

USD 368 Facility Use Fee Invoice

Paola USD 368 Facility Use Fees							
Group Name:	Group Category					The district will assign your group to a category, based on the information provided on the Facilities Request Form.	
Facility:	A	B	C	D	E		
Date of Use:							
Area	Hourly Rate					x # hrs used	= Total
Classroom	N/C	N/C	N/C	10.00	15.00		\$0.00
Conference Room	N/C	N/C	N/C	10.00	15.00		\$0.00
Commons	N/C	N/C	N/C	10.00	15.00		\$0.00
Kitchen ³	N/C	N/C	N/C	10.00	15.00		\$0.00
FACS Room	N/C	N/C	N/C	10.00	15.00		\$0.00
Vocal Music Room	N/C	N/C	N/C	10.00	15.00		\$0.00
Band Room	N/C	N/C	N/C	10.00	15.00		\$0.00
Gymnasium (Main)	N/C	N/C	N/C	10.00	15.00		\$0.00
Gymnasium (Aux.)	N/C	N/C	N/C	10.00	15.00		\$0.00
Auditorium	N/C	N/C	N/C	10.00	15.00		\$0.00
Auditorium technology use	N/C	N/C	10.00	10.00	15.00		\$0.00
Library	N/C	N/C	N/C	10.00	15.00		\$0.00
Concession Stand	N/C	N/C	5.00	10.00	15.00		\$0.00
Dressing Rooms	N/C	N/C	N/C	10.00	15.00		\$0.00
Practice Football Fields	N/C	N/C	N/C	N/C	N/C		\$0.00
Varsity Football Field	N/C	N/C	30.00	35.00	50.00		\$0.00
Varsity Football - Lights	N/C	N/C	10.00	10.00	10.00		\$0.00
Baseball Field (per field) ⁵	N/C	N/C	30.00	35.00	50.00		\$0.00
Baseball Field Lights (per field)	N/C	N/C	10.00	10.00	10.00		\$0.00
Softball Field (per field) ⁵	N/C	N/C	30.00	35.00	50.00		\$0.00
Softball Field Lights (per field)	N/C	N/C	5.00	5.00	5.00		\$0.00
Pressbox	N/C	N/C	N/C	10.00	15.00		\$0.00
Tennis Court (per court)	N/C	N/C	5.00	10.00	15.00		\$0.00
Playground	N/C	N/C	N/C	N/C	N/C		\$0.00
						SUBTOTAL Facility Fee	\$0.00
ADDITIONAL FEES ¹							
Hourly Rate							
Custodian ²	20.00	20.00	20.00	20.00	20.00		\$0.00
Kitchen Staff ³	20.00	20.00	20.00	20.00	20.00		\$0.00
Technical Support ⁴	20.00	20.00	20.00	20.00	20.00		\$0.00
						SUBTOTAL Additional Fees	\$0.00
						TOTAL DUE	\$0.00

¹Staff determination, including number of staff needed, will be determined by USD 368.

²Custodial hourly fees apply when a building is used during non-traditional school hours.

³Kitchen Staff fees apply when a group makes "full use" of a school kitchen or as required by Food Service Director.

⁴Technical Support hourly fees apply when a group utilizes district technology (video/audio).

⁵Baseball minimum is 3 hours and Softball minimum is 2 hours

*****PAYMENT IS DUE IN FULL WITHIN 10 DAYS OF INVOICE*****

Please Remit Payment to: Paola USD 368, 1115 E. 303rd Street, Paola, KS 66071, 913-294-8000