

**MANAGEMENT SUPPORT****Fees, Fines and Charges**

**Schedule 3  
For the 2023-24 School Year  
Effective September 1, 2023 – August 31, 2024**

**Per Facility Use & Prioritization Schedules 3A - 3C**

Schedule 3A – Facilities  
Facility User Classifications for Schedule 3A  
Schedule 3B – Everett Civic Auditorium  
Schedule 3C – Synthetic Turf Fields at Everett Memorial Stadium

**Community Use During COVID-19**

The district may allow its facilities to be open for community use when it is safe to do so and in accordance with federal, state, and local requirements related to such use. All facility users must comply with requirements for the use of personal protective equipment, social distancing, and group gatherings in effect at the time of use. The district reserves the right to close its facilities to community use at its sole discretion, or to deny or discontinue facility use by a user or group of users if such users fail to comply with federal, state, or local governmental requirements.

**COVID-19 Cleaning Fee**

Additional custodial charges for cleaning and sanitizing indoor surfaces, fixtures, equipment, and furniture used by user groups may be assessed while COVID-19 response protocols are in place. The amount of this fee will vary depending on length and type of facility use. The rates for custodial time are currently \$35.00 per hour/regular time; \$52.00 per hour/overtime charged Monday-Saturday; and \$70.00 per hour charged for Sundays and holidays.

**Facility Use for Filming and Photography Purposes**

Requests to use district facilities for filming or photography require submittal of a separate Filming and Photography Facility Use Request form in addition to the district's standard Request to Use School Facility form and must be approved prior to use. Fees for use of district facilities for filming or photography shall be the hourly rates established in Schedule 3A, 3B and 3C for the applicable user group category with a four-hour minimum charge per day. Seasonal rates for youth groups shall not apply. Please contact the Community Services Department to make arrangements for filming or photography on district sites or facilities not listed in Schedules 3A, 3B or 3C, and note that a minimum filming and photography facility use fee of \$1,075 will apply for such unlisted facilities.

**Schedule 3A  
For the 2023-24 School Year**

**Schedule A applies to all facilities except Everett Civic Auditorium  
and synthetic turf fields at Everett Memorial Stadium**

Facility	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
<b>Classroom</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$19.50/hr	\$14.00/ Youth/Season Single Event \$19.50/hr	\$22.00/hr	\$19.50/hr	\$59.50/hr
<b>Computer Lab or Community Resource Center (CRC) Conference Room serving 0-20 people</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$19.50/hr	\$14.00/ Youth/Season Single Event \$19.50/hr	\$32.50/hr	\$19.50/hr	\$72.00/hr
<b>Library or CRC Conference Room serving 21-110 people</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$22.75/hr	\$14.00/ Youth/Season Single Event \$22.75/hr	\$30.25/hr	\$22.75/hr	\$86.50/hr
<b>Cafeteria/Everett HS Little Theater or CRC Conference Room serving over 110 people</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$35.25/hr	\$14.00/ Youth/Season Single Event \$35.25/hr	\$37.00/hr	\$35.25/hr	\$102.00/hr
<b>Kitchen</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$33.50/hr	\$14.00/ Youth/Season Single Event \$33.50/hr	\$38.75/hr	\$33.50/hr	\$108.50/hr
<b>Elementary Gym</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$35.25/hr	\$14.00/ Youth/Season Single Event \$35.25/hr	\$38.50/hr	\$35.25/hr	\$104.50/hr
<b>Middle/High School Aux. Gym</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$30.25/hr	\$14.00/ Youth/Season Single Event \$30.25/hr	\$46.25/hr	\$30.25/hr	\$133.00/hr
<b>Middle/High School Main Gym</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$42.50/hr	\$14.00/ Youth/Season Single Event \$42.50/hr	\$84.25/hr	\$42.50/hr	\$232.00/hr
<b>Middle/High School Locker Room</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$28.00/hr	\$14.00/ Youth/Season Single Event \$28.00/hr	\$32.00/hr	\$28.00/hr	\$87.50/hr
<b>Elementary Grass Field</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$22.75/hr	\$14.00/ Youth/Season Single Event \$22.75/hr	\$35.75/hr	\$22.75/hr	\$50.00/hr
<b>Middle/High School Grass Field</b>	Free Use	Per Agreement	\$8.75/ Youth/Season Single Event \$30.50/hr	\$14.00/ Youth/Season Single Event \$30.50/hr	\$50.00/hr	\$30.50/hr	\$70.00/hr
<b>Everett HS Lincoln Field, Cascade/Jackson HS and North MS Synthetic Turf Fields</b>	Free Use	Per Agreement	\$39.00/hr	\$96.00/hr	\$96.00/hr	\$96.00/hr	\$136.50/hr

