



Where Community & Learning Connect

Woodland School District #404

800 Third Street, Woodland, WA 98674 • (360) 841-2700 • (360) 841-2701 (fax)

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 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 1--** Youth, School Related, Community Sports and Recreation Groups, District Employee Groups, Government Agencies, Community Colleges.
- Level 2a--** RESIDENT Individuals, Church Groups, Service Clubs, Fraternal Organizations/Clubs, Not-for-Profit and Adult Recreational Groups. (at least 80% Woodland School District Patrons).
- Level 2b--** NON-RESIDENT Individuals, Church Groups, Service Clubs, Fraternal Organizations/Clubs, Not-for-Profit and Youth or Adult Recreational Groups (less than 80% Woodland School District Patrons).
- Level 3--** Private, Commercial, or Fundraising Enterprises.

| Facility | Level 1 | Level 2a | Level 2b | Level 3 |
|--------------------------|---------|----------------|----------------|---------|
| Meeting Rooms | \$0 | \$5hr/\$25day | \$10hr/\$50day | \$100hr |
| Classrooms | \$0 | \$5hr/\$25day | \$30hr | \$60hr |
| Libraries/Computer Labs* | \$0 | \$5hr/\$25day | \$30hr | \$60hr |
| Commons | \$0 | \$10hr/\$50day | \$30hr | \$100hr |
| Auditorium | \$0 | \$10hr/\$50day | \$50hr | \$100hr |
| Cafeterias | \$0 | \$5hr/\$25day | \$10hr/\$50day | \$80hr |
| Gyms | \$0 | \$10hr/\$50day | \$50hr | \$100hr |
| Locker Rooms | \$0 | \$5hr/\$25day | \$30hr | \$60hr |
| Athletic Fields | \$0 | \$0 | \$25hr | \$100hr |
| Stadium Field and Track | \$0 | \$0 | \$100hr | \$200hr |
| Stadium Lights | \$0 | \$25 | \$50 | \$50 |

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.

***On site supervisory staff required.**

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

| P/A system setup fee: | | | |
|--|------------------------|------------------------|------------------------|
| Level 1 | Level 2a | Level 2b | Level 3 |
| \$0 | \$25day | \$50day | \$100day |
| Turnkey Fee -applies to all weekend, holidays, breaks and after regular hours that require additional staff to open and close the facility. | | | |
| Level 1 | Level 2a | Level 2b | Level 3 |
| \$0 | \$15 (per lock/unlock) | \$25 (per lock/unlock) | \$50 (per lock/unlock) |
| Tech setup fees apply to libraries and computer labs when computer use is requested: | | | |
| Level 1 | Level 2a | Level 2b | Level 3 |
| \$0 | \$15 | \$50 | \$100 |
| Application fee | | | |
| Level 1 | Level 2a | Level 2b | Level 3 |
| \$0 | \$0 | \$25 | \$50 |

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