

ADMINISTRATIVE GUIDELINES

USE OF DISTRICT FACILITIES

AG 7510

SCHEDULE OF RENTAL FEES / ALL BUILDINGS

LOCAL SCHEDULE

Groups within Washington Local Schools – Including churches, civic and charitable organizations.

***Room fee includes one (1) custodian.** Additional custodian(s) may be required based on size of group.

HOURLY RATES

BUILDING / ROOM	MONDAY – FRIDAY	SAT/SUN / HOLIDAYS
	Heat / AC included in rates	Heat / AC <u>MUST</u> be selected – Prices are not included in rates \$150 per hour additional
Whitmer Auditorium	\$350	\$400
Whitmer Fieldhouse	285	300
Whitmer Cafeteria**	285	300
Whitmer Auxiliary Gym	285	300
Whitmer Small Gym	240	250
Whitmer Relocatable Building (each room)	100	110
Band Room/Choir Room/Lecture Hall	240	250
Washington Cafeteria**	145	155
Washington Gym	145	155
Jefferson Auditorium	150	165
Jefferson Cafeteria**	145	160
Jefferson Gym	145	155
Shoreland/Wernert Auditoriums	120	130
Gym/Cafeteria/Multi-Purpose Room**	120	130
Room Charges (all buildings) – per room	100	110

SPECIAL SCHEDULE - (ALL OTHERS)

Groups outside of Washington Local Schools

***Room fee includes one (1) custodian.** Additional custodian(s) may be required based on size of group.

HOURLY RATES

BUILDING / ROOM	MONDAY – FRIDAY	SAT/SUN / HOLIDAYS
	Heat / AC included in rates	Heat / AC <u>MUST</u> be selected – Prices are not included in rates \$150 per hour additional
Whitmer Auditorium	\$450	\$500
Whitmer Fieldhouse	320	335
Whitmer Cafeteria**	320	335
Whitmer Auxiliary Gym	320	335
Whitmer Small Gym	250	260
Whitmer Relocatable Building (each room)	100	110
Band Room/Choir Room/Lecture Hall	250	270
Washington Cafeteria**	145	155
Washington Gym	145	155
Jefferson Auditorium	150	165
Jefferson Cafeteria**	145	160
Jefferson Gym	145	155
Shoreland/Wernert Auditoriums	120	130
Gym/Cafeteria/Multi-Purpose Room**	120	130
Room Charges (all buildings) – per room	100	110

- * Includes one (1) custodian, one (1) security officer, two (2) stagehands, normal clean-up, use of sound system (without microphone) and use of light panel.
- ** An additional fee of \$50 per hour (\$100 minimum/opening) is charged for the use of the kitchen for preparation of a meal. A school employee MUST be hired to operate school equipment. Requests for kitchen use and worker must be indicated on the permit application.

For billing purposes, the renter's fee begins when the building is opened and ends when the permit is signed as closed by the renter and the custodian. The hours specified on the building permit will be used to initially calculate rental costs.

Charges will be added for additional hours for security, stagehands, and/or custodial help used before or after the opening hours as specified on the building permit.

Additional charges NOT included in the basic fee:

- a. Extra Custodian \$60 / per hour
- b. Extra Security \$60 / per hour
- c. Extra Stagehand \$20 / per hour
- d. Spotlights \$100 / per night
- e. Spotlight Operator \$20/ per hour
Required: one operator per spotlight
- f. Heat and/or air conditioning \$150 / per hour
(when required)
- g. Digital Projector \$10 / per day
- h. Tables \$10 per table / per day
- i. Folder Chairs \$3 per chair / per day

For rental of auditoriums, a \$800.00 security deposit is required before a permit will be issues. FULL PAYMENT of the estimated rental cost must be paid at least 30 days before use. Damages billed at replacement value.

Persons, organizations, or groups of citizens using school facilities shall indemnify and hold harmless the Board of Education and/or school district and its employees from any and all claims or demands for cost, loss, injury or damage to persons or property arising from or out of the use of said facilities including any costs or attorney fees incurred by the Board of Education or its employees.

Persons, organizations, or groups of citizens using school facilities shall be liable to the Board of Education of school district for any damage to said facility as provided in Section 3313.79 of the Ohio Revised Code.