**Schedule 3A  
For the 2023-24 School Year**

**Schedule A applies to all facilities except Everett Civic Auditorium  
and synthetic turf fields at Everett Memorial Stadium**

Facility	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
Tennis Courts (pair)	Not Applicable (N/A)	Per Agreement	\$11.75 per hour	\$11.75 per hour	\$17.25 per hour	\$11.75 per hour	\$17.25 per hour
Small Parking Lot* (up to 50 parking spaces)	N/A	Per Agreement	\$186.50 per day \$1,679.50 per month	\$186.50 per day \$1,679.50 per month	\$215.75 per day \$1,942.00 per month	\$186.50 per day \$1,679.50 per month	\$583.25 per day \$5,248.75 per month
Medium Parking Lot* (between 50 and 150 parking spaces)	N/A	Per Agreement	\$373.00 per day \$3,359.25 per month	\$373.00 per day \$3,359.25 per month	\$431.50 per day \$3,884.00 per month	\$373.00 per day \$3,359.25 per month	\$1,166.50 per day \$10,497.50 per month
Large Parking Lot* (over 150 parking spaces)	N/A	Per Agreement	\$560.00 per day \$5,038.75 per month	\$560.00 per day \$5,038.75 per month	\$647.75 per day \$5,826.25 per month	\$560.00 per day \$5,038.75 per month	\$1,749.50 per day \$15,746.25 per month

\*This portion of Schedule 3A allows a user group to have sole use of a parking lot for the time reserved. At all other times after regular school hours parking lots may be used by and will be shared with all facility users, visitors, staff, and students.

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**Contact Information**

Everett Public Schools, Community Services Department 24-hour message line and main office phone: 425-385-4045 / 425-385-4046  
After-hours phone: 425-923-6336 Email: [community@everettsd.org](mailto:community@everettsd.org)

**Schedule 3A  
For the 2023-24 School Year**

- A “season” for Groups III and IV users is generally identified as fall, winter, spring, and summer to correspond with seasonal use of fields and gymnasiums by youth sports organizations. Group III and IV users with less intensive use of district facilities (i.e., scout organizations, youth symphony, etc., meeting 3-4 times per month) will be charged the rate of one season annually.
- Special events for Groups III and IV users (e.g., performances/tournaments beyond regular meetings/league play) asking attendees for donations or charging entry fees or admission fees will be charged a single event fee for each area used and will also be charged for a custodian to be on site the entire time of the event plus clean up time at the applicable billing rate, including overtime if necessary. This does not apply to the sale of concessions.
- The district reserves the right to require security/safety services to be present at any event it deems necessary based upon the type of activity, group size and other factors as determined by the district. Security fees range from \$57-\$80 per hour with a 4-hour minimum. A Campus Security Officer (CSO) or School Resource Officer (SRO)/Police Officer will be provided by the district. Private security services are prohibited.
- Rentals of indoor facilities beyond regular custodial work hours will require payment of an hourly custodial overtime charge. A minimum of two hours in custodial charges at the rate of \$56.50 per hour will be charged for use on Saturdays and non-school days. A minimum of two hours in custodial charges at the rate of \$76.00 per hour shall be charged on Sundays and holidays.
- Rentals of the Everett High Little Theater may require a technician. A minimum of two (2) hours in technician charges at the rate of \$51.00 per hour for use shall be charged; however, the district reserves the right to waive the technician charge requirement based on the type of use. Contact the Community Services Department for minimal availability.
- Marley floor set-up charge of \$130.00.
- Rental of the Community Resource Center (CRC) conference rooms serving more than twenty (20) people will require additional payment for custodial cleaning services, with rates and times commensurate with size of group and whether food will be served. Overtime and/or holiday pay may be required if rental is after normal business hours.
- Due to the unique function of the CRC, the district has determined that recurring use of the CRC by users may interfere with the conduct of the district’s educational program. Accordingly, CRC conference rooms and other facilities may be reserved only for individual, one-time events and are not available for recurring uses such as weekly or monthly meetings. At the district’s discretion, and only to the extent that such use does not interfere with the conduct of the district’s educational program and that such facilities are not required for school purposes, the district may make exceptions to this policy for Group I users.
- Rentals of the Everett High School Lincoln Field: A minimum of two (2) hours in custodial charges, at \$56.50 per hour shall be charged Monday—Saturday; \$76.00 per hour shall be charged for Sundays and holidays. Use of field lights will incur an additional charge of \$49.25 per hour. All activities require a district-approved supervisor. District-provided supervisory fees may be charged at \$42.00 per hour.
- Youth athletic groups in Groups III, IV and V that reserve athletic fields for seasonal sports may obtain permission to place one storage container on each school site they are scheduled to use, for storage of sports equipment, clothing, tools and grounds maintenance equipment, under a lease agreement with the district that is separate from the provisions in this fee schedule. Lease agreement forms may be obtained from the Community Services Department.

