

Associated Equipment and Operational Fees Are Charged as Follows

ITEM	DESCRIPTION	FEE
Equipment/Fields		
	Waconia Middle Portable Stage - Full Stage *	\$100.00
	Waconia Middle School Portable Stage - Half Stage *	\$50.00
	<i>(* No outside building rental is permitted of the portable stage. If rented by any group, the WHS custodians must assemble. Your group will be billed for the custodial time.)</i>	
	Waconia Middle School Gym Floor Tarp - Per Section *	\$25.00
	<i>(* If rented by any group, the WHS custodians must place for you. Your group will be billed for the custodial time. Chamber of Commerce is exempt of all fees associated with the gym floor tarps)</i>	
	Risers or Band Shells *	\$25.00
	<i>(* If rented by any group, the building custodians must assemble for you. Your group will be billed for the actual custodial time.)</i>	
	Scoreboard Use (Per board)	\$25.00
	Sound System Use	\$25.00
	Spot Lights (2)	\$25.00
	LCD Projector per use	\$25.00
	Bleachers:	
	BV - \$25 per day	
	WHS \$25 per side, per day	
	WMS \$25 per side, per day	
	Portable Bleachers(WMS) - Per section	\$15.00
	Grand Piano @ WHS	\$50.00
	Standard Upright Piano	\$30.00
	Field Lights (Group 2)	\$50.00
	Field Lights (Group 3 & 4)	\$100.00
	Turf Field Use; Per Field	\$175 per hour
	Sand Peet Field Use; Per Field	\$50 per hour
	Grass Field Use; Per Field	\$25 per hour

All Buildings * Denotes that either Kitchen Staff or Auditorium Technical manager must supervise the rental of this space. This cost is paid for by the renter of the facility.

** Standard WHS auditorium rental includes: 2 microphones, 2 - 25 foot cords, and 2 microphone stands. Anything additional requires an additional fee.

*** Full day means 5 hours or more

Operational Fees

Scheduling Fee (Per use, or a series of meetings, or a series of practices per team)	\$5.00
Team Fee for practices for outside groups (WBA & JO)	\$50 per team
Utility Fees	\$15.00
Weekend Refuse Fee*	\$25.00 or \$200.00
Administrator on duty per Regulation G & H #8	\$32.00 per hour
Kitchen Staff - Time and a half - 2017-2018	\$35.00 per hour Holiday Rate - \$45 per hour
Custodial Staff - Time and a half - 2017-2018	\$40.00 per hour Holiday Rate - \$50 per hour
Auditorium Manager - Time and a half 2017-2018	\$40.00 per hour Holiday Rate - \$50.00 per hour

** If an event is likely to generate extra refuse/recycling, an additional fee may be added. The determining criteria are the number of people, length of event, type of event. This determination will be made by the Community Education Director.*

Cancellation Policy

In the event a cancellation by the user group is made:

1. If the cancellation is made to Community Education with 10 or more days notice there will be a full refund, minus an administrative fee of either 25% or \$40 whichever is less.
2. If a cancellation is made 5 to 9 days from the date of the event, either 50% or \$60 whichever is less, will be withheld from the deposit and the balance will be refunded.
3. If a cancellation is made with 4 days or less notice from the date of the event, there will be no refunds on any advance payments.

Long Term User:

Groups renting District #110 facilities on a long term basis will be given a 33% break in their facility use rental fees. This discount does not apply to personnel: custodial fees, building supervisor fees, kitchen staff or the facility use permit fee.

** Long term user refers to those groups renting facilities for 12 months (or more) continuously from July through June, or any 12 month period.*