

# West Ottawa Facility Rental Information



Please contact our Facility Department if you have any questions:  
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	<u>Group 1</u> <u>Per Hour</u>	<u>Group 2</u> <u>Per Hour</u>	<u>Group 3</u> <u>Per Hour</u>	<u>Group 4</u> <u>Per Hour</u>
<b><u>Elementary</u></b>				
Classroom	\$0.00	\$18.00	\$36.00	\$0.00
Computer Lab	\$0.00	\$38.75	\$77.50	\$0.00
Gymnasium	\$0.00	\$36.00	\$72.00	\$0.00
Each additional hour	\$0.00	\$33.00	\$66.00	\$0.00
Multi-Purpose Room	\$0.00	\$33.00	\$66.00	\$0.00
Kitchen	\$0.00	\$26.00	\$52.00	\$0.00
<b><u>Harbor Lights</u></b>				
Classroom	\$0.00	\$18.00	\$36.00	\$0.00
Band Room	\$0.00	\$33.00	\$66.00	\$0.00
Cafeteria	\$0.00	\$45.00	\$90.00	\$0.00
Choral Room	\$0.00	\$33.00	\$66.00	\$0.00
Computer Lab	\$0.00	\$38.75	\$77.50	\$0.00
Gymnasium	\$0.00	\$40.00	\$80.00	\$0.00
Each additional hour	\$0.00	\$33.00	\$66.00	\$0.00
Kitchen	\$0.00	\$26.00	\$52.00	\$0.00
Lecture Hall	\$0.00	\$33.00	\$66.00	\$0.00
Library	\$0.00	\$33.00	\$66.00	\$0.00
Science Classroom	\$0.00	\$23.00	\$46.00	\$0.00
<b><u>Macatawa Bay</u></b>				
Classroom	\$0.00	\$18.00	\$36.00	\$0.00
Band Room	\$0.00	\$33.00	\$66.00	\$0.00
Cafeteria	\$0.00	\$45.00	\$90.00	\$0.00
Choral Room	\$0.00	\$33.00	\$66.00	\$0.00
Computer Lab	\$0.00	\$38.75	\$77.50	\$0.00
Planetarium	\$0.00	\$40.00	\$80.00	\$0.00
Gymnasium (full)	\$0.00	\$77.00	\$154.00	\$0.00
Gymnasium (half)	\$0.00	\$39.00	\$78.00	\$0.00
Kitchen	\$0.00	\$26.00	\$52.00	\$0.00
Library	\$0.00	\$33.00	\$66.00	\$0.00
Science Classroom	\$0.00	\$23.00	\$46.00	\$0.00
<b><u>High School (North or South)</u></b>				
Classroom	\$0.00	\$18.00	\$36.00	\$0.00
Band Room	\$0.00	\$33.00	\$66.00	\$0.00
Cafeteria	\$0.00	\$45.00	\$90.00	\$0.00
Choral Room	\$0.00	\$33.00	\$66.00	\$0.00
Computer Lab	\$0.00	\$38.75	\$77.50	\$0.00
Gymnasium (full)	\$0.00	\$80.00	\$160.00	\$0.00
Gymnasium (half)	\$0.00	\$40.00	\$80.00	\$0.00
Kitchen	\$0.00	\$26.00	\$52.00	\$0.00
Library	\$0.00	\$33.00	\$66.00	\$0.00
Science Classroom	\$0.00	\$23.25	\$46.50	\$0.00
<b><u>Swimming Pools (Lifeguard is included)</u></b>				
Pool recreation/pool family night (includes locker room and showers)				
1 -25 people	\$0.00	\$60.00	\$120.00	\$0.00
25 - 60 people	\$0.00	\$70.00	\$140.00	\$0.00
51 - 100 people	\$0.00	\$95.00	\$190.00	\$0.00

	<u>Group 1</u> <u>Per Hour</u>	<u>Group 2</u> <u>Per Hour</u>	<u>Group 3</u> <u>Per Hour</u>	<u>Group 4</u> <u>Per Hour</u>
<b><u>Custodial Services</u></b>				
Opening and Closing	\$0.00	\$71.00	\$142.00	\$0.00
Opening and Closing - Holidays	\$0.00	\$95.00	\$190.00	\$0.00
Set-up/take down chairs	\$0.00	\$50.00	\$100.00	\$0.00
Set-up/take down chairs - Holidays	\$0.00	\$67.00	\$134.00	\$0.00
Present during rental/set-up, cleanup	\$0.00	\$50.50	\$101.00	\$0.00
Present during rental/set-up, cleanup - Holidays	\$0.00	\$67.00	\$134.00	\$0.00
<b><u>Food Services (Personnel must be on hand for rental)</u></b>				
Monday - Sunday	\$0.00	\$30.00	\$60.00	\$0.00
Holidays	\$0.00	\$45.00	\$90.00	\$0.00
<b><u>Equipment</u></b>				
Stage/Sound System	\$0.00	\$36.00	\$72.00	\$0.00
Projector/Screen	\$0.00	\$6.00	\$12.00	\$0.00
Excess Chairs (each, internal use only)	\$0.00	\$1.00	\$2.00	\$0.00
Excess Tables (each, internal use only)	\$0.00	\$5.00	\$10.00	\$0.00
Piano (if available)	\$0.00	\$30.00	\$60.00	\$0.00
Volleyball Post/Net	\$0.00	\$25.00	\$50.00	\$0.00
<b><u>Snowplowing</u></b>				
West Ottawa	\$0.00	\$50.50	\$101.00	\$0.00
Contracted Service	\$0.00	\$50.50	\$101.00	\$0.00

### **Grounds**

Outside athletic areas, which are reserved for a specific time, will be charged at \$25.00 a game or practice, not to exceed two hours. A weekly rate of \$90 per week per field is also available. Additional services requested will be charged on a cost basis. The rates for baseball, softball, soccer, lacrosse, and rugby fields are available by asking.

### **FOOTBALL FIELD RENTAL RATES** (Panther Stadium can be used after the WO season is completed)

Base Price West Ottawa Stadium complex (one field)	\$1,000.00	\$2,000.00
Opening/closing, marking field, supplies, cleanup		
Base Price West Ottawa Stadium complex (both fields)	\$1,500.00	\$3,000.00
Sound/video operator (West Ottawa Stadium)	\$50.00	\$100.00
Opening/closing, marking field, supplies, cleanup		
Base Price Panther Stadium (middle school site)	\$600.00	\$1,200.00
Opening/closing, marking field, supplies, cleanup		
Maintenance Staff	\$55.00	\$110.00
Maintenance Staff - Holidays	\$75.00	\$150.00
Restrooms	\$50.00	\$100.00
Stadium Lights (per hour)	\$70.00	\$140.00

**Group 1:** Applies to school curriculum or co-curriculum groups, township recreation programs (excluding use of the auditorium), school sponsored organizations, groups consisting of 50 percent of West Ottawa employees or those closely related to the school itself or the school program. School sponsored groups include Scouts, PTAs/PTOs, Booster Clubs, and not-for-profit athletic groups made up of West Ottawa students. Use by school groups shall always be given first priority over school-related groups, outside recreation programs, and school sponsored groups.

**Group 2:** Not for profit athletics or recreation, religious, certain fundraising activities and non-partisan civic groups

**Group 3:** Any other group (non-resident and for-profit institutions).

**Group 4:** Outside groups consisting of 90% West Ottawa students which agree to the following conditions: no more than six (6) separate dates, reservation during regularly staffed hours but not during the school day, no West Ottawa staff set-up or clean-up required, and require no special accommodations. This group would include West Ottawa students practicing for external athletic or academic teams, for example. It is strictly limited and requires the submission of the names of all participants and a supervising adult who is a resident and/or an employee of West Ottawa. The group shall be treated as "Group 2" after its first six (6) reservations. A group can lose this status for a single infraction of these rules.

**Please Note:** A renter desiring to enter into a contract for a long-term rental contract with West Ottawa Public Schools for the use of school facilities can contact West Ottawa Public Schools' Facilities Department to discuss potential contractual terms.