

Westminster Public Schools Facility Use Fee Schedule

ALL RATES ARE HOURLY UNLESS OTHERWISE NOTED

Application Fee: a non-refundable application fee of \$20.00 is payable at time of application. Applications will not be processed without payment.

Change Fee: a fee of \$15.00 will be charged for each change made after a contract is issued.

Elementary Schools		Group 1 District Sponsored Groups	Group 2 Non-Profit Youth Organizations	Group 3 Non-Profit Adult/ Community Groups	Group 4 Commercial Groups
	Cafeteria	No Charge	\$19.00	\$38.00	\$76.00
	Classroom, Commons, Lobby	No Charge	\$13.00	\$26.00	\$52.00
	Gym/All Purpose Area	No Charge	\$25.00	\$50.00	\$100.00
	Library	No Charge	\$13.00	\$32.00	\$64.00
	Outside Fields, Playground Area	No Charge	\$19.00	\$45.00	\$90.00
Middle Schools	Auditorium	No Charge	\$64.00	\$76.00	\$152.00
	Cafeteria	No Charge	\$25.00	\$50.00	\$100.00
	Classroom, Commons, Lobby	No Charge	\$13.00	\$26.00	\$52.00
	Concession Stand	No Charge	\$25.00	\$50.00	\$100.00
	Large Gym Space	No Charge	\$32.00	\$64.00	\$128.00
	Library	No Charge	\$13.00	\$32.00	\$64.00
	Outside Fields/ Grounds	No Charge	\$19.00	\$45.00	\$90.00
	Small Gym Space	No Charge	\$25.00	\$50.00	\$100.00
High Schools	Black Box Theatre	No Charge	\$64.00	\$76.00	\$152.00
	Cafeteria	No Charge	\$25.00	\$50.00	\$100.00
	Classrooms	No Charge	\$13.00	\$26.00	\$52.00
	Concession Stand	No Charge	\$25.00	\$50.00	\$100.00
	Large Gym Space	No Charge	\$32.00	\$76.00	\$152.00
	Lecture Hall	No Charge	\$25.00	\$50.00	\$100.00
	Library	No Charge	\$25.00	\$50.00	\$100.00
	Outside Amphitheatre	No Charge	\$19.00	\$45.00	\$90.00
	Outside Fields/ Grounds (HLHS Only)	No Charge	\$19.00	\$45.00	\$90.00
	Theatre	No Charge	\$64.00	\$76.00	\$152.00
Parking Lots	Elementary	No Charge	\$7.00	\$13.00	\$26.00
	Middle School	No Charge	\$13.00	\$26.00	\$52.00
	High School	No Charge	\$19.00	\$38.00	\$76.00

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Conference Centers

	Group 1 District Sponsored Groups	Group 2 Non-Profit Youth Organizations	Group 3 Non-Profit Adult/ Community Groups	Group 4 Commercial Groups
Meeting Rooms (per room)	No Charge	\$25.00	\$50.00	\$100.00
Technology Fee (daily)	All events, regardless of actual usage, will be charged a fee for the conference center's wireless technology. Fees are based on the number of participants at the event: 1-99 participants: \$50.00 daily. 100 or more participants: \$100.00 daily. New clients will also be billed for one-hour of technology training at a rate of \$51.00/hour.			

***Note: all applicable equipment rental and labor fees, including personnel, will apply. WPS reserves the right to assess cleaning fees and other fees due to any negligent activity.**

Equipment Rental Fees

	Group 1 District Sponsored Groups	Group 2 Non-Profit Youth Organizations	Group 3 Non-Profit Adult/ Community Groups	Group 4 Commercial Groups
Athletic Equipment	No Charge	\$13.00/day	\$19.00/day	\$38.00/day
Chairs (per 50 chairs)	No Charge	\$45.00/event	\$45.00/event	\$45.00/event
Flags/Stand	No Charge	\$3.00/flag per event	\$3.00/flag per event	\$3.00/flag per event
Kitchen Appliances	No Charge	\$64.00/day	\$64.00/day	\$128.00/day
LCD Projector or Projection Screen	No Charge	\$13.00/day	\$19.00/day	\$38.00/day
Locker Room	No Charge	\$64.00/day	\$64.00/day	\$128.00/day
Microphone Rental	No Charge	\$13.00/day	\$19.00/day	\$38.00/day
Music Stands	No Charge	\$3.00/stand	\$3.00/stand	\$3.00/stand
P/A System	No Charge	\$13.00/day	\$19.00/day	\$38.00/day
Piano	No Charge	\$190.00/event	\$190.00/event	\$255.00/event
Podium	No Charge	\$13.00/day	\$19.00/day	\$38.00/day
Risers	No Charge	\$7.00/riser	\$7.00/riser	\$14.00/riser
Tables (per 25 tables)	No Charge	\$45.00/event	\$45.00/event	\$45.00/event
Theatre Shell (installation/removal fee)	No Charge	\$53.00/hour	\$53.00/hour	\$106.00/hour
Theatre Simple Sound System	No Charge	\$38.00/day	\$38.00/day	\$76.00/day
Theatre Technical Lighting & Sound	No Charge	\$64.00/day	\$64.00/day	\$128.00/day
TV with VCR/DVD Player	No Charge	\$13.00/day	\$19.00/day	\$38.00/day

***Note: an equipment delivery fee of \$45.00/hour may apply, depending upon request. WPS makes no guarantee to provide any equipment requested by client; all equipment will be provided on an as-available basis.**

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Personnel Fees					Rate
	Culinary Services Personnel: required for any event utilizing a WPS kitchen.				\$38.00/hour
	Custodian: custodial staffing ratio is one custodian per every 200 people at an event. Will include a minimum of 1 hour before and after scheduled event time.				Monday-Friday: \$51.00/hour Weekends & Holidays: \$64.00/hour
	Security Personnel: may be required, is at the discretion of the Facility Use Office.				\$51.00/hour
	Theatre Manager: required for any event utilizing an auditorium or theatre. Will include a minimum of 1 hour before and after scheduled event time.				\$51.00/hour
	Theatre Student Technician: may be required, is at the discretion of the Facility Use Office. Will include a minimum of 1 hour before and after scheduled event time.				\$14.00/hour
*Note: additional time worked outside of contracted event hours will be billed to the customer.					
School Bus/Vehicle Lease Fees		Group 1 District Sponsored Groups	Group 2 Non-Profit Youth Organizations	Group 3 Non-Profit Adult/ Community Groups	Group 4 Commercial Groups
	Cost Per Mile	\$1.50/mile	\$1.50/mile	\$1.50/mile	\$1.50/mile
	Bus/Vehicle Driver	\$37.00/hour per driver	\$37.00/hour per driver	\$37.00/hour per driver	\$37.00/hour per driver
	On-Call Dispatcher/ Mechanic	No Charge	\$50.00/hour	\$50.00/hour	\$50.00/hour
	Cancellation Fee (less than 48 hours notice)	No Charge	\$85.00	\$85.00	\$85.00
Other Fees	Application Fee	No Charge	\$20.00	\$20.00	\$20.00
	Athletic Field Lights (minimum 2 hours)	\$64.00/hour	\$64.00/hour	\$64.00/hour	\$128.00/hour
	Athletic Field Painting	\$40.00/day	\$40.00/day	\$40.00/day	\$80.00/day
	Contract Change Fee	No Charge	\$15.00/change	\$15.00/change	\$15.00/change
	Contract Cancellation Fee	No Charge	\$25.00	\$25.00	\$25.00
	Lost/Not Returned Keys	\$100.00/interior key \$500.00/exterior key	\$100.00/interior key \$500.00/exterior key	\$100.00/interior key \$500.00/exterior key	\$100.00/interior key \$500.00/exterior key
	Parking Lot Cleaning Fee	No Charge	\$100.00/event	\$100.00/event	\$100.00/event
	Snow Removal and Parking Lot Plowing	TBD	TBD	TBD	TBD
	Waste Management - Contracted Services	Cost + 10%	Cost + 10%	Cost + 10%	Cost + 10%
	Wi-Fi Fee	No Charge	\$50.00/event	\$50.00/event	\$50.00/event

The Chief Operating Officer will determine applicable rates for groups, facilities, personnel and equipment not defined in this schedule.

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