

Bainbridge Island School District  
FACILITY RENTAL FEE SCHEDULE

**Category I: School Sponsored or Related Activities**

There will be no charge for use of any properly reserved facility. Costs for utilities, as well as custodial, food service, technology support, and/or other authorized use of compensated employee support or contracted services will be paid by the respective school or department. These costs will be determined and assessed by the district's business office. Activity coordinators are encouraged to contact the business office prior to the event to obtain an estimate of costs.

Indoor Facility (2 hour min)	Category II M – Sun	Category III M – Sun	Category IV M – Sun
Band/Music Room	\$20/hr	\$25/hr	\$30/hr
Classrooms	\$3 hr	\$20 hr	\$25 hr
Commons/Cafeteria	\$15 hr	\$30 hr	\$35 hr
Large Commons/Cafeteria (BHS 100)	\$40 hr	\$65 hr	\$85 hr
Small Commons/Cafeteria (BHS 100)	\$30 hr	\$55 hr	\$75 hr
Computer (Technology) Classroom	\$20 hr	\$65 hr	\$80 hr
Conference Room (all except BHS)	\$8 hr	\$15 hr	\$20 hr
Conference Room (BHS 200)	\$10 hr	\$20 hr	\$25 hr
Gymnasiums			
BHS (Paski) Varsity	\$45 hr	\$60 hr	\$75 hr
Commodore North	\$10 hr	\$40 hr	\$50 hr
Commodore South	\$10 hr	\$40 hr	\$50 hr
Elementary	\$5 hr	\$25 hr	\$35 hr
Sakai	\$10 hr	\$40 hr	\$50 hr
Woodward	\$35 hr	\$55 hr	\$70 hr
Kitchen (serve only)	\$20 hr	\$25 hr	\$35 hr
Kitchen (use of equipment)	\$25 hr	\$45 hr	\$55 hr
BHS 200 Black Box Theater	\$30 hr	\$50 hr	\$70 hr
Library	\$10 hr	\$25 hr	\$35 hr
Library (BHS 200)	\$20 hr	\$40 hr	\$50 hr

<b>Indoor Facility (2 hour min)</b>	<b>Category II M – Sun</b>	<b>Category III M – Sun</b>	<b>Category IV M – Sun</b>
<b>THEATER (2 hour min)</b>			
Theater	\$50 hr	\$75 hr	\$90 hr
Rehearsal	\$500 flat rate	\$500 flat rate	\$500 flat rate
Theater Technicians	TBD	TBD	TBD
Lighting/Audio Technicians	TBD	TBD	TBD
Grand Piano	\$120 flat rate	\$120 flat rate	\$120 flat rate
Choral Risers	\$100 flat rate	\$100 flat rate	\$100 flat rate

<b>Outdoor Facility (2 hour min)</b>	<b>Category II M – Sun</b>	<b>Category III M – Sun</b>	<b>Category IV M – Sun</b>
Athletic/ Multi-Purpose Fields	\$9 hr	\$25 hr	\$30 hr
BHS Stadium Field	\$50 hr	\$75 hr	\$100 hr
w/Lights	\$60 hr	\$90 hr	\$130 hr
w/ Equipment (PA systems/scoreboard)	+\$10 hr	+\$10 hr	+\$10 hr
BHS Tennis Courts per 2 court section	\$5 hr	\$10 hr	\$20 hr

<b>New Staffing Fees (2 hour min)</b>	<b>Category II M – Sat/ -Sun</b>	<b>Category III M – Sat/ Sun</b>	<b>Category IV M – Sat/ Sun</b>
BHS Security	\$45 hr / \$60 hr	\$45 hr / \$60 hr	\$45 hr / \$60 hr
Custodial Staff	\$62 hr /\$83 hr	\$62 hr /\$83 hr	\$62 hr /\$83 hr
Facility Assistant	\$30 hr / \$35 hr	\$30 hr / \$35 hr	\$30 hr / \$35 hr
Kitchen Staff	\$55 hr / \$74 hr	\$55 hr / \$74 hr	\$55 hr / \$74 hr
Technology (Wi-Fi setup)	\$10 per request	\$10 per request	\$10 per request

<b>New Administrative Fees</b>	<b>Category II M – Sun</b>	<b>Category III M – Sun</b>	<b>Category IV M – Sun</b>
Waste Disposal Call Out	Custodial Staff (2 hour minimum) at applicable rate		
Filing and Processing (per application)	\$10	\$15	\$20

Note: A roster is required to establish user priority.  
Non-school activities/organizations are not allowed on campus during school hours.

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**Category II Non-Profit Youth Groups or Youth Recreation Programs**

**Category III Non-Profit Community Groups, Government Agencies, Adult Recreation Groups, Out-of-Community Non-Profit Youth Organizations, or Church/Religious Groups**

**Category IV Profit Generating, Commercial Enterprise, or Non-Community Groups**

**Facility Scheduling Notes:**

Facilities are made available for scheduling according to dates posted on the Facilities & Field Use page of the BISD website: <http://www.bisd303.org/domain/117>. All facilities scheduling is made through ML Schedule Facilities Scheduling program (see below).

**The following steps must be taken before users can be approved to schedule a facility:**

1. An account must be requested through ML Schedules (terms & conditions must be reviewed) on the following website: <https://wa13.mlschedules.com/Register.aspx> Agreement to the terms and conditions allows access to create an account in ML Schedules.
2. A Compliance and Certificate of Insurance form must be completed and submitted (listing BISD as additionally insured) to the Facilities Maintenance Building located at 9445 New Brooklyn Rd NE or via email to [jweir@bisd303.org](mailto:jweir@bisd303.org) or [wackerman@bisd303.org](mailto:wackerman@bisd303.org)
3. An email notification is generated (after receipt and approval of documents) with the user's login information. This allows the user to login to ML Schedules for program scheduling.
4. Note: Successful request submission does not automatically result in booking approval. After submitting a request, a scheduling administrator reviews it. The user will receive two emails; one confirming success of submission, and another that activates or denies the request.

Staff fees, including Technology, are calculated to include 30 minutes before and after scheduled event time, for set up and cleanup. Additional fees may apply depending on the condition of the facility at the end of an event. Custodial fees may apply during regular school days. Utility costs are factored into hourly rates (except on long term leases). Holiday rates are the same as Sunday rates. Rental cost estimates may be requested through William Ackerman, Facility Use Manager: [wackerman@bisd303.org](mailto:wackerman@bisd303.org)

Please note that BISD school programs/activities always take precedence over any scheduled event. While the district aims to have advance notice for scheduled school events, approved events may be subject to change and/or cancellation if a school program requires use of that facility.

If you have questions or concerns about facility usage, please contact Facilities Use Manager, William Ackerman: [wackerman@bisd303.org](mailto:wackerman@bisd303.org)