



## Bainbridge Island School District FACILITY RENTAL FEE SCHEDULE

<b>Indoor Facility (2 hr min)</b>	Category II M-F/Sat-Sun	Category III M-F/Sat-Sun	Category IV M-F/Sat-Sun
Band Room / Music Room	\$20/hr	\$25/hr	\$30/hr
Commons/Cafeteria	\$15 hr	\$20 hr / \$30 hr	\$28 hr / \$38 hr
Commons/Cafeteria (BHS 200)	\$30 hr	\$50 hr / \$60 hr	\$70 hr / \$80 hr
Computer (Technology)Classroom	\$20 hr	\$70 hr / \$80 hr	\$100 hr / \$110 hr
Conference Room	\$30 Group / Qtr	\$6 hr / \$16 hr	\$10 hr / \$20 hr
Conference Room (BHS 200)	\$5 hr	\$15 hr / \$25 hr	\$22 hr / \$32 hr
Gymnasiums			
BHS Varsity	\$40 hr	\$55 hr / \$65 hr	\$70 hr / \$80 hr
BHS Varsity w/ set up	\$40 hr	\$65 hr / \$75 hr	\$85 hr / \$90 hr
Commodore Lower	\$50 Team / Qtr	\$35 hr / \$45 hr	\$45 hr / \$55 hr
Elementary	\$40 Team / Qtr	\$20 hr / \$30 hr	\$30 hr / \$40 hr
Sakai	\$50 Team / Qtr	\$35 hr / \$45 hr	\$45 hr / \$55 hr
Woodward	\$60 Team / Qtr	\$40 hr / \$50 hr	\$50 hr / \$60 hr
Woodward w/set up	\$60 Team / Qtr	\$50 hr / \$ 60 hr	\$60 hr / \$70 hr
Kitchen (serve only)	\$15 hr	\$20 hr / \$30 hr	\$28 hr / \$38 hr
Kitchen (use of equipment)	\$25 hr	\$35 hr / \$45 hr	\$38 hr / 48 hr
LGI (BHS 100)	\$30 hr	\$40 hr / \$50 hr	\$60 hr / \$70 hr
Library	\$50 Group / Qtr	\$20 hr / \$30 hr	\$30 hr / \$40 hr
Library (BHS 200)	\$15 hr	\$30 hr / \$40 hr	\$40 hr / \$50 hr
<b>Outdoor Facility (2 hr min)</b>	Category II M-F/Sat-Sun	Category III M-F/Sat-Sun	Category IV M-F/Sat-Sun
Athletic / Multi-Purpose Fields	\$40 Team / Qtr	\$10 hr / \$20 hr	\$15 hr / \$25 hr
BHS Stadium Field	\$40 hr	\$65 hr / \$75 hr	\$100 hr / \$110 hr
w/Lights	\$60 hr	\$85 hr / \$95 hr	\$130 hr / \$140 hr
BHS Tennis Courts	\$40 Group / Day	\$45 Group / Day	\$50 Group / Day
<b>Staffing Fees (2 hr min)</b>	Category II M-S / Sun	Category III M-S / Sun	Category IV M-S / Sun
BHS Security	\$45 hr / \$60 hr	\$45 hr / \$60 hr	\$45 hr / \$60 hr
Custodial Staff	\$45 hr / \$60 hr	\$45 hr / \$60 hr	\$45 hr / \$60 hr
Facility Assistant	\$30 hr / \$35 hr	\$30 hr / \$35 hr	\$30 hr / \$35 hr
Kitchen Staff	\$45 hr / \$60 hr	\$45 hr / \$60 hr	\$45 hr / \$60 hr
Technology (Wi-Fi setup)	\$10 hr	\$10 hr	\$10 hr
Technology Staff	\$50 hr / \$75 hr	\$50 hr / \$75 hr	\$50 hr / \$75 hr
<b>Administrative Fees</b>	Category II	Category III	Category IV
Filing and Processing			
Changes	\$0	\$25	\$25
Late Payment	\$10	\$25	\$25

### Category I - School sponsored or related activities

There will be no charge in Category I, 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 business office. Activity coordinators are encouraged to contact the business office prior to the event to obtain an estimate of costs.

### 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, no more than three (3) months in advance. All scheduling of facilities to be made through SchoolDude's **Facilities Scheduling Direct (FS Direct)** program. See below.

#### The following steps must be taken *before* FS Direct will allow you to schedule a facility:

1. To request an account through FS Direct (please read through terms & conditions):  
<http://www.communityuse.com/default.asp?acctnum=805130720>. **After agreeing to the terms and conditions you may create your account.**
2. Turn in completed **Compliance and Certificate of Insurance forms** to the BISD Capital Projects Office located in Portable A, behind Ordway Elementary and the district offices.
3. You will receive an email notification (after receipt and approval of documents) with your login information. You may then login to FS Direct Facility scheduling through a link on the BISD website's "Facility & Field Use page," or by visiting:  
<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=Login>
4. Please note that submitting a request does *not* mean your booking has been approved. After submitting your request, you will receive two emails: one confirming success of submission, and another that **activates or denies** your request after a scheduling administrator has reviewed it.

BISD Facility Rental Policies and Procedures, Terms of Use, Application Forms, and **FS Direct Community User Video Tutorials**, may be found on the district's "Facilities and Field Rentals" webpage:  
<http://www.bisd303.org/domain/117>

Staff charges are incurred 30 minutes before and after event time, for set up and cleanup. More charges may apply depending on condition of facility at the end of event. Custodial charges 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. Room capacities may be viewed in FS Direct. Rental cost estimates may be requested through Dane Fenwick, Facilities Manager: [DFenwick@bisd303.org](mailto:DFenwick@bisd303.org)

Please note that **BISD school programs/activities always take precedence over any other scheduled event**. While the district does all it can to load school events into the calendar in advance, your approved schedule may still 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 Manager, Dane Fenwick ([DFenwick@bisd303.org](mailto:DFenwick@bisd303.org)). If you have trouble navigating the FS Direct program, please contact Carrie Morgan ([CMorgan@bisd303.org](mailto:CMorgan@bisd303.org)) for assistance.