Mendocino Unified School District

E 1330
Approved 8/28/25

Facilities Use Schedule of Fees

Category A - No Fees
No fee will be charged to entities or groups whose event or activities are directly for the benefit of district schools or the majority of students participating are MUSD students. Such entities or groups may impose a nominal admission charge or request a donation from those attending (i.e. groups that promote youth and school activities). Fees may be applied to the event if special set-up or custodial services are required. Note: School Administrator or designee must be present during school-sponsored events. (Examples include youth sports leagues and teams, camps and clinics, 4-H)

Non-sponsored school events (i.e. Booster Clubs) may be required to leave a $100 refundable key deposit any time a key is needed, as well as a $100 cleaning deposit refundable after inspection of the used facility.

Category B – Not-For-Profit Fee
A Not-For-Profit Fee will be charged to nonprofit entities or groups when the event is not primarily designed as a fundraising activity, and any fees or contributions are expended for charitable purposes and/or do not benefit the shareholder of the organization or any individual. (Examples include 501 (c)(3) organizations, adult drop-in basketball, badminton, volleyball, adult soccer leagues)

Category C - Commercial/For-Profit Fee
A Commercial/For-Profit Fee will be charged for a nonprofit or for-profit entity when an event includes an admission fee or contributions are solicited, and where the net receipts of the event benefit the entity (e.g. shows, professional performances, private seminars and workshops, etc.).

Category B Non-Profit Fee	Fee up to 4 hours	Fee per day	MISC
Athletic Fields/Outdoor Events	$25	$50	
Classroom	$20	$30	
Gymnasium	$10	$75	$100 per season
Kitchen Use	$45	$75	
Multi-Use Rooms	$40	$60	
HS Band Room	$20	$30	
Performing Arts Center	$65	$100	
Parking Lots	$10	$20	

Category C Commercial or For-Profit Fee	Fee up to 4 hours	Fee per day	MISC
Athletic Fields/Outdoor Events	$50	$100	
Classroom	$40	$60	
Gymnasium	$90	$150	$200 per season
Kitchen Use	$90	$150	
Multi-Use Rooms	$80	$125	
HS Band Room	$40	$60	
Performing Arts Center	$130	$200	
Parking Lots	$20	$40	

Additional Considerations

- Such use shall be on a first-come, first-served basis
- Additional maintenance/custodial/kitchen use fees may apply, if necessary, for setup and/or cleanup.
- There will be a $100 refundable key deposit any time a key is required and $100 cleaning deposit refundable after inspection.
- The District reserves the right to require and charge for custodial services at an hourly rate of $50 per hour.
- In the event that a custodian is required to open and close classrooms or facilities there will be a 2-hour minimum charge of $100. Should a custodian be pre-arranged and cancellation is not provided 24 hours in advance there will still be a $50.00 charge.
- Unless the organization has a licensed food handler, a staff member familiar with the use of all kitchen appliances is necessary to be in attendance for events that utilize the kitchen, and direct costs will be charged for this staff member.
- There will be a $50/hr charge if events require District staff tech support time
- The use of any district furniture or equipment must be pre-arranged through the facility use agreement in advance.
- A high usage fee of $50/week may be assessed at the discretion of the Superintendent or designee
- Adult drop-in sports groups may be eligible for the season rate if they meet once a week for two hours or less. A season is defined as three months of use.
- At the discretion of the Superintendent or designee, a memorandum of understanding for facility use may be created with user groups that do not fit easily into a category.