

# Waunakee Community School District

## Facility Use Fee Schedule

	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6
Warrior Stadium / Warrior Pitch	N/C	\$100/hr	\$100/hr	\$125/hr	\$150/hr	\$175/hr
Aquatic Center	N/C	<a href="#">See Attached Rental Fee Schedule</a>				
Performing Arts Center	<a href="#">See Attached Rental Fee Schedule</a>					
Class 1 Facility						
- WCHS Fieldhouse	N/C	\$200	\$250	\$300	\$400	\$500
- WIS Lax. Fields						
Class 2 Facility						
- WCHS Old Gym						
- WCHS Commons						
- WCHS Small Aud.						
- WCHS Weight Room						
- WCMS Gym						
- HES Gym						
- WIS Gym	N/C	\$60	\$80	\$100	\$160	\$200
- WIS Cafeteria						
- WCHS Baseball Field						
- WCHS Softball Field						
- WCHS Soccer Field						
- Specialized Classroom (Computer Labs, F/CE, Tech-Ed, Science, Music Suite, Drama Classroom)						
Class 3 Facility						
- Elementary Schools	N/C	\$40	\$60	\$80	\$100	\$160
- WCHS Wrestling Room						
- WCMS Wrestling Room						
Class 4 Facility						
- Classrooms	N/C	\$25	\$25	\$25	\$25	\$50
- Conference Rooms						

ALL RATES ARE PER DAY UNLESS OTHERWISE NOTED

## Additional Fees and Charges

- When a custodian is not scheduled, and one needs to be assigned, there will be a \$45/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 a fee to the 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 (\$35), 300-399 (\$25), 400-499 (\$45), 500-750 (\$60), 750 and above (\$85). 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 charged 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.

	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5	GROUP 6
<b>Setup/Take Down*</b>	N/C	\$45/hr	\$45/hr	\$45/hr	\$45/hr	\$45/hr
<b>Field Prep. (Lining)</b>	N/C	N/C	\$45/hr	\$45/hr	\$45/hr	\$45/hr
<b>Specialized Equipment</b>	N/C	\$50/hr	\$50/hr	\$50/hr	\$50/hr	\$50/hr

\*Outside of scheduled time.

## WCSD Facilities User Group Expectations

- Reserve the facilities well **at least 48 hours** in advance through the WCSD Activities Office (849-2103) or at <https://shorturl.at/jmnu0>.
- Complete/Submit necessary paperwork 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 the 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 to.
- 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.
- 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. 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.

# User Group Classifications

## GROUP 1

### ***WCSD SCHOOL SPONSORED ACTIVITIES:***

All school sponsored activities approved by the building principal shall have precedence over other requests for the use of facilities. Significant consideration, however, should be given to the scheduling of school sponsored events, activities or practices during times when the school's custodial staff is normally on duty. A school employee must be present for all school sponsored events. If a custodian(s) is needed outside of his/her regularly scheduled time, approval must be obtained from the Athletic Director.

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## GROUP 2

### ***WCSD SCHOOL AFFILIATED GROUPS:***

School affiliated groups include: Parent Teacher Organizations (PTO's), Booster Organizations, Village Recreation Department, Friends of Waunakee Performing Arts, Local Educational Foundations.

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## GROUP 3

### ***DESIGNATED RESIDENT NONPROFIT GROUPS/ORGANIZATION & FEDERAL, STATE OR LOCAL GOVERNMENTAL (NON-EDUCATIONAL) AGENCIES:***

Designated resident nonprofit groups/organizations include:

- A. Recognized civic youth groups which include a majority (80%) of District students (examples: Boy Scouts, Girl Scouts, Cub Scouts, 4H, etc.). The District may request a copy of the roster to verify status.
  - B. Recognized resident youth athletic groups/organizations which include a majority (80%) of District students (examples: Waunakee Area Soccer Club, Tri-County/BDL Basketball, Traveling Softball Program, Legion Baseball Program, Waunakee Youth Wrestling, Waunakee Youth Lacrosse Club, Waunakee Youth Football, Waunakee Youth Hockey, Waunakee Wave Swim Club). The District may request a copy of the roster to verify status.
  - C. Local community service organizations (examples: Rotary, Lions/Leos, Jaycees, Optimists, etc.)
  - D. Waunakee Chamber of Commerce
  - E. Waunakee Public Library
  - F. Resident Neighborhood/Condominium Associations
  - G. Resident Home Talent League Baseball Teams
  - H. Waunakee Community Band
  - I. Waunakee Public Post-Secondary Educational Institutions (i.e. University of Wisconsin System, Madison College)
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## GROUP 4

### ***WCSD RESIDENT INDIVIDUALS, SCHOOLS, OR OTHER NONPROFIT\* GROUPS/ORGANIZATIONS LOCATED IN DANE COUNTY***

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## GROUP 5

### ***NON-RESIDENT, NONPROFIT GROUPS/ORGANIZATIONS OR INDIVIDUALS***

\*Nonprofit groups/organizations are defined as those having 501(c)(3) or equivalent status from the Internal Revenue Services (IRS). The District may request a copy of the appropriate documentation to verify nonprofit status.

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## GROUP 6

### ***WCSD RESIDENT, FOR PROFIT ENTITIES, OR NON PROFIT GROUPS/ORGANIZATIONS OR SCHOOLS LOCATED OUTSIDE OF DANE COUNTY***