## **Facility User Classifications for Schedule 3A For the 2023-24 School Year**

The users of Everett Public Schools' facilities shall be grouped and prioritized in the following manner. The users in Group I shall have top priority before the other groups have use of the facilities and other user groups shall be prioritized in the order listed.

### **Group I – School Affiliated Nonprofit Groups**

Nonprofit groups affiliated with the district whose purpose is to support the mission of the district, i.e., PTAs, EPS Foundation, Booster Clubs, Blue and Gold Club, etc.

### **Group II – Inter-Local Agreement Groups**

Groups that have an inter-local agreement with the district.

### **Group III – Nonprofit In-District Youth Groups/Select Nonprofit In-District Youth Groups**

Nonprofit groups/events that are exclusively for youth twenty (20) years of age or younger with open enrollment and open participation of all ability levels *or whose participants are selected on a competitive or tryout basis and whose activities are not open to youth of all ability levels* with at least 80% of the youth living within the boundaries of the district, i.e., scouting organizations, soccer leagues, little leagues, etc./select/premier and club soccer teams. First priority will be given to open enrollment programs.

### **Group IV – Nonprofit Partial In-District Youth Groups**

Nonprofit groups/events that are exclusively for youth twenty (20) years of age or under with more than 50% and less than 80% of the youth living within the boundaries of the district whose participants are provided activities for a season, i.e., scouting organizations, soccer leagues, little leagues, etc.

### **Group V – Other Youth Groups**

Youth groups or youth organizational activities which do not qualify under Groups III or IV.

### **Group VI – Nonprofit In-District Adult Groups**

Nonprofit local adult groups with 80% of the adults living within the boundaries of the district which have as their prime focus the interest and needs of the adults of the local community, which includes adult organizations with a nonprofit status, and adult activities sponsored by government agencies, i.e., adult recreational sports, homeowners' associations, government agencies, and organized community groups. Any Group VI activity that charges a participation fee or tuition shall be classified as a Group VII.

### **Group VII – Other Adult Groups/For-Profit Groups**

Adult groups or organizational activities which do not qualify under Group V/all commercial and/or promotional activities such as for-profit presentations, i.e., insurance TSA informational meetings, wedding receptions and private parties.

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### **Contact Information**

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**Schedule 3B  
For the 2023-24 School Year**

