



<b>Fee Structure for Non-Profit Fundraisers and Tournaments (NPFT) Productions and Profit Business Meetings</b>	
Contact Community Schools to determine your user group category. Phone: 919-850-1924, Fax: 919-850-8981, Website: cs.wcpss.net	
<b>INSIDE FACILITIES FEES</b>	
Minimum two hour usage per space, per day, continuous time	
<b>Space</b>	<b>Fees Per Hour</b>
Auditorium	\$ 90.00
Band Room (only)	\$ 35.00
Band Room w/auditorium	\$ 25.00
Cafeteria (kitchen not available)	\$ 65.00
Choral Room (only)	\$ 35.00
Choral Room w/auditorium	\$ 25.00
Classroom (only) Charge covers utility usage minimums	\$ 35.00
Classroom Minimum space rental requirements apply	\$ 20.00
Computer Lab (not available)	N/A
Concessions	\$ 35.00
Concessions w/auditorium or gym	\$ 20.00
Dance Room (only)	\$ 35.00
Dance Room w/auditorium	\$ 25.00
Gym (no locker room)	\$115.00
Locker Room - only (each)	\$ 35.00
Locker Room w/gym (each)	\$ 20.00
Media Center (not available)	N/A
Multi-Purpose Room/meetings	\$ 60.00
Multi-Purpose Room/sports	\$ 60.00
Restroom –only (each)	\$20.00

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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<b>OUTSIDE FACILITIES FEES</b> 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	
<b>Space</b>	<b>Fees Per Hour</b>
Baseball Field	\$30.00/hr + maintenance** OR \$100.00
Concessions – stadium	\$42.00
Field Lights (also listed on Equipment List)	\$30.00
Football Field (only) – High School	\$35.00/hr + maintenance** OR \$155.00
Football Field Stadium – High School (w/restrooms/concessions/press box- press box does not incl. equip)	\$170.00/hr + maintenance** OR \$340.00
Football Field - Middle School	\$25.00/hr + maintenance** OR \$65.00
Locker Room (each)	\$35.00
Multi-Purpose Field	\$25.00/hr + maintenance** OR \$65.00
Open Play Areas -Elementary	\$35.00
Parking Lot (only)	\$400.00/day
Playground – Elementary	\$35.00
Press box	\$42.00
Restroom (each)	\$42.00
Softball Field	\$30.00/hr + maintenance** OR \$100.00
Soccer Field	\$25.00/hr + maintenance** OR \$65.00
Tennis Court (each)	\$ 8.00
Track	\$70.00

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**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