



**Woodland School District #404**  
 800 Second Street, Woodland, WA 98674  
 (360) 841-2700 • (360) 841-2701 (fax)

### DRAFT Facility Fee Schedule and Information

- A facility application is necessary to use our facilities.
- Fees, applications, and other necessary paperwork must be completed two weeks prior to the event.
- Service groups, churches, recreational groups, clubs, and some other groups need to supply a certificate of insurance, naming Woodland School District #404 additionally insured. This can be faxed to the above fax number.
- You must complete a concussion form and receive concussion information for use of our facilities.

**Level 1a** -- School Related, District Employee Groups.

**Level 1b** – Local Youth Sports and Recreation Groups, Government Agencies, Community Colleges.

**Level 2** -- Individuals, Church Groups, Service Clubs, Fraternal Organizations/Clubs, and Non-Local Youth Sports and Adult Recreational Groups.

**Level 3** -- Private, Commercial, or Non-School Related Fundraising Enterprises.

Facility	Level 1a	Level 1b	Level 2	Level 3
Meeting Rooms	\$0	\$7.50hr/\$40day	\$10hr/\$50day	\$100hr
Classrooms	\$0	\$7.50hr/\$40day	\$30hr	\$60hr
Libraries/Computer Labs*	\$0	\$7.50hr/\$40day	\$30hr	\$60hr
Commons	\$0	\$15hr/\$75day	\$30hr	\$100hr
Auditorium	\$0	\$15hr/\$75day	\$50hr	\$100hr
Cafeterias	\$0	\$7.50hr/\$40day	\$10hr/\$50day	\$80hr
Gyms	\$0	\$15hr/\$75day	\$50hr	\$100hr
Locker Rooms	\$0	\$7.50hr/\$40day	\$30hr	\$60hr
Athletic Fields	\$0	\$25 hr/\$100 day- + Striping costs	\$25hr	\$100hr
Stadium Field and Track	\$0	\$50 hr/\$200 day	\$100hr	\$200hr
Stadium Lights	\$0	\$25hr	\$50hr	\$75hr

**\*On-site supervisory staff required.**

**These additional fees may apply:**

**Supervisory/Kitchen/Technical/Security/Custodial Staff** - 175% hourly rate (overtime + benefit costs) with a minimum of two (2) hours per negotiated union agreement. Food service staff must supervise the kitchens.

**Garbage fee** - 25 or more people attending any events where food or drinks are allowed - \$15

<b>P/A system setup fee:</b>			
<b>Level 1a</b>	<b>Level 1b</b>	<b>Level 2</b>	<b>Level 3</b>
\$0	\$25day	\$50day	\$100day
<b>Turnkey Fee</b> -applies to all weekend, holidays, breaks and after regular hours that require additional staff to open and close the facility.			
<b>Level 1a</b>	<b>Level 1b</b>	<b>Level 2</b>	<b>Level 3</b>
\$0	\$25 (per lock/unlock)	\$40 (per lock/unlock)	\$50 (per lock/unlock)
<b>Tech setup fees</b> apply to libraries and computer labs when computer use is requested:			
<b>Level 1a</b>	<b>Level 1b</b>	<b>Level 2</b>	<b>Level 3</b>
\$0	\$25	\$50	\$100
<b>Application fee</b>			
<b>Level 1a</b>	<b>Level 1b</b>	<b>Level 2</b>	<b>Level 3</b>
\$0	\$10	\$25	\$50

- If the turnkey isn't notified ahead of time, and must wait for applicant more than 15 minutes, another turnkey fee will be added.
- During the week, custodians are on duty until 9:30 p.m. If your event goes past these times during the week, a turnkey fee to close the facility is required.
- Facilities close at 11:00 p.m. on weekends.
- Rental times include cleanup time.
- There is limited equipment and furniture available for on-site use only.