OTHELLO SCHOOL DISTRICT FACILITY FEE SCHEDULE

POLICY 4260 & 4260P RENTAL OF SCHOOL FACILITIES POLICY & PROCEDURES ML SCHEDULES	CATEGORY 1 **School/Child-Related Groups & Government Groups** *Scouts, Campfire, PTA, 4-H, city or county-sponsored recreation groups, polling places, political caucuses, and governmental groups*	CATEGORY 2 **NON-Profit Groups** ***2 Hr. Min. Rental** *churches, lodges, veterans groups, granges and parties.*	CATEGORY 3 ***2 Hr. Min. Rental** *profit-making organizations and business-related enterprises*
RENTAL DEPOSIT *Required **before** the event can be approved	$100.00	$250.00	$250.00
INSURANCE* *An insurance document must be uploaded in the rental application before approval	**REQUIRED**	**REQUIRED**	**REQUIRED**
ENERGY SURCHARGE (Heating/Cooling/Lights)	No Charge	$6/Hour or $36/day	$6/Hour or $36/day
TECHNOLOGY FEE (Projector/Sound System,Laptops, etc.*)	$45/Hour	$45/Hour	$45/Hour
CUSTODIAL FEES *Fee will be applied if the facilities are used outside of regular school hours	**REQUIRED** *40/Hour (2-Hour minimum charge)	**REQUIRED** *40/Hour (2-Hour minimum charge)	**REQUIRED** *40/Hour (2-Hour minimum charge)
Classrooms	No Charge	$12/Hour	$25/Hour
Multi-Purpose Rooms (OHS CORRIDOR/ ORTC CONFERENCE ROOM/ OHS WRESTLING ROOM)	No Charge	$15/Hour	$25/Hour
Commons Area (MMS/WAHITIS/HIA/ SCO & DOHS)	No Charge	$15/Hour	$25/Hour
District Office Conference Room *Sup approval only	No Charge	$15/Hour	$25/Hour
Gym & Aux Gym Areas (OHS/MMS/WAH/LUT)	No Charge	$25/Hour	$35/Hour
Libraries	No Charge	$15/Hour	$25/Hour
Stage Lighting MMS Auditorium	No charge-first hour $15/Hour ea. Add'l hour after	$20/Hour	$25/Hour
Concession Stands *OHS only	$50 Fee/per season event	$50/day	$75/day
FIELDS Soccer, Baseball & Softball Fields	$25/One time Fee	$15/Hour	$20/Hour
OHS FB Field *Field lights-lights must be turned on/off by OSD employee only	$25 Turn on fee plus $10/Hour **OHS FB Field Use must be approved by the Superintendent	$35 Turn on Fee plus $10/Hour	$40 Turn on Fee plus $15/Hour
KITCHENS FS employees must be on duty. # of employees is based on the size of the group/event/function & need for assistance	N/A	N/A	N/A
****An additional $100 fee will be added to the fee for any person/organization/group outside of the Othello School District boundaries.**			