

**Auburn-Washburn USD 437 Facility Rental Fees
Hourly Rates (Two hour minimum except as indicated)**

Rental Fee (2-hour minimum)	High School	Middle School	Elementary
Auditorium	\$350.00	NA	NA
Gym	\$50.00	\$50.00	\$30.00
Multi-Purpose Room (Commons)	\$35.00	\$35.00	\$20.00
Kitchen	\$20.00	\$15.00	\$15.00
Classroom	\$10.00	\$10.00	\$10.00
Artificial Soccer Field for Game no lights (3 hour minimum period)			
	\$600 for 3-hour period, plus other fees	Additional time charged at \$100 per each half hour or part of half hour	
Artificial Soccer Field for practice no lights (2 hour minimum period)			
	\$200 for 2-hour period, plus other fees	Additional time charged at \$50 per each half hour or part of half hour	
Soccer Field Lights			
	\$50 per hour during minimum time allotted \$125 per hour July/Aug/Sept (Peak Months)	Added time over minimum period charged at \$25 per each half hour or part of half hour, except in peak months the charge will be \$50 per half hour.	
Labor Fee (Hourly, 2-hour minimum)			
	High School	Middle School	Elementary
Custodian or Cook during Work Day	\$12.00	\$12.00	\$12.00
Custodian or Cook Overtime or Saturday	\$18.00	\$18.00	\$18.00
Custodian or Cook Holiday or Sunday	\$24.00	\$24.00	\$24.00
Auditorium Technician (Employee)	\$35.00	NA	NA
Auditorium Technician (Student)	\$15.00	NA	NA
WRHS Soccer Field Staff Supervisor	\$35.00	NA	NA
Building Staff Supervisor	\$35.00	\$35.00	\$35.00
Allocation of Rental Fees			
65% to Capital Outlay Fund for Facility Replacement and Repair			
20% To General Fund Maintenance Operations			
15% to General Fund for Custodial Supplies			
100% of Labor Fee to the Associated Salary Account			

Note: Current Full-time USD 437 staff members and their soccer teams may use the Artificial Turf Soccer Field at the flat rate of \$20.00 per team per hour. Time is for a two (2) hour session. Preference will be given to those teams that have a greater number of USD 437 students. A rental agreement form must be completed. WRHS Staff Supervision will not be required in this case only. The USD 437 staff member requesting usage must be present during all requested usage times. The charge for field light use will apply if the lights are needed or used.

**AUBURN-WASHBURN USD 437
Facility Rental Request and Contract**

(This Form becomes the Rental Contract upon completion and acceptance of the Building Administrator.)

Request for Use of School Facilities - To Be Completed by the Requestor			
Organization		Date of Request	
Responsible Party (Name, Address, Phone)		Describe Activity	
		Activity Date (see note below)	Attendance Expected
Building or Facility Requested		Start Time	Ending Time
Room(s) or Area		Requestor's Signature and Telephone Number	
Acknowledgements - To Be Completed by Requestor			
Statement	School Board Policies	Requestor Initials	
I have received and read a copy of the School Board Policy and Administrative Procedures listed. My Initials indicate my understanding and compliance.	School Board Policy: KG -Use of School Facilities and Equipment		
	Administrative Procedures: KG-R - Facility Rental Procedures and Fee Schedule		
Estimated Fees - To Be Completed by Building Administrator			
Facility and Personnel Required	Estimated Hours	Hourly Rate	Cost (2-hour minimum charge)
Facility Rental Fee			
Custodian Labor Fee			
Food Service Labor Fee			
Auditorium Technician Fee			
Soccer Field Staff Supervisor Fee			
Building Staff Supervisor Fee			
Other Fee			
Total Cost	All fees are to be made payable to Auburn-Washburn USD 437 and paid at the USD 437 Business Office.		
Authorization - To Be Completed by Building Administrator			
Building Administrator Signature		Approval Date	
Release - To Be Completed by Custodian on Duty After Activity and Responsible Party			
Custodian Signature		Damage noted.	
Responsible Party		Comments	
Note		Distribution of Contract Copies	
If the rental request is for multiple dates, please attach a schedule of dates and an insurance certificate naming Auburn-Washburn USD 437 as an "Also Insured". <u>The total Contract Rental period may not exceed ninety (90) days.</u>		Copy No. 1	Building Administrator
		Copy No. 2	Activity Custodian
		Copy No. 3	Business Office
		Copy No. 4	Requestor