

SCHOOL DISTRICT OF WAUZKA-STEUBEN

USE OF SCHOOL FACILITIES AND GROUNDS FACILITY USE FEES & CHARGES

The Board of Education of the School District of Wauzeka-Steuben recognizes that the building and grounds are a District resource. Our intent is to make our facilities available for District residents to use subject to administrative approval and the following guidelines:

1. Any keys are to be picked up between 8:00 a.m. and 4:00 p.m. in the main office by one of the adults in charge of the portion of the building rented.
2. Security Deposit: \$100.00 for the Doll Gym; \$50.00 for other rooms. These are subject to the rules printed by the District.
3. Dinner and Reception (5 hours or less) — \$75.00
4. Private party or organization meeting in any room will be charged at a rate of: \$10.00 first hour, \$5.00 for each succeeding hour, with \$20.00 minimum. Starting and ending time must be furnished.
5. Church and organization dinners if admission is charged — \$25.00.
6. Church and organization dinners for membership only — \$10.00.
7. School connected organizations (FFA, FCCLA, etc.) — no charge.
8. Non-school connected youth organizations for students of the school district (Girl Scouts, 4 H, Cub Scouts, etc.) will not be charged. If extra cleanup required, there will be a \$10 minimum charge.
9. Event in gym charged at an hourly rate: \$10.00 for first hour; \$5.00 for each succeeding hour. Starting and ending time must be furnished. The school accepts no responsibility for unsupervised spectators at these events.
10. An organized adult team from the District may use the gym one night per week at the same rate charged for other gym events when the gym is available. Usual charges will prevail when admission is charged.
11. Open gym use is based upon availability and shall not be charged provided it is open to any District resident.

Note: All building usage requests need to be completed, submitted, and approved by administration.

<u>SCHOOL DISTRICT OF WAUZEKA-STEUBEN</u> <u>FACILITY USE FEES & CHARGES</u> <u>Hourly Rates Below</u>		
<u>Building /Location</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>APR (All Purpose Room) / Cafeteria</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>APR (All Purpose Room) / Cafeteria Kitchen</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>DLL (Distance Learning Lab)</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>Doll Gym</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>Doll Gym Kitchen / Concession Stand</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>Hornets Nest</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>Hornets Nest Kitchen / Concession Stand</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>LMC (Library Media Center)</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>Computer Room</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>Classroom</u>	<u>No Charge</u>	<u>\$ 50.00</u>
<u>Athletic Field</u>	<u>No Charge</u>	<u>\$ 50.00</u>
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<u>Additional Fees - Hourly Rates</u>		
<u>Custodial Staff (per hour)</u>	<u>\$ 28.00</u>	<u>\$ 28.00</u>
<u>Kitchen Staff (per hour)</u>	<u>\$ 28.00</u>	<u>\$ 28.00</u>
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A \$100 security deposit and proof of insurance must be submitted before the request is approved unless otherwise specified by the District.

During normal working hours if considerable custodial time before/during/after an activity prevents the custodian from completing their assigned duties, overtime will be used to complete those duties and that expense will be charged to the organization. If the rental occurs outside of normal custodial staffing hours, custodial fees will be charged at an overtime rate with a one-hour minimum.

Adoption Date: pre 1976

Date Revised: 10/17/1983; 10/17/1989/ 3/17/1992; 10/19/1992; 4/20/1998; 3/17/2014

Date Reviewed: 9/15/2025