



DISTRICT FACILITY RENTALS

FACILITY			
DOUGLAS ELEMENTARY		Event Set Up	
Media Center	\$35.00 per hour	DISTRICT EQUIPMENT	(If available)
Gymnasium	\$50.00 per hour	Portable Sound Systems	\$25 per event
Cafeteria (non-food serv.)	\$35.00 per hour	Projectors/Screens	\$25 per event
Kitchen*	Per Quote	Custodial – Set Up	
Classrooms	\$25.00 per hour	Table – set up	\$1.00 each
Custodial Fee**	Per Quote	Chair – set up	\$0.60 each
SAUGATUCK MIDDLE/HIGH SCHOOL			
Media Center	\$35.00 per hour	Auditorium Fees**	\$300 per event plus...
HS Gymnasium	\$65.00 per hour	Auditorium Mgr	Per Quote
MS Gymnasium	\$50.00 per hour	Sound Tech - Operator	Per Quote
MS Foyer	\$35.00 per hour	Light Tech	Per Quote
Classrooms	\$25.00 per hour	Custodial*	Per Quote
Cafeteria (non-food serv.)	\$35.00 per hour	Snow Removal	As needed/\$150 per lot
Kitchen*	Per Quote		
Concession Stand* (Interior)	Per Quote		
*Kitchen Fees	Quoted per request. Health department regulations, and food service personnel required as approved by the Food Service Director		
*Custodial Fees	For non-scheduled hours, overtime and holiday rates apply. Minimum of 2 hours for open/close.		
OUTDOOR FACILITIES			
SHS Stadium	\$250 per event plus full time custodial (1)		
SHS Stadium w/ lighting/scoreboard	Plus \$100 and hourly for scorekeeper		
Concessions	* see Kitchen		
Athletic Fields (softball, baseball)	\$75.00 per game, plus additional fees Per Quote		
Tennis courts	Not available during school or community rec. use. All other times, open for public use at no charge		
Parking Lots**	Snow removal fees for all events with snow falls 2" or greater apply - \$150 per lot, per clean. Parking lots available for surplus event parking/ weddings/etc. per Quote.		

Complete application and return at least 2 weeks prior to the start of the event to:

Kim Sharda
 Central Administrative Office
 Saugatuck Public Schools
 PO BOX 818
 Douglas, MI 49406