



# 2022-23 School Year

**Certificate of Liability Insurance required for categories 2 through 5 before the event can be scheduled.** West Linn-Wilsonville School District must be listed as the additional insured.

The West Linn-Wilsonville School Board encourages the use of school district facilities by community members for recreation, education, and service activities. The following categories have been determined in order of priority for district facility use:

- Category 1 School District activity, parent/student organization, and employee association.
- Category 2 Local youth sports (in season), government agencies (such as city council, planning commission, neighborhood associations, etc.), colleges and universities, and in-district non-profit 501 (c) (3) organizations (Facility Access fees may apply). Proof of non-profit status is required.
- Category 3 In-district private interest (parties, conventions, receptions, social clubs, etc.), local youth sports (out of season), adult recreation, and organizations providing instruction for district-sponsored student/teacher programs (Facility Access fees may apply).
- Category 4 For-Profit organizations, out-of-district groups (Facility Access fees may apply), including non-profit out-of-district 501 (c) (3) organizations.
- Category 5 District Special use agreements and/or related educational purposes.

Application Fees:	Category 1	Category 2	Category 3	Category 4	Category 5
1. Application fee (per on-line application)	No Fee	\$25.00			
a. Application revision fee (per revision)		\$15.00			

**Facility Use Hourly Fee schedule:**

1. Gyms	No Fee	\$8.80	\$34.90	\$214.90	District Special use agreements and/or related educational purposes
2. Cafeterias, Commons, Multipurpose rooms		\$8.80	\$34.90	\$214.90	
3. Wilsonville High School Auditorium		Click <a href="#">HERE</a> for theatre pricing			
4. West Linn High School Theatre		Click <a href="#">HERE</a> for theatre pricing			
5. Kitchen (includes required cook staff – see below)		\$8.80	\$17.70	\$85.50	
6. Library/Media Centers		\$17.70	\$41.50	\$235.60	
7. Classrooms ( <i>not available at primary schools</i> )		\$5.90	\$17.70	\$85.50	
8. High School All-Weather Turf Fields		\$8.80	\$85.50	\$214.90	
9. Grass Fields		\$8.80	\$35.00	\$128.80	
10. Tennis Courts (per court)		\$5.00			
11. Fields Lights – Baseball		\$11.00			
12. Field Lights - Football		\$10.00			
13. Field Lights – Softball		\$8.00			
14. Lights – Tennis		\$8.00			

**Special Staffing Hourly Fees:**

1. Facility Access Fee (staff required for off-time use which is weekends all year and evenings and weekends in the summer)	\$40.00/hr	2 hour minimum
2. Kitchen Staff (must be assigned to all kitchen use)	\$32.00/hr	2 hour minimum
3. Lighting Technician (may be student tech)	\$15.00/hr	2 hour minimum

Original fees approved by School Board: 7/12/04

**FEE SCHEDULE MAY BE REVISED on 7/1 with a minimum of a 3-5% increase**

**Late cancellation fees apply to any cancellation given directly to Community Services less than five days from event.**

Late fees are based on reservation details.

For additional information please contact the Community Services office at 503-673-7995.