

Lourdes Academy of Oshkosh, Wisconsin, Inc.
 Building Use Fees

	Group 1	Group 2	Group 3
Proof of Insurance Required If groups and/or individuals are charged building use fees, documentation of insurance may be required	No (covered by Lourdes Academy)	Yes (unless covered by Diocese of Green Bay)	Yes
Gymnasium Hourly Rate/per gym All Day/per gym	No Charge No Charge	\$40.00 \$300.00	\$50.00 \$400.00
Commons Hourly Rate All Day	No Charge No Charge	\$35.00 \$250.00	\$45.00 \$350.00
Kitchen Hourly Rate All Day	No Charge No Charge	\$30.00 \$200.00	\$40.00 \$300.00
A/V Room & Classrooms Hourly Rate All Day TV/VCR/DVD	No Charge No Charge No Charge	\$30.00 \$200.00 \$15.00	\$40.00 \$300.00 \$15.00
Exterior Grounds & Playing Fields* All Fields, with the exception of Football Field – Hourly Rate Football Field – Hourly Rate Football Field Prep (Product ONLY) per Session	No Charge No Charge No Charge	\$20.00 \$40.00 \$90.00	\$20.00 \$40.00 \$90.00

* Please note: Fees do not include use of any indoor facilities, including rest rooms. Football Field Prep requires additional fees at \$35.00 per hour, per custodian.

All Day rates are for a maximum of 8 hours. Additional hours will be charged at the hourly rate.

Facility rental fees do NOT include any required cleaning or facility management charges.

Additional charges for these services are:

Fees for set up, take down and cleaning	\$35.00 per hour, per custodian
Fees for facility management/event management	\$35.00 per hour, per custodian

PLEASE NOTE: Kitchen rental fees may include an additional surcharge over and above cleaning and/or facility management charges for the use of equipment and/or consumable supplies.

A deposit of half of the projected rental fee or \$250.00/day, whichever is lesser, is required.

A 30 day advance cancellation notice is required of the deposit is forfeited.