

**Dubuque Community School District**  
**Facility Rental Fee Schedule for 2024-2025**

**Approved by the Board of Education on March 18, 2024**

1. A permit fee will be charged for each Facilities Contract issued to Classes II and III.
  - a. 1 event fee will be \$50.00
  - b. 2-10 event fee will be \$100.00
  - c. 11-20 event fee will be \$200.00
  - d. 21 + event fee will be \$400.00
2. In addition to rental fees listed in the following schedules, the District will assess additional costs for custodial, food and nutrition, refuse disposal, and/or repair and maintenance services, etc.

	<b>Class II</b>	<b>Class III</b>	<b>Change from 2023-2024</b>
Classrooms	NC	\$35.00	No Change
Computer Labs <small>Will require staff supervision; costs assessed</small>	NC	\$75.00 <small>Per hour, plus staff costs</small>	No Change
Gymnasiums – High Schools			
Hempstead – Moody	NC	\$140.00	No Change
Hempstead – North Gym	NC	\$140.00	No Change
Senior – Lower Gym	NC	\$140.00	No Change
Senior – Nora Gym	NC	\$140.00 <small>Per hour</small>	No Change
Gymnasiums – Middle Schools			
Roosevelt	NC	\$140.00	No Change
Jefferson	NC	\$85.00	No Change
Washington	NC	\$85.00 <small>Per hour</small>	No Change
Gymnasiums – Elementary Schools			
<u>Large Gyms</u>			
Carver	NC	\$140.00	No Change
Kennedy	NC	\$140.00	No Change
Prescott	NC	\$140.00	No Change
Table Mound	NC	\$140.00 <small>Per hour</small>	No Change
<u>Small Gyms</u>			
Audubon	NC	\$85.00	No Change
Kennedy	NC	\$85.00	No Change
Sageville	NC	\$85.00	No Change
Table Mound	NC	\$85.00 <small>Per hour</small>	No Change
Bryant, Eisenhower, Hoover, Irving, Lincoln, and Marshall	NC	\$55.00 <small>Per hour</small>	No Change
Auditoriums			
Hempstead/Senior/Jefferson/Roosevelt/Washington Rehearsal	NC	\$135.00 for 2 hours 2 hour minimum rental	No Change
Event/Performance	NC	\$420.00 for 2 hours 2 hour minimum rental \$100.00 for each additional hour	No Change
Grand Piano	NC	\$100.00 <small>Per event</small>	No Change

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**Fee schedule, continued**

	<b>Class II</b>	<b>Class III</b>	<b>Change from 2023-2024</b>
Aquatic Center	NC	\$175.00 Per hour	No Change
Aquatic Center Timing System	NC	\$125.00 per day 1 day minimum rental	No Change
Commons/Cafeteria Hempstead/Senior	NC	\$45.00 Per hour	No Change
Wrestling Room Hempstead/Senior	NC	\$45.00 Per hour	No Change
Fitness Center Hempstead/Senior	NC	\$45.00 Per hour	No Change
Tennis Courts Hempstead/Senior	NC	\$45.00 Per hour	No Change
Outdoor Field Areas Hempstead/Senior (Baseball/Football/Softball/Soccer) (Does not include Dalzell Field)	NC	\$45.00 Per hour	No Change
Outdoor Field Areas Middle Schools (Baseball/Football/Softball/Soccer)	NC	\$45.00 Per hour	No Change
Outdoor Field Areas Elementary Schools (Baseball/Football/Softball/Soccer)	NC	\$45.00 Per hour	No Change
Parking Lots Hempstead/Senior	NC	\$125.00 Per 8 hours	No Change
Parking Lots Middle Schools	NC	\$125.00 Per 8 hours	No Change
Parking Lots Elementary Schools	NC	\$125.00 Per 8 hours	No Change
Dalzell Field			
Football Field/Track	\$380.00 for 4 hours 4 hour minimum rental \$75.00 for each additional hour	\$600.00 for 4 hours 4 hour minimum rental \$100.00 for each additional hour	No Change
Lights	\$70.00 Per hour	\$75.00 Per hour	No Change
Scoreboard	\$40.00 Per hour	\$50.00 Per hour	No Change
Team Room/Officials Side 1	\$250.00	\$250.00	No Change
Team Room/Officials Side 2	\$250.00	\$250.00	No Change
Hempstead			
Football Field/Track	\$320.00 for 4 hours 4 hour minimum rental \$80.00 for each additional hour	\$485.00 for 4 hours 4 hour minimum rental \$105.00 for each additional hour	No Change

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**Activity Classifications**

Persons or groups using the facilities will be classified as I, II, or III with Class I having the highest priority for use. The District Facilities Scheduler will determine the classification of each request for use of a facility based upon criteria outlined below.

The classification of the person or group will be determined by the person's or group's non-profit status, and/or the purpose for the rental, and/or the nature of the activity. The following classification criteria, listed in priority order, should be followed for the use of all District facilities.

**Class I – School District and District-Sponsored Activities**

- Facilities Contract not required; no rental fee
- Regular classroom activities
- School-sponsored activities for students (clubs, athletics, intramurals)
- School-sponsored activities for parents (plays, open houses)
- School-related groups and organizations (booster clubs, parent-teacher or employee meetings)
- School- and District-sponsored activities for District staff (training sessions and wellness)

**Class II – Governmental Agencies, Educational Institutions, Non-profit Organizations, Civic and Service Groups (no admission fee charged)**

- Facilities Contract and application fee required; rental fee (based on Facility Rental Fee Schedule); additional costs i.e. custodial, supervision, etc. assessed
- For purposes of determining eligibility, verification of an individual's affiliation with non-profit organization must be provided. Verification will be valid through June 30. The non-profit organization is responsible for all unpaid fees incurred by individuals affiliated with the non-profit organization.
- No fund-raising activities allowed

**Class III – Governmental Agencies, Educational Institutions, Non-profit Organizations, Civic and Service Groups (admission fee charged), and all others**

- Facilities Contract and application fee required; rental fee (based on Facility Rental Fee Schedule); additional costs i.e. custodial, supervision, etc. assessed