

# administrative guidelines

BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROPERTY  
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## FACILITY RENTAL FEES

- I. Fees listed below are for a period of time up to 4 hours usage (unless otherwise noted), including time for pre- and post-setup for the event. Everything over 4 hours shall be prorated at an hourly rate, rounded off to the nearest whole hour with a minimum of 1 hour. Equipment fees are additional.
- II. This fee schedule will be reviewed by the Board of Education prior to April 15. Implementation of approved fees will be scheduled for June 1 of each year.
- A. High School
1. Auditorium
    - a. performance (includes music rooms) \$ 180.00
    - b. rehearsal – auditorium only \$ 22.00  
(auditorium only, per hour)
    - c. rehearsal with air conditioning – auditorium \$ 36.00  
only (per hour)
    - d. meeting \$ 95.00
  2. Gymnasium
    - a. single \$ 95.00
    - b. double \$151.00
    - c. triple \$213.00
    - d. shower/locker facilities (additional) \$ 73.00
    - e. wrestling gym \$ 30.00
    - f. gymnastics room \$ 40.00
    - g. batting cage \$ 40.00
    - h. concession stand \$ 49.00
  3. Cafeteria
    - a. single (south) \$ 79.00
    - b. entire \$107.00
    - c. kitchen \$152.00  
(requires, in addition to rental fee,  
assignment and overtime wages for one  
supervising District food service employee)
  4. Other
    - a. music room (per hour) \$ 22.00
    - b. Little Theater \$ 58.00
    - c. classroom \$ 37.00
    - d. library \$ 58.00

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## B. Middle School

1. Stage and Cafeteria (for use as auditorium)
  - a. performance \$ 80.00
  - b. rehearsal (per hour) \$ 22.00
  - c. meeting \$ 58.00
  
2. Gymnasium
  - a. gym only \$ 93.00
  - b. shower/locker facilities (additional) \$ 67.00
  
3. Cafeteria
  - a. dining area only \$ 58.00
  - b. kitchen \$100.00  
(requires, in addition to rental fee,  
assignment and overtime wages for one  
supervising District food service employee)
  
4. Other
  - a. classroom \$ 37.00
  - b. library \$ 58.00

## C. Other

1. Elementary schools
  - a. classroom \$ 37.00
  - b. library \$ 58.00
  - c. all-purpose room \$ 58.00
  
2. Outdoor athletic areas
  - a. concession stand \$ 49.00
  - b. tennis court \$ 10.00
  - c. athletic field/track \$213.00  
(includes restrooms and pressbox)
  - d. baseball/softball field, ungroomed, no lights \$ 50.00  
(restroom facilities additional)
  - e. baseball/softball field, ungroomed, lights \$ 80.00  
(restroom facilities additional)
  - f. baseball/softball field, groomed, lights, \$121.00  
NOT AVAILABLE ON WEEKENDS  
(restroom facilities additional)
  - g. restroom facilities \$ 20.00

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3. Equipment (does not include labor charges)
  - a. light and sound equipment - auditorium (per hour) \$ 20.00\*
  - b. spotlight - auditorium \$ 10.00\*
  - c. microphone (per hour) \$ 10.00\*
  - d. podium \$ 5.00\*\*
  - e. piano (if not already in room) \$ 10.00\*\*
  - f. music stands (set of 10) \$ 5.00\*\*
  - g. TV / VCR / DVD unit \$ 10.00\*\*
  - h. AV cart (no equipment) \$ 5.00\*\*
  - i. digital projector \$ 20.00\*\*
  - j. overhead projector \$ 5.00\*\*
  - k. screen (if not already in room) \$ 5.00\*\*
  - l. copiers \$ 10.00\*\*
  - m. extension cords \$ 5.00\*\*
  - n. table (each) \$ 5.00\*\*\*
  - o. chairs (additional over 50) \$ 20.00\*\*\*
  - p. coat racks \$ 5.00\*\*
  - q. scoreboard \$ 10.00\*\*
  - r. scorers' table \$ 10.00\*\*
  - s. basketball setup (includes scoreboard, scorers' table, and team chairs) \$ 25.00\*\*
  - t. gym floor coverings \$ 35.00\*
  - u. wrestling mats \$ 25.00\*\*\*
  - v. volleyball court equipment \$ 10.00\*\*\*
  - w. pool toys and lifejackets \$ 10.00\*\*

\* Group A – no charge

\*\* Groups A and B – no charge

\*\*\* Groups A, B, and C – no charge

## D. District Aquatic Center

1. Group rental (per 1 ½ hour)
  - a. District resident, 1 - 60 patrons \$117.00
  - b. District resident, 61 – 136 patrons \$156.00
  - c. District resident, 137 – 236 patrons \$195.00
  - d. non-District resident, 1 - 60 patrons \$168.00
  - e. non-District resident, 61 – 136 patrons \$200.00
  - f. non-District resident, 137 – 236 patrons \$257.00
  - g. Rates will be prorated based on lanes used if the pool is open to the public when rented. The swimming pool is divided into 8 lanes, the diving well is considered 2 lanes, for a total of 10 lanes.

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- i. District resident per lane/per hour \$ 13.10
  - ii. non-District resident per lane/per hour \$ 7.90
  
2. Commercial group rental (per hour)
  - a. District resident \$ 79.00
  - b. non-District resident \$131.00
  - c. Rates will be prorated based on lanes used if the pool is open to the public when rented. The swimming pool is divided into 8 lanes, the diving well is considered 2 lanes, for a total of 10 lanes.
    - i. District resident per lane/per hour \$ 13.10
    - ii. non-District resident per lane/per hour \$ 7.90
  - d. Supervision and overtime costs will be charged when class extends beyond the normal pool hours.
  
3. Competitive swim meet rental (per day)
  - a. District resident sponsored \$200.00
  - b. non-District resident sponsored \$450.00
  
4. Daily fees
  - a. District resident adult lap swim \$ 3.00
  - b. District resident open swim, all ages \$ 3.00
  - c. non-District resident adult lap swim \$ 5.00
  - d. non-District resident open swim, all ages \$ 5.00
  - e. Senior citizens are defined as 60 years and older.
  
5. Pass fees – school year
  - a. District resident student \$ 26.00
  - b. District resident adult \$ 44.00
  - c. District resident family \$ 95.00
  - d. District resident senior citizen \$ 26.00
  - e. non-District resident student \$ 60.00
  - f. non-District resident adult \$100.00
  - g. non-District resident family \$200.00
  - h. non-District resident senior citizen \$ 60.00
  - i. Senior citizens are defined as 60 years and older.
  
6. Pass fees – summer only
  - a. District resident student \$ 18.00
  - b. District resident adult \$ 37.00
  - c. District resident family \$ 44.00
  - d. District resident senior citizen \$ 20.00

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- e. non-District resident student \$ 60.00
  - f. non-District resident adult \$ 79.00
  - g. non-District resident family \$148.00
  - h. non-District resident senior citizen \$ 60.00
  - i. Senior citizens are defined as 60 years and older.
7. Pass fees – calendar year
- a. District resident student \$ 40.00
  - b. District resident adult \$ 75.00
  - c. District resident family \$120.00
  - d. District resident senior citizen \$ 40.00
  - e. non-District resident student \$100.00
  - f. non-District resident adult \$150.00
  - g. non-District resident family \$300.00
  - h. non-District resident senior citizen \$ 75.00
  - i. Senior citizens are defined as 60 years and older.
8. Swimming lessons
- a. District resident group – Saturday am, school year \$ 35.00
  - b. District resident group – summer session \$ 35.00
  - c. non-District resident group – Saturday am, school year \$ 60.00
  - d. non-District resident group – summer session \$ 60.00
  - e. private – 1 staff member (per ½ hour) \$ 22.00

Approved: 4/14/08