

Lucia Mar Unified School District
OCC SPECIAL EVENTS FEE BREAKDOWNS AND ESTIMATE

FOR DEPARTMENT USE ONLY

Renter/Organization: _____ Date filed: _____

Type of Event: _____ Event date: _____ Hrs. of use: _____ # of People: _____

- Checklist: Gymnasium Boardroom Classroom Kitchen Food Service Worker
 Event Custodian Security Guards Dance Floor Floor Tarps: Full
 Alcohol Trash Extra Chairs Floor Plan
 Tables and Chairs set up/tear down Custodial clean up

NOTE: **THERE IS A 4-HOUR MINIMUM USE FEE ON WEEKENDS AND HOLIDAYS**

OTHER _____

BREAKDOWN OF FEES:	<u>Direct Cost</u>	<u>Fair Rental</u>
Gymnasium (includes Men's' and Women's' restrooms)	\$30.00/hr.	\$35.00/hr.
Boardroom (includes adjacent restroom)	\$15.00/hr.	\$20.00/hr.
Parking Lot only (no building access)	\$10.00/hr.	\$15.00/hr.
Back Grass Area only (no building access)	\$5.00/hr.	\$10.00/hr.
Kitchen (includes kitchen restroom)	\$25.00/hr.	\$30.00/hr.
Food Service Worker	\$30.00/hr.	\$30.00/hr.
Custodian	\$35.00/hr.	\$35.00/hr.
Security Guards	\$30.00/hr. ea. guard	\$30.00/hr. ea. guard
<u>Protective Floor Covering – Set-up and tear down</u> - Full Floor	\$300.00	\$300.00
<u>Dance Floor – Set-up and tear down</u>	\$300.00	\$300.00
<u>Tables and Chairs – Set-up and tear down</u> - Up to 300 people	\$300.00	\$300.00
Custodial clean up after the event (restrooms, lobby, trashing, mopping) - Up to 300 people	\$150.00	\$150.00
Trash	\$50.00	\$50.00
Chairs in excess of 300	\$1.00 ea. chair	\$1.00 ea. chair
Extra stage – Up to four (4) 4 ft. x 8 ft. panels are available	\$30.00 ea. panel	\$30.00 ea. panel

OVER →

NON-PROFIT _____

FAIR RENTAL _____

HOURS OF FACILITY USE (includes decorating time) _____

SPECIAL EVENT FEE ESTIMATE			
DESCRIPTION OF SERVICES	COST/HR.	# OF HRS.	TOTAL (\$)
Gymnasium (includes Men's' and Women's' restrooms)			
Boardroom (includes 1 adjacent restroom)			
Kitchen (includes kitchen restroom)			
Food Service Worker	\$30.00		
Event Custodian	\$35.00		
Security Guards – w/alcohol 1 guard per every 75 people; w/out alcohol 1 guard per every 100 people # guards _____ @ \$30.00 each guard x number of hours			
Protective Floor Covering set-up and tear down -- \$300			
Dance Floor set-up and tear down -- \$300			
Tables and Chairs (set-up/tear down) - up to 300 people (\$300.00)			
Custodial clean up after the event (restrooms, lobby, trashing, mopping) - up to 300 people (\$150.00)			
Trash			\$50.00
Extra chairs # _____ @ \$1.00 each chair			
Extra stage panels # _____ @ \$30.00 each panel			
OTHER			
ESTIMATED FEE FOR THIS EVENT			\$

This is an estimate only.

Signature _____

You will be billed for extra custodial hours after your event for additional hours of clean up if so required. Extra custodial hours of overtime fees for clean-up will be deducted from your security deposit.

Event fee due and payable (30 days prior to event) on: _____

RENTAL FEE RECEIVED ON _____	By _____	Written Approval to Renter on _____
SUBMITTED TO ACCOUNTS RECEIVABLE ON _____		By _____