



Fee Structure for Profit - Revenue Generating (PR)	
Fundraisers, Semi/Professional Sports, Tournaments, and Video Shoots	
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	\$250.00
Band Room (only)	\$100.00
Band Room w/auditorium	\$ 65.00
Cafeteria (kitchen not available)	\$250.00
Choral Room (only)	\$100.00
Choral Room w/auditorium	\$ 65.00
Classroom (only) Charge covers utility usage minimums	\$100.00
Classroom Minimum space rental requirements apply	\$55.00
Computer Labs (not available)	N/A
Concessions (only)	\$100.00
Concessions w/auditorium or gym	\$ 55.00
Dance Room (only)	\$100.00
Dance Room w/auditorium	\$ 65.00
Gym (no locker rooms)	\$315.00
Locker Room – only (each)	\$100.00
Locker Room w/gym (each)	\$ 55.00
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$230.00
Multi-Purpose Room/sports	\$230.00
Restroom – only (each)	\$ 55.00

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



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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	\$35.00/hr + maintenance** OR \$260.00
Concessions - stadium	\$220.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) High School	\$115.00/hr + maintenance** OR \$725.00
Football Field Stadium – High School (w/restrooms/concessions/press box- press box does not incl. equip)	\$540.00/hr + maintenance** OR \$1215.00
Football Field - Middle School	\$30.00/hr + maintenance** OR \$175.00
Locker Room (each)	\$100.00
Multi-Purpose Field	\$30.00/hr + maintenance** OR \$175.00
Open Play Area – Elementary	\$90.00
Parking Lot (only)	\$800.00/day
Playground - Elementary	\$90.00
Press box	\$220.00
Restroom (each)	\$220.00
Softball Field	\$35.00/hr + maintenance** OR \$260.00
Soccer Field	\$30.00/hr + maintenance** OR \$175.00
Tennis Court (each)	\$260.00
Track	\$350.00

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- 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