



GUIDELINES FOR THE
USE OF SCHOOL FACILITIES
STILLWATER PUBLIC SCHOOLS

JUNE 20, 2024

TABLE of CONTENTS

FACILITY USE POLICY (GK)	3
USE OF THIS GUIDE	4
RENTAL CATEGORIES FOR ORGANIZATIONS.....	5
RESPONSIBILITY OF THE APPLICANT	6
RESPONSIBILITY OF APPLICANT REQUESTING USE OF ATHLETIC FIELD	7
RENTAL PROCEDURES.....	7
INSURANCE PROVISIONS.....	8
SPECIAL FACILITIES.....	8
<i>PERFORMING ARTS CENTER.....</i>	8
<i>PIONEER STADIUM</i>	13
<i>HIGH SCHOOL FIELDHOUSE</i>	13
<i>RENTAL FEES</i>	13
FACILITIES RENTAL APPLICATION / AGREEMENT	15

FACILITY USE POLICY (GK)



The Stillwater Board of Education believes that the first priority in the use of its school property is the education of children in the district. However, local citizens are encouraged to use the property for other reasonable general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural, or parental involvement purposes. The school district shall allow the use of school buildings and facilities to youth groups listed in Title 36 of the United States Code as a patriotic society in accordance with the rules and regulations in support of this policy.

The school district may make property available for public use to rent before or after normal school hours, on weekends, or during school vacations. Property that may be open include, but are not limited to, gymnasiums, auditoriums, cafeterias, and outdoor stadiums. The school district will not

provide supervision during these hours and any use should be carefully monitored by parents or legal guardians. Any person who uses school property outside of normal school hours, on weekends, or during school vacations assumes any and all risks arising from such use.

The school district will not serve as an emergency shelter for patrons during weather emergencies. If school is in session, parents/guardians may be allowed in the building to pick up students, but due to safety and security concerns will not be allowed into the areas of refuge. See policy CKAC-P2, Severe Thunderstorm, and Tornado Procedures for more information. Parents or legal guardians picking up students will not be allowed to bring animals, other than service animals, into the school buildings during weather emergencies.

If the school renders emergency care, aid, shelter, or other assistance during