please see Facility Use Handbook for more information about guidelines for use.

§ Fields and grounds at Sacajawea, Lakota, and Saghalie Middle School are managed by the City of Federal Way after 5pm on weekdays, on weekends, and during the summer. Please reach out to the Parks and Recreation department for more information on renting these fields during these hours.
*Indicates that the field or parking is locked and is subject to assistance from custodial or security patrol to lock & unlock.

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Federal Way Memorial Field

Rental of Federal Way Memorial Field will be arranged based on type of use and user group according to categories described in Policy 4260. Please see Event Packages, associated field preparation requirements, and field and facility rates below.

Event Packages	Definition	Requirements
Practice Package	**User Group is only using the field for practice or preparation for the event with no spectators or audience**	• **Memorial Stadium rate or Track Only rate (as applicable)** • **Stadium Caretaker or Custodial** • **Site visit and applicable training (see below)** • **Features may be added a la carte depending on the needs of the practice/preparation.** • **Stadium Supervisor not required, unless Press Box 3 is requested and user has not passed through training requirements**
Event Package	**User group is hosting an event or competition including an audience or spectators. Days that include practice and competition/event will be billed at the full Memorial Stadium Event Rate**	• **Memorial Stadium Rate or Track Only (as applicable)** • **Field preparation rate** • **Site visit and applicable training** • **Stadium Caretaker and/or Custodial** • **Stadium Supervisor** • **Security personnel (1 personnel for every 200 anticipated attendees, subject to further review)** • **Features may be added a la carte**

Site Visit and Training Requirements

In order to use the field, users must complete the following:

1. Facility Use Application.
2. A site checklist to determine the type of event, equipment and access needed, obtained from Stadium Supervisor upon submission of Facility Use Application.
3. An on-site visit to meet the Stadium Supervisor, tour the facility and determine the needs for your event.
4. On-site training of the Press Box 3, followed by the attendance of a district event to shadow an approved operator OR to be shadowed by an approved operator during the user's event. Additional fees may apply.

Field Prepration Rates (Per Event Fee or as Noted)

Football Preparation	**$250.00**	**Ball netting removal/reinstallation, set-up of goal pads, team benches, yard markers, chains, play clocks, audio, lights, team shelters, etc.**
Soccer Preparation	**$200.00**	**Ball netting removal/reinstallation, set-up of goals, team benches, corner flags, team shelters, etc.**
Track Preparation	**$300.00**	**Team benches, hurdles, flagging, start blocks, tapes, rally flags, official's bus, pole vault, long jump, triple jump, discus, shot put, high jump, etc.**
Other Event Preparation	**Please include approximate set-up and breakdown time in rental request. Set-up & Breakdown will be charged both rental and custodial rate.**	

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Federal Way Memorial Field
Rates: Billed Per Hour Unless Otherwise Noted

Field and Grounds	Category 1 Youth and Community Events	Category 2 Youth Select Athletics/Clubs	Category 3 Adult Non-Profit/Community Groups	Category 4 Adult Revenue Groups	Billed Per:
Memorial Stadium	**$40.00**	**$40.00**	**$100.00**	**$250.00**	**HOUR**
Track Only	**$10.00**	**$15.00**	**$25.00**	**$80.00**	**HOUR**
Features					
Field Lights	**$30.00**	**$30.00**	**$30.00**	**$30.00**	**HOUR**
Grandstand | *(each)*	**$20.00**	**$25.00**	**$45.00**	**$75.00**	**EVENT**
Press Box 3 *Announcer Mic, Audio, Lights, Scoreboard* ****see training requirements above***	**$50.00**	**$50.00**	**$80.00**	**$100.00**	**EVENT**
Press Box 1, 2, 4 *Coaches and Media*	**$15.00**	**$15.00**	**$40.00**	**$50.00**	**EVENT**
Press Box 5 *Track Only*	**$15.00**	**$15.00**	**$40.00**	**$50.00**	**EVENT**
Ticket Booth	**$10.00**	**$10.00**	**$15.00**	**$25.00**	**EVENT**
Parking Lot Only *Memorial Field Lot*	**$15.00**	**$20.00**	**$25.00**	**$35.00**	**HOUR**
Team Rooms *Home – Pair OR* *Away – Pair*	**$30.00**	**$40.00**	**$90.00**	**$160.00**	**EVENT**
Team Rooms *(Home OR Away – Single)*	**$15.00**	**$20.00**	**$45.00**	**$80.00**	**EVENT**
De-winterization Fee ***(****Dec. – Feb. Only)*	***Home Side***	**$812.00**	***Away Side***	**$970.00**	**Includes cost of labor and equipment.**	**EVENT**

Personnel Fees
(See Event Packages Above for Personnel Requirement)

Stadium Supervisor	**$90.00**	**HOUR**	***Stadium Caretaker and Custodian***	**$50.00**	**HOUR**
Security	**$60.00**	**HOUR**			