



2018-19 School Year

Certificate of Liability Insurance is required for categories 2 through 5 before the event can be scheduled. Please send by: FAX 503-638-9143 or mail to: 2755 SW Borland Rd – Tualatin, OR 97062. West Linn-Wilsonville School District must be listed as additional insured.

Questions? Call 503-673-7995.

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

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	\$8.00	\$32.00	\$196.60	District Special use agreements and/or related educational purposes
2. Cafeterias, Commons, Multipurpose rooms		\$8.00	\$32.00	\$196.60	
3. Wilsonville High School Auditorium		Click HERE for theatre pricing			
4. West Linn High School Theatre		Click HERE for theatre pricing			
5. Kitchen (includes required cook staff – see below)		\$8.00	\$16.20	\$78.20	
6. Library/Media Centers		\$16.20	\$38.00	\$215.60	
7. Classrooms (<i>not available at primary schools</i>)		\$5.40	\$16.20	\$78.20	
8. High School All-Weather Turf Fields		\$8.00	\$78.20	\$196.60	
9. Grass Fields		\$8.00	\$32.00	\$117.80	
10. Fields Lights – Baseball		\$11.00	\$11.00	\$11.00	
11. Field Lights - Football		\$10.00	\$10.00	\$10.00	
12. Field Lights – Softball		\$8.00	\$8.00	\$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	3 hour minimum
3. Lighting Technician (may be student tech)	\$15.00/hr	2 hour minimum

For additional information, please contact the [Facility Use office](#), 503-673-7995. Original fees approved by School Board: 7/12/04

Fees are subject to increase annually on July 1st each year. **Late cancellation fees apply to any cancellation given directly to Community Service less than five days from event.** Late fees are based on reservation details. Call Community Services 503-673-7995 for exact late fee amounts.