

**Fee Schedule for Use of Facilities**

Groups or organizations wishing to use the schools facilities will fall into one of these four groups. The group level will determine the cost for use and the priority level. All events/activities using school facilities must be put on the school calendar located on the school website. If it is not on the school website then it may not be allowed.

**Group 1**

- Watonga Schools teams, organizations, clubs, and programs sponsored by the school

**Group 2**

- School Booster Clubs
- Area Emergency Personnel using the facilities for training,
- Watonga non-school groups/organizations which meet the following criteria:
  - a) Only Watonga Public School PK-12 students
  - b) No cost of any kind to students
  - c) Activity is not a fundraiser
  - d) Open to all students within the defined grade level(s)

**Group 3**

- Watonga non-school based PK-12 groups/organizations

**Group 4**

- **All Watonga organizations/groups who do not meet criteria for Groups 1, 2 or 3**

Facility	Group 1	Group 2	Group 3	Group 4
Football Stadium	No Charge	No Charge	\$10/hr or \$50/day	\$20/hr or \$100/day
Middle School Auditorium	No Charge	No Charge	\$10/hr or \$30/day	\$20/hr or \$50/day
Middle School Gym	No Charge	No Charge	\$10/hr or \$30/day	\$20/hr or \$50/day
High School Gym	No Charge	No Charge	\$10/hr or \$50/day	\$25/hr or \$100/day
Elementary School Cafeteria				
Kitchen Only	No Charge	No Charge	\$7.50/hr or \$37.50/day	\$15/hr or \$60/day
Dining Room Only	No Charge	No Charge	\$7.50/hr or \$37.50/day	\$15/hr or \$60/day
Dining Room and Kitchen	No Charge	No Charge	\$15/hr or \$75/day	\$30/hr or \$100/day
Old Middle School Cafeteria				
Kitchen Only	No Charge	No Charge	\$7.50/hr or \$37.50/day	\$20/hr or \$80/day
Dining Room Only	No Charge	No Charge	\$7.50/hr or \$37.50/day	\$20/hr or \$80/day
Dining Room and Kitchen	No Charge	No Charge	\$20/hr or \$75/day	\$40/hr or \$150/day
High School Commons Area				
Kitchen Only	No Charge	No Charge	\$12.50/hr or \$50/day	\$20/hr or \$80/day
Commons Area Only	No Charge	No Charge	\$12.50/hr or \$50/day	\$20/hr or \$80/day
Commons Area & Kitchen	No Charge	No Charge	\$20/hr or \$75/day	\$40/hr or \$150/day
Any Classroom	No Charge	No Charge	\$2.50/hr or \$25/day	\$5/hr or \$50/day
Meeting Room in MS	No Charge	No Charge	\$5/hr or \$25/day	\$10/hr or \$50/day
Elem. PE Building	No Charge	No Charge	\$12.50/hr or \$50/day	\$20/hr or \$80/day
Safe Room @ Elem.	No Charge	No Charge	\$12.50/hr or \$50/day	\$15/hr or \$75/day

Plus: Custodial, Cafeteria and Supervision (Monitor) – \$17.50 per hour for each person assigned (no organization may have access to the cafeteria, kitchen, or equipment unless the cafeteria manager or designated cafeteria employee is present and in charge.) There will not be a charge to Group 2 or Group 3 for custodial work that can be accomplished during the normal workday. Group 2 or Group 3 may be charged for custodial work if the facility is left unclean.

**Conditions for Facility Use:**

1. It is our desire that the renting of a facility be a positive experience for everyone. If any member of the Group is disrespectful, belligerent, demeaning, etc. to a school employees or representatives of the school the group may be asked to leave immediately and will not be allowed to use school facilities in the future.
2. **It is our desire that Groups 2 and 3 use school facilities at the above rate when the activity is only for Watonga student/residents. If an organization choses to have groups/individuals outside of Watonga in school facilities then they will be charged Group 4 rates.**
3. Group 1 has first access to school facilities; Group 2 has second access; Group 3 has third access and Group 4 has fourth access; Groups 2 through 4 must have their event on the district calendar to have access to the facilities secured.
4. Deposit fees are separate from usage fees. The deposit fee is due when an event is scheduled and is equal to half the estimated usage fee. Usage fees are due at the time of the event. All fees are to be made payable to Watonga Public Schools.
5. Each Group will be responsible for finding a school employee to help them with their rental. Keys to school facilities will only be given to school employees. For Groups 1, 2 and 3 the school employee will be required to open the facility and lock up when the group is finished. The school employee will make sure no damage has occurred when they lock up. The school employee is not personally responsible for damage to the school by the groups; they are only responsible to report the damage to the Principal. For Group 4; a school employee will be required to open the facility, be present at all times and lock up after cleanup. The Group must pay the school for the cost of the school employee. The school may request additional custodial service if needed for the cleanup and the group will bear the cost.
6. A school employee will be required to open the facility, be present at all times and lock up after cleanup at pay rate stated above. The group/organization is responsible to find the school employee. Additional custodial service can be requested. Cleanup is subject to the school employee approval.
7. A minimum of one food service employee must be present and in charge during use of kitchen at pay rate stated above. The food service director will schedule employee for service. Additional kitchen personnel can be requested. Kitchen cleanup is subject to supervision employee's approval.
8. Organization must provide adequate volunteer workers for proper preparation, serving and cleanup, or bear the responsibility for wages required for additional staff called to do work.
9. Organization is responsible for repair of any damage to facility caused by any participant in this activity. Watonga Public School is released from responsibility regarding accidents or liability involving organization member or activity participants. Organization may be required to show proof of insurance.
10. Use of tobacco is not permitted on school grounds or in school buildings.
11. School facilities must be used in a manner consistent with all local and state laws and codes.
12. A day's rent and use of school facilities will not extend beyond the hours of 12:00 midnight. Renters that arrange to use the building after midnight must pay additional rent.
13. No children under the age of 16 can be permitted in the kitchen areas due to insurance policies.
14. A minimum of one organization member must remain with school employee and/or employees until cleanup is completed properly. Cleanup is subject to the school employee approval.
15. Watonga Public Schools does not lease Transportation vehicles