

**Waunakee Community School District
FACILITY USE FEE SCHEDULE**

ALL RATES ARE PER DAY (Unless otherwise noted)	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Warrior Stadium*^	N/C	Exhibit 1	Exhibit 1	Exhibit 1	Exhibit 1	Exhibit 1
Aquatic Center*	N/C	Exhibit 2	Exhibit 2	Exhibit 2	Exhibit 2	Exhibit 2
Performing Arts Center*	N/C	Exhibit 3	Exhibit 3	Exhibit 3	Exhibit 3	Exhibit 3
Class 1 Facilities	N/C	\$200	\$250	\$300	\$400	\$500
Class 2 Facilities	N/C	\$60	\$80	\$100	\$160	\$200
Class 3 Facilities	N/C	\$40	\$60	\$80	\$100	\$160
Class 4 Facilities	N/C	\$25	\$25	\$25	\$25	\$50
Staff Costs:						
Custodial, Facility Set-up/Take down (\$30/hour outside of scheduled time)	N/C	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr
Field Preparation (Lining)	N/C	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr
Specialized Classroom Equipment	N/C	\$35/hr	\$35/hr	\$35/hr	\$35/hr	\$35/hr
Tech Support	N/C	N/C	N/C	N/C	N/C	N/C
Television	N/C	N/C	N/C	N/C	N/C	N/C
VCR/DVD Player	N/C	N/C	N/C	N/C	N/C	N/C
Screen	N/C	N/C	N/C	N/C	N/C	N/C
Overhead Projector	N/C	N/C	N/C	N/C	N/C	N/C
Computer/Video Projector	N/C	N/C	N/C	N/C	N/C	N/C
Portable Sound System	N/C	N/C	N/C	N/C	N/C	N/C
Risers (each)	N/C	N/C	N/C	N/C	N/C	N/C
Tables	N/C	N/C	N/C	N/C	N/C	N/C
Chairs	N/C	N/C	N/C	N/C	N/C	N/C

*Other charges do apply see specific policy exhibits for more details.

^The first \$30,000 Warrior Stadium gate receipts will be set aside to its own budget item for future artificial turf purchases.

ADDITIONAL FEES/CHARGES:

- When a custodian is not scheduled, and one needs to be assigned, there will be a \$30/hour custodial fee charged to all groups. If the event size requires more staff, the WCSD reserves the right to add custodial staff and charge fee to user group.
- Facility uses or events for groups 2, 3, 4, 5, or 6 that involve large groups (in excess of 100 people consisting of participants/attendee/audience) will be assessed a daily supply charge to offset the cost of custodial supplies (i.e. toilet paper, paper towels, trash liners, cleaning supplies, etc...) require to support the event.
- Group Size (participants/attendees/audience) 100-199 (\$25) 200-299 (\$30) 300-399 (\$40) 400-499 (\$45) 500-750 (\$50) 750 and above (\$75). For large events, additional charges for portable restrooms, trash receptacles, or trash disposal may be added.
- When an admission fee is charged to spectators/audiences, the facility use fees will be charge to group classifications 2, 3, 4, 5, and 6.
- District Gymnasiums (Classes 1, 2, & 3) can be rented for half days at a rate of 50% of the daily fee
- Renters must submit of COI a minimum of 1 week in advance.

- Cancellations within 72 hours of the scheduled event will result in a cancellation penalty equal to the 50% of the reservation cost.

WCSD Facilities User Group Expectations

The WCSD is pleased to rent and allow community and non-community groups the use of school district facilities in the evenings and on weekends. The District is very proud of our facilities and wants them to be used as much and as often as possible. There are some expectations that the WCSD has of the groups renting/using the district buildings.

- Reserve the facilities well in advance through the WCSD Activities Office (849-2103).
- Complete/Submit necessary paper work that will include a Waiver Damage Form and a Certificate of Insurance which may be required.
- Be as specific as possible on needs you may have in terms of set-up so that things such as tables, chairs, garbage cans, etc. can be made available prior to event.
- For events/activities where children are involved, there will be a custodian on duty. They are there to assist during the events, but will also have other work responsibilities to attend too.
- The WCSD provides supervision for school sponsored events only. There is no supervision of children done by school staff for non-school sponsored events/activities. All participants and spectators should remain in the areas designated for the event. Small children must be supervised and not allowed to roam around school facilities unsupervised. Children that are not supervised can be injured or damage school property. If children are left unsupervised around the schools, the district can restrict the use of a facility or hire supervision that will be charged back to the user group.
- During an event and at the completion of the event, please assist in cleaning up the areas that are being used.
- Immediately report any damage that may take place.

WARRIOR STADIUM & WARRIOR PITCH FACILITY FEE SCHEDULE

830-Exhibit (1)

Scheduling Priority List

1. In-Season High School Sports - Warrior Stadium/Pitch is their competition location: (Each sport will have priority in during their sport association [WIAA, WLF] designated season)
2. In-Season Middle School Sports - Warrior Stadium/Pitch is their competition location: MS Football and MS Track use Warrior Stadium
3. In-season High School Sports - Warrior Stadium/Pitch is not their competition location (ie: baseball, softball, etc...)
4. Designated Resident Youth Athletic Groups - Youth Group priority will be based on WIAA/WLF designated seasons
5. Designated Resident Youth Athletic Groups - Warrior Stadium is NOT set-up as their competition surfaces: Baseball, Softball, Soccer, etc...
6. Off-Season (June/July) - High School Sports, Donor Youth Athletic Groups

Facility Use Fee

1. Group 1: No Charge
 2. Group 2-6: \$135/Hour, includes a \$35/hr fee for maintenance coverage.
 3. Donor group's credit based on specific amount donated; see fee credit summary.
- The Activities Department will track Donor group's usage and present a yearly summary.

Maintenance Staff Fee

Must have a dedicated Maintenance Staff member on duty. Additional fee may be charged if set-up/clean-up warrant.*

1. Group 1: No Charge
2. Group 2-6: \$35/Hour (Donor groups credit based on specific amount donated)

* Custodial Supply Fee, will be assessed based on number of attendees: \$35/base, 100-199 (\$45), 200-299 (\$50), 300-399 (\$55), 400-499 (\$60), 500-750 (\$65), 750+ (\$80)

Insurance Requirement

1. All non-school user groups must present proof of insurance to the Activities Department 72 hours prior to reservation.
2. Insurance Coverage Minimums: \$1 million single occurrence and \$2 million aggregate.

Concession Stand/Ticket Gate Use

User may use the concession stand and ticket gate.

1. Must coordinate set-up and take-down with the Athletic Office
2. Must use provided cold drinks and popcorn
3. User group will reimburse Athletic Dept based on product sold and current vendor pricing

WARRIOR STADIUM/PITCH - FEE CREDIT SUMMARY

GROUP	AMOUNT PLEDGED	REPAYMENT STRUCTURE
Youth Football**	\$100,000	\$10,000/10 years
Boys Youth Lacrosse**	\$60,000	\$10,000 upfront, \$50,000/15 years
Girls Youth Lacrosse**	\$22,500	\$1,500/15 years
Track Boosters	\$3,000	Paid in Full
Youth Soccer	\$250,000	\$25,000/10 years

**Football, Boys Lacrosse, and Girls Lacrosse Booster Clubs have donated matching funds with the same repayment structure as their matching Youth Organizations.

WAUNAKEE COMMUNITY SCHOOL DISTRICT
REGULATIONS FOR USE OF WARRIOR STADIUM/PITCH ARTIFICIAL TURF

In an effort to provide the safest and cleanest facilities possible for all groups who request to use Warrior Stadium, the Waunakee Community School District has established the following regulations for use of stadium and field. This form must be signed and returned prior to use of Warrior Stadium.

Artificial Turf Fields

Since turf does not regenerate like natural grass, any item that is left on the field stays on the field. Failure to follow school established rules could impact the safety and longevity of the artificial turf for future users. Please keep in mind coaches and their respective schools are responsible for their players, coaching staff, administrators, and spectators.

Regulations (Team/Apparel Regulations)

1. Players, coaches, school employees, athletic trainers, game officials, and/or spectators must wear turf shoes, tennis shoes, or rubber cleats on the field. Metal cleats (baseball, etc...) will not be allowed on the stadium field. Metal tipped plastic cleats are acceptable.
2. Players are not permitted to wear track shoes with spikes (pyramid or pin) longer than 1/8 inch in length.
3. Any player wishing to wear cleats must wash their cleats before walking on the turf surface.
4. Only track cleats are the only allowed cleats on the track surface, including the high jump area. Athletes in other cleats (FB, LAX, etc...) must stay on the track protector when crossing-over the track or standing on the sidelines.

Regulations (All Users, including Teams)

1. At no time will gum be permitted on or around the artificial turf surface, this includes players, coaches, school employees, game officials, athletic trainers, and/or any spectators.
2. At no time will seeds or nuts of any kind (sunflower, peanut, popcorn, etc...) be permitted on or around the artificial turf, this includes players, coaches, school employees, game officials, athletic Trainers, and/or spectators.
3. At no time will confetti or any small non-degradable materials be used on or near the field.
4. At no time will bleach or any corrosive cleaners be used on the field, except for those cleaners permitted by WCSD Maintenance Staff and utilized under strict supervision.
5. Chairs, tables, canopies, tent stakes, corner flags, or any potentially damaging objects may not be placed on any part of the artificial turf without permission from WCSD Maintenance prior to use.
6. No dogs or animals of any sort are permitted on the field at Warrior Stadium at any time.
7. No bikes, inline skates, strollers, and/or motorized vehicles are allowed on the field at any time.
8. WATER is the only beverage that is permitted on the artificial turf.
9. No golfing, hammer, archery, shot put, or discuss events are to be held on the turf.
10. No athletic equipment is to be drug across the field at any time. All goals and like equipment must be lifted and carried to the new location, unless the equipment is on wheels.
11. A School Department will have first priority to use the field. This may include previously unscheduled games, such as playoff games or makeup games due to weather.
12. Outside requests may be canceled or rescheduled to meet the needs of the school district.
13. All users of the field are asked to clean up their team area after using the field to prevent any future hazards for players, coaches, officials, or spectators.
14. Any damage to the field caused by failing to follow the artificial turf regulations will result in a fine to cover the cost of cleaning and/or repair to restore the field to its prior condition.

VISITING TEAM: _____

VISITING TEAM ADMINISTRATOR: _____ DATE: _____

VISTING TEAM COACH: _____ DATE: _____

**COMMUNITY USE OF RECREATIONAL FACILITIES
Fee Schedule**

830-Exhibit(2)

The pool director shall be responsible for scheduling pool recreation usages as listed below including pool rental.

Refer to Aquatic Center Director for quarter dates

Open Swim

\$3 Daily

\$50 Individual Resident Pass per quarter

\$60 Individual Non-Resident Pass per quarter

\$100 Family pass per quarter (District residents)

\$150 Family pass per quarter (Non-District residents)

\$150 Annual Non-resident Swim Club Fee (All non-district students who participate in youth swim clubs/teams will be required to purchase a pass on an annual basis)

Family Swim (Sunday afternoons)

\$5 Per family (Swimmers must be members of the immediate family).

Group Swim Lessons

\$45 Per session (5 sessions per school year)

Private Swim Lessons

\$15.00 One (1) 30 minute

\$80.00 Six (6) 30 minute lessons

\$125.00 Ten (10) 30 minute lessons

Semi-Private Swim Lessons (2-3 participants at the same level)

\$10.00 One (1) 30 minute

\$50.00 Six (6) 30 minute lessons

\$75.00 Ten (10) 30 minute lessons

Master Swim

\$50.00/Quarter: Members

\$75.00/Quarter: Non-Members

Lap and Fitness

\$3 Daily

\$50 Per quarter

Water Aerobics

\$3 Daily

\$50 Per quarter

Pool Rental

Pool rentals will be invoiced based on the total number of attendees. Renters will also be invoiced for lifeguard wages and a custodial supply fee will be assessed for events. Resident and Non-Resident determinations will be made by the Activities Director per Board Policy 830-Rule.

Total Attendees (includes participants, spectators, officials, etc...)	Resident Rental Fee*#	Non-Resident Rental Fee*#
1-25 Attendees	\$70.00/hr	\$95.00/hr
26-50 Attendees	\$85.00/hr	\$110.00/hr
51-75 Attendees	\$100.00/hr	\$125.00/hr
76-100 Attendees	\$115.00/hr	\$140.00/hr
100+ Attendees	\$130.00/hr	\$155.00/hr

*Plus Lifeguard wages

#Custodial Supply Fee, will be assessed based on number of attendees: \$25/base, 100-199 (\$40), 200-299 (\$45), 300-399 (\$50), 400-499 (\$55), 500-750 (\$60), 750+ (\$75)

Local Swim Clubs will be required to rent the pool and pay applicable pool rental fees for all meets in which a fee is charged to participants and/or spectators.

Fees for Adult Recreational Use for Open Gym/Open Weight/VB, etc. if operated by the district:

One-Hour Daily Fee:		Two-Hour Daily Fee:	
Resident	\$2.00	Resident	\$3.00
Non-Resident	\$4.00	Non-Resident	\$5.00

These costs must cover the cost of a supervisor and/or caretaker as determined by the Director of Community Services. Should the "open" activities fees not cover the costs on a regular basis, the fee may be increased by superintendent action or the open gym/weight/VB schedule will be revised.

The Village of Waunakee Recreation Department may utilize district facilities for its programs and determine the fee charged for that program.

Rental Fee Chart

830-Exhibit(3)

(1) Performing Arts Center (PAC) Room 1800	For Profit – Non Community Per Hour Unless Noted (Group 6)	Non-Profit/Non-Community or For Profit Community Per Hour Unless Noted (Group 5)	Non-Profit Community User Per Hour Unless Noted (Group 4)
(a) Non Audience Hours – Full Lighting and Sound (set up, rehearsal, etc. prorated in half hour increments)	\$50.00	\$25.00	No Charge
(b) Non Audience Hours – Minimal Stage Lighting and Stage Audio (set up, rehearsal, etc. prorated in half hour increments)	\$40.00	\$20.00	No Charge
(c) Audience Hours – Full Lighting and Sound (beginning 1 hour prior to event start time, prorated in half-hour increments) See Auditorium Percentage Fee	\$80.00	\$40.00	No Charge
(d) Audience Hours – Minimal Stage Lighting and Stage Audio (beginning 1 hour prior to event start time, prorated in half-hour increments) See Auditorium Percentage Fee	\$50.00	\$25.00	No Charge
(e) Front of Curtain Only	\$40.00	\$20.00	No Charge
(2) Auditorium (AUD) Room 1118			
(a) Non Audience Hours – Full Lighting and Sound (set up, rehearsal, etc. prorated in half hour increments)	\$40.00	\$20.00	No Charge
(b) Non Audience Hours – Minimal Stage Lighting and No Stage Audio (set up, rehearsal, etc. prorated in half hour increments)	\$30.00	\$15.00	No Charge
(c) Audience Hours – Full Lighting and Sound (beginning 1 hour prior to event start time, prorated in half-hour increments) See Auditorium Percentage Fee	\$50.00	\$25.00	No Charge
(d) Audience Hours – Minimal Stage Lighting and Stage Audio (beginning 1 hour prior to event start time, prorated in half-hour increments) See Auditorium Percentage Fee	\$40.00	\$20.00	No Charge
(e) Front of Curtain	\$40.00	\$20.00	No Charge
(3) Additional Charges			
(a) Piano Tuning	\$100.00 per tuning (Same for all groups)		
(b) Orchestra Pit Cover Removal/Installation	\$200.00 per change (Same for all groups)		
(c) Acoustical Shell	\$40.00 per use	\$20.00 per use	No Charge
(d) Risers	\$30.00 per use	\$15.00 per use	No Charge
(e) Light Trees	\$20.00 per tree	\$10.00 per tree	No Charge
(4) Labor Charges			
(a) House Technician (required at all times)	\$20.00 (Same for both groups)		No Charge
(b) Stage Crew (as needed)	\$10.00 (Same for both groups)		No Charge
(c) House Manager (required for all ticketed events)	\$15.00 (Same for both groups)		No Charge
(d) Ushers (as needed)	\$10.00 (Same for both groups)		No Charge
(e) Custodial Fee (as needed)	\$30.00 (Same for all groups)		

(f) Glitter/Confetti Clean-up Fee	\$50.00 (Same for all groups)
-----------------------------------	-------------------------------

- **Groups 1, 2 & 3 would be N/C for all fees listed above.**
- **Audience hours are charged whenever non-performers are in the house**
- **Set up charges may be assessed for items such as Dance floor, monitors, and other extra items at a rate of \$20/hour.**

Adopted: 10/11/82

Revised: 5/14/84
7/11/88
4/22/91
3/94
4/8/96
8/10/98 (changed policy number only)
11/9/98
July 2002
May 2007
November 2008
June 2017

Waunakee Community School District