FAC-W028-RENTAL FEE SCHEDULE

WORK INSTRUCTION

FACILITIES

SUMMARY

This document provides rental fee information for groups or organizations requesting to rent district facilities. Renters can refer to FAC-P011 for tier category requirements and qualifications. This schedule is reviewed annually.

2026-2027 FEE SCHEDULE

Athletic Facility Hourly Rates

	Tier I Not for Profit – Youth Serving & 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)	$65.00	$151.00	$233.00
Press Box (Must be trained and approved by high school)	$5.00	$13.00	$20.00
Tennis Courts	$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
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 – Youth Serving & 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 – High School ie., Library, Commons, Music 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	$65.00	$115.00	$233.00
Rose Theater – South Salem High School	$120.00	$180.00	$295.00
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
Production Manager	$70.00	$70.00	$70.00
Student Worker	$40.00	$40.00	$40.00
Administrative Coordination	$60.00	$60.00	$60.00

APPLICABILITY

- This policy applies to all Schools, Departments, Facilities Services, Summer Programs, and Community Rental Groups.

ASSOCIATED DOCUMENTS

- FAC-A011-Use of District Facilities (Policy)
- FAC-P011-Use of District Facilities (Procedure)

APPROVAL AUTHORITY

- Chief Operations Officer

REVISION HISTORY

- 06/04/2024 – Updated fees updated and added classifications and updated format for accessibility.
- 04/02/2025 – Updated Summary and removed Classification of Groups
- 05/16/2025 – Removed 2024-2025 schedule and updated facilities.
- 11/06/2025 – Clarified fees for the Rose Theater (was previously a special quote for each use).
- 11/06/2025 – Clarified rate for Production Manager (was previously “varies”).
- 06/05/2026 – Updated year to 2026-2027 – no change in fees.
- 06/05/2026 – Added Administrative Coordination fee for productions/events that require coordination with non-district vendors, like production and sound companies.