

Please Check a Class Below that Describes Participants:

Class I – School Groups

The facility/field is being used by district residents only. The facility/field is being used free of charge to residents. Continuing Education is included.

Class II – School Groups and Non-School Related Community Groups

The facility will be used by district residents only. Admission, participation or registration fee will be charged.

Class III – Mixed Community Use

The facility will be used by district residents and non-residents. A minimum of 65% of users must be district residents.

Class IV – Private Groups

The facility will be used by non-district residents only.

FEE SCHEDULE- DOES NOT INCLUDE CUSTODIAL FEES

Facility	Group I	Group II & Group III	Group IV
Classroom	No Charge	\$5.00 Per Hour	\$37.50 Per Hour
Auditoriums	No Charge	\$10.00 Per Hour	\$150.00 Per Hour
Lobbies	No Charge	\$2.50 Per Hour	\$30.00 Per Hour
Cafeteria Elementary	No Charge	\$7.50 Per Hour	\$75.00 Per Hour
Cafeteria Secondary	No Charge	\$10.00 Per Hour	\$150.00 Per Hour
Library Elementary	No Charge	\$5.00 Per Hour	\$30.00 Per Hour
Library Secondary	No Charge	\$10.00 Per Hour	\$60.00 Per Hour
Gym – Elementary	No Charge	\$10.00 Per Hour	\$150.00 Per Hour
Gym – Secondary	No Charge	\$12.50 Per Hour	\$187.50 Per Hour
Fitness Center – Secondary	No Charge	\$12.50 Per Hour	\$187.50 Per Hour
Athletic Fields- Elementary	No Charge	\$7.50 Per Hour	\$150.00 Per Hour
Athletic Fields – Secondary	No Charge	\$12.50 Per Hour	\$187.50 Per Hour

- All groups will incur fees for additional costs for custodial services and may incur additional fees for weekend events and for larger events. This will be determined on a case-by-case basis.
- Payment is due, in full, two weeks prior to the scheduled event. The EGCSO reserves the right to cancel an event or activity if payment in full is not made two weeks prior to the event.
- No refunds due to cancellation.
- No refunds for failure to cancel an event at least 24 hours in advance of the event.

Office Use Only

Approved: _____ Disapproved: _____ Date: _____

Building Principal: _____ Head Custodian: _____

Total Charges (please list): Rental Fee: _____ x Hour(s) _____ = _____ + Rental Fee: _____ x Hour(s) _____ + Custodial Fees at \$ _____ per Hour = _____

Amount Due: _____ Amount Due Received: _____

Insurance Certificate on File: _____

Notes: _____