**Everett Civic Auditorium  
2415 Colby Avenue, Everett, WA 98201**

CATEGORY GROUP		DAYTIME	EVENING	AFTERNOON/ EVENING
		4 sequential hours between 6:00 a.m. and 4:00 p.m.	4 sequential hours between 4:00 p.m. and midnight	8 sequential hours between noon and midnight
<b>I.</b> Everett Public Schools, nonprofit groups affiliated with the district whose purpose is to support the mission of the district, i.e., PTAs, EPS Foundation, Booster Clubs, Blue and Gold Club, etc.	Minimum: Each Add. Hour:	\$0 \$0	\$0 \$0	\$0 \$0
<b>II.</b> In-district, nonprofit organizations that do not charge admissions or request donations.	Minimum: Each Add. Hour:	\$851 \$160	\$851 \$160	\$1,689 \$160
<b>III.</b> In-district, nonprofit organizations that charge admissions or request donations.	Minimum: Each Add. Hour:	\$1,403 \$263	\$1,509 \$296	\$2,902 \$277
<b>IV.</b> Out-of-district, nonprofit organizations that do not charge admissions or request donations.	Minimum: Each Add. Hour:	\$1,612 \$296	\$1,908 \$366	\$3,513 \$343
<b>V.</b> Out-of-district, nonprofit organizations that charge admissions or request donations.	Minimum: Each Add. Hour:	\$2,017 \$386	\$2,592 \$496	\$4,597 \$426
<b>VI.</b> All other organizations	Minimum: Each Add. Hour:	\$2,734 \$514	\$3,997 \$767	\$6,707 \$631

- The district reserves the right to require security/safety services be present at any event it deems necessary based upon the type of activity, group size and other factors as determined by the district. Security fees range from \$57-\$80 per hour with a 4-hour minimum. A Campus Security Officer (CSO) or School Resource Officer (SRO)/Police Officer will be provided by the district. Private security services are prohibited.

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**Schedule 3C**  
**For the 2023-24 School Year**

**Synthetic Turf Fields at Everett Memorial Stadium**  
**3721 Oakes Avenue**  
**Everett, WA 98201**

CATEGORY	Football Stadium	Baseball Stadium
<b>I.</b> Everett Public Schools (EPS)	No fee	No fee
<b>II.</b> Inter-local agreement groups PTA and booster groups directly supporting the mission of EPS	Per agreement	Per agreement
<b>III.</b> Nonprofit youth groups with at least 80% of the youth living within EPS boundaries  WIAA-sponsored tournaments that EPS teams are eligible to compete at, even if no EPS team qualifies for the tournament	\$45.75 per hr.	\$68.00 per hour
<b>IV.</b> Nonprofit youth groups with fewer than 80% of the participants living within EPS boundaries  Nonprofit adult groups that rent for own pleasure  Organizations with local sponsorship that raise money for local charities.	\$95.75 per hour	\$215.75 per hour
<b>V.</b> Outside organizations, that rent for their financial profit  Outside organizations that rent to advertise/promote their own organization	Practices and activities without spectators or use of seating areas, concessions, or locker rooms  \$136.25 per hour	Practices and activities without spectators or use of seating areas, concessions, or locker rooms  \$215.75 per hour
	Competitions and activities with spectators and/or use of seating areas, concessions, and locker rooms  \$312.25 per hour	Competitions and activities with spectators and/or use of seating areas, concessions, and locker rooms  \$460.75 per hour

- The district reserves the right to require security/safety services be present at any event it deems necessary based upon the type of activity, group size and other factors as determined by the district. Security fees range from \$57-\$80 per hour with a 4-hour minimum. A Campus Security Officer (CSO) or School Resource Officer (SRO)/Police Officer will be provided by the district. Private security services are prohibited.
- All activities require a district-approved supervisor. Supervisory fees are \$42.00 per hour. Users will be charged an additional 30 minutes of the supervisory fee for opening and closing gates and restrooms. Gates will open 15 minutes prior to the reservation and close 15 minutes after the reservation. An additional 30 minutes will be charged for the use of field lights and/or the press box.
- A minimum of two hours in custodial charges, at \$56.50 per hour, charged Monday – Saturday; \$76.00 per hour, charged for Sundays and holidays. Groups of 500 or more may incur additional custodial charges.
- Press box announcer charge at \$42.00 per hour.
- Field lights \$53.00 per hour.
- Grandstand use may require a minimum of two hours cleanup charge at \$56.50 per hour, charged Monday-Saturday. \$76.00 per hour charge for Sundays and holidays. Late evening use will be charged accordingly for the following days fees.
- Stadium Baseball Field: Community users are required to repair the pitcher’s mound and home plate. It is essential that additional time be included in the reservation request to allow for this field repair. If the field is not fully repaired following the rental, the user will be charged a fee of \$187.50 per occurrence to reimburse the district’s maintenance department for performing this work.

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