WCPS USE ONLY:

THIS SPACE RESERVED FOR PRINCIPAL'S REMARKS AND SIGNATURE

The area(s) requested □ **is not approved** □ **is approved** by the school on the dates and times indicated. The Washington County Department of Recreation may schedule per their guidelines. This activity, if scheduled, will require:

Temperature Adjustment □ Audio Visual Technician □ Food Service Personnel □ Custodial Personnel □

Comments: _____

_____

_____

_____

Insurance received? ☐

_____ _____

Principal's Signature Date

THIS SPACE RESERVED FOR THE DEPARTMENT OF RECREATION

It is my recommendation that this recreation request be: □ Approved, and is scheduled □ Denied, for the following reason(s)

Comments: _____

_____

_____

_____

_____ _____

Dept. of Recreation Signature Date

	Category 2	Category 3		Category 4		Category 5	
Facility	Fee per hr/use	Min. Fee up to 2 hrs/use	Each hr beyond	Min. Fee up to 4 hrs/use	Each hr beyond	Min. Fee up to 4 hrs/use	Each hr beyond
Classrooms	NA	$15.00	$7.00	$24.00	$6.00	$57.00	$14.00
Gymnasiums	NA						
Elementary Schools		$10.00	$5.00	$32.00	$8.00	$200.00	$50.00
Middle/High Schools		$15.00	$7.00	$56.00	$14.00	$500.00	$125.00
Auditoriums	NA						
Elementary Schools		$30.00	$15.00	$44.00	$11.00	$344.00	$86.00
Middle/High Schools		$40.00	$20.00	$80.00	$20.00	$520.00	$130.00
Cafeteria/Multipurpose	NA	$30.00	$15.00	$44.00	$11.00	$288.00	$72.00
Kitchen Use		$40.00	$20.00	$80.00	$20.00	$80.00	$20.00
High School Stadiums	$125.00	$250.00	$125.00	$500.00	$125.00	$500.00	$125.00
Custodial Fee	$25.00	$50.00	$25.00	$100.00	$25.00	$100.00	$25.00
Building Utility Fee	$30.00	$60.00	$30.00	$120.00	$30.00	$120.00	$30.00
Stadium Light Utility Fee	$50.00	$100.00	$50.00	$200.00	$50.00	$200.00	$50.00
Stadium Deposit Fee	$200.00/Event	$500.00	/Event	$500.00	/Event	$750.00	/Event

High school gymnasiums, computer classrooms, and industrial arts areas will not be rented under Category 3 or 4.
Cancellation fees will be equal to the building use minimum fee.
Before and After School Daycare programs are under negotiated contracts. Effective May 1, 2007

THIS SPACE RESERVED FOR FACILITIES MANAGEMENT AND PLANNING

Subject to all rules, regulations policies and fees as established by Washington County Public Schools

This request is: □ Approved □ Denied

Comments: _____

_____

_____

Building Use Fee:

Category No. _____

Classrooms	$ _____	
Gymnasium	$ _____	
Auditorium	$ _____	
Stadium	$ _____	
Cafeteria/Multipurpose	$ _____	
Kitchen	$ _____	$ _____

Additional Fees:

Stadium Lighting Fee	$ _____	
Stadium Deposit Fee	$ _____	
Custodial Personnel	$ _____	
Temperature Adjustment	$ _____	$ _____

□ All Fees Waived

Total Anticipated Fees: $ _____

(Actual billing will be sent after event has taken place)

_____ _____

Office of Facilities Management and Planning Date