

## RENTAL FEE SCHEDULE FOR SCHOOL DISTRICT 11 FACILITIES

**PLEASE NOTE:** The total cost of renting a facility includes hourly rental charge PLUS costs of operation. There will be a \$100 non-refundable deposit/cancellation fee due at the time of reservation for large or long term rentals, which will be applied to the last month of rent.

### FACILITY CHARGES:

|   |   |
|---|---|
| Classrooms  | \$17.00 hourly                                |
| Gymnasiums at elementary schools  | \$22.00 hourly                                |
| <b>Exceptions:</b> Chipeta, Freedom, Lt. Col. Thomas H. Martinez, Christa McAuliffe, Queen Palmer, Vera Scott and Trailblazer | \$30.00 hourly                                |
| Gymnasiums at middle schools or high school auxiliary gyms  | \$30.00 hourly                                |
| Gymnasiums at high schools  | \$40.00 hourly                                |
| Outside areas (such as fields, court yards, etc.)   | \$35.00 hourly                                |
| Tennis courts   | \$18.00-\$25.00 hourly per court <sup>4</sup> |
| Parking lots  | \$22.00 hourly                                |
| Swimming pools  | \$75.00 hourly <sup>1</sup>                   |
| Lobbies, hallways, and tables, concessions  | \$30.00 per event <sup>2</sup>                |

### GARRY BERRY STADIUM

|  |                                 |
|--|---------------------------------|
| Stadium rental for games (includes lights)       | \$110.00 hourly                 |
| Practice time                                    | \$82.00 hourly                  |
| Track use  | \$55.00 hourly                  |
| Stadium manager (must be a District 11 employee) | \$35.00 hourly (2-hour minimum) |
| Scorekeeper (must be a District 11 employee)     | \$55.00 per game                |
| Press box announcer                              | \$55.00 per game                |
| Lower turf field (\$10/hour extra for lights)    | \$65.00 hourly                  |

### LARGE SPECIALIZED MEETING SPACE

|   |                |
|---|----------------|
| Cafeterias, media centers, band rooms, choir rooms at middle schools and high schools | \$44.00 hourly |
| Lecture halls and dance studio  | \$65.00 hourly |

**The above facilities are not available at non-profit rates.**

### AUDITORIUMS/CAFETORIUMS

|   |            |                              |
|---|------------|------------------------------|
| Francisco Vasquez de Coronado auditorium                  | seats 760  | \$180.00 hourly <sup>3</sup> |
| Thomas B. Doherty auditorium                              | seats 493  | \$132.00 hourly <sup>3</sup> |
| Galileo School of Math and Science auditorium             | seats 350  | \$72.00 hourly               |
| Francis L. Jenkins Middle School cafetorium               | seats 300  | \$65.00 hourly               |
| Horace Mann auditorium                                    | seats 300  | \$72.00 hourly               |
| General William Mitchell auditorium                       | seats 835  | \$180.00 hourly <sup>3</sup> |
| General William J. Palmer auditorium                      | seats 1447 | \$240.00 hourly <sup>3</sup> |
| Queen Palmer auditorium                                   | seats 375  | \$72.00 hourly               |
| Jack Swigert Aerospace Academy auditorium                 | seats 439  | \$72.00 hourly               |
| Nikola Tesla auditorium                                   | seats 240  | \$72.00 hourly               |
| Roy J. Wasson auditorium                                  | seats 1166 | \$240.00 hourly <sup>3</sup> |
| West auditorium   | seats 240  | \$72.00 hourly               |
| Set up/rehearsal/strike time                              |            | \$50.00 hourly               |
| Non-refundable processing fee for high school auditoriums |            | \$35.00 onetime fee          |

Non-profit rates are available for auditoriums with a valid and current 501(c)(3) determination letter from the Internal Revenue Service.

## COST OF OPERATION

The operational cost of each facility will be determined individually depending on the characteristics of the facility, the use, the number of District 11 employees hired to work, and other criteria as needed for the event.

| <b>Event Staff (must be District 11 employees)</b>              |                                 |
|---|---------------------------------|
| Auditorium manager  | \$50.00 hourly (2 hour minimum) |
| Custodian   | \$40.00 hourly (2 hour minimum) |
| Lifeguard (additional lifeguard required for every 25 swimmers) | \$25.00 (2 hour minimum)        |
| Security  | \$40.00 hourly (2 hour minimum) |
| Site facilitator  | \$40.00 hourly (2 hour minimum) |
| Stage technician  | \$25.00 hourly (2 hour minimum) |

| <b>Equipment Usage Fees</b>                      |                                      |
|--|--------------------------------------|
| Audio only equipment usage fee                   | \$30.00/day                          |
| Grand piano, if available                        | \$75.00 plus tuning fee, if needed   |
| Internet/WiFi                                    | \$15.00 per day                      |
| Specialized technical equipment usage fee        | \$25.00/day                          |
| Technical lighting and audio equipment usage fee | \$40.00/day                          |
| Trash pick up                                    | Charged per dumpster at current rate |
| Athletic equipment usage fees                    | \$5.00-\$25.00/day                   |

| <b>Other</b>   |               |
|--|---------------|
| Late fee   | \$75.00/event |
| Change fee for each adjustment after contract is written | \$5.00        |

## BILLING

- Payments are required ten (10) working days in advance of use.
- Please pay by check, money order, or cashier's check made payable to District 11. No cash please.
- No space can be utilized until a contract is signed, a current certificate of liability insurance is on file, and fees are paid in full.

## ADVERTISING

All advertising for activities, which take place in or on the licensed property, shall include the following statement: **"These activities will take place on property that (name of Grantee) has licensed from Colorado Springs School District 11 pursuant to D-11 Board of Education Policy KF. Our group has paid a full rental fee for the facility and, therefore, our rental of the facility is not supported by tax dollars. Our use of a district facility represents neither agreement nor disagreement with our group's goals, purposes, or statement by the Board, administration, or the District."**

District 11 does not provide or distribute advertising for lessees.

## REFERENCES:

- <sup>1</sup> Renters must provide a water safety instructor (WSI) and a certified life guard for the first 25 swimmers and an additional certified life guard for each additional 25 swimmers.
- <sup>2</sup> Table space may be leased to, among others, political candidates or advocates for purposes of political campaigning. In this regard, all political candidates, regardless of their party affiliation or political beliefs, will be given an opportunity to lease table space at certain specified School District 11 events (e.g. back-to-school nights or school open houses). Lessees will have access to their leased table space only, and mobility is limited to the area immediately adjacent to the leased table. The assigned table location is at the discretion of the school administrator.
- <sup>3</sup> Includes two (2) dressing rooms. Tap dancing is permitted if lessee provides protective flooring.
- <sup>4</sup> Matches - \$25 per court per match/Lessons - \$18 per hour per court