



Fee Structure for Non-Profit Meetings (NPM) Civic, Religious, Charitable Organizations Meetings, Youth Camps, Clinics, and Baccalaureate (Not to include tournaments)	
Contact Community Schools to determine your user group category. Phone: 919-850-1924, Fax: 919-850-8981, Website: cs.wcpss.net	
INSIDE FACILITIES FEES	
Minimum two hour usage per space, per day, continuous time	
Space	Fees Per Hour
Auditorium	\$55.00
Band Room (only)	\$25.00
Band Room w/auditorium	\$15.00
Cafeteria (kitchen not available)	\$40.00
Choral Room (only)	\$25.00
Choral Room w/auditorium	\$15.00
Classroom (only) Charge covers utility usage minimums	\$25.00
Classroom Minimum space rental requirements apply	\$12.00
Computer Lab (not available)	N/A
Concessions (only)	\$25.00
Concession w/auditorium or gym	\$12.00
Dance Room (only)	\$25.00
Dance Room w/auditorium	\$15.00
Gym (no locker room)	\$72.00
Locker Room – only (each)	\$25.00
Locker Room w/gym (each)	\$12.00
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$36.00
Multi-Purpose Room/sports	\$36.00
Restroom – only (each)	\$12.00

Fees Effective: March 19, 2002
Document Revised: February 1, 2007

OTHER FEES:

- Processing fee is \$35.00
- Change fee is \$35.00 each
- Invoicing fee is \$35.00 per invoice
- Late fee is \$35.00 or 10% of invoice, whichever is greater
- Operations fee is \$35.00 per day (utilities) for weekends, holidays, or when school is not scheduled
- Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person
- Student Technician fee, if available, is \$10.00 per hour
- Equipment fees – See Equipment fee structure
- Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

**Fee Structure for Non-Profit Meetings (NPM)
Civic, Religious, Charitable Organizations Meetings,
Youth Camps, Clinics, and Baccalaureate
(Not to include tournaments)**

Contact Community Schools to determine your user group category.
Phone: 919-850-1924, Fax: 919-850-8981, Website: cs.wcpss.net

OUTSIDE FACILITIES FEES

Minimum two hour usage per space, per day, continuous time
**Field Maintenance In-Kind Request Form is required to be considered for in-kind rate

Space	Fees Per Hour
Baseball Field	\$20/hr + maintenance** OR \$60.00
Concessions - stadium	\$25.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) – High School	\$20/hr + maintenance** OR \$100.00
Football Field Stadium – High School (w/restrooms/concessions/press box- press box does not incl. equip)	\$95/hr + maintenance** OR \$275.00
Football Field – Middle School	\$15/hr + maintenance** OR \$40.00
Locker Room (each)	\$25.00
Multi-Purpose Field	\$15/hr + maintenance** OR \$40.00
Open Play Area - Elementary	\$20.00
Parking Lot (only)	\$250.00/day
Playground - Elementary	\$20.00
Press box	\$25.00
Restrooms (each)	\$25.00
Softball Field	\$20/hr + maintenance** OR \$60.00
Soccer Field	\$15/hr + maintenance** OR \$40.00
Tennis court (each)	\$5.00
Track	\$45.00

Fees Effective: March 19, 2002
Document Revised: February 1, 2007

OTHER FEES:

Processing fee is \$35.00

Change fee is \$35.00 each

Invoicing fee is \$35.00 per invoice

Late fee is \$35.00 or 10% of invoice, whichever is greater

Staff fees (Facility Supervisor, Custodian, and Staff Technician) for all user groups, including WCPSS, are \$20.00 per hour per person

Student Technician fee, if available, is \$10.00 per hour

Equipment fees – See Equipment fee structure

Cancellation Policy: Event must be cancelled 15 business days prior to event date or full payment is due

**Field Maintenance In-Kind Request Form is required to be considered for in-kind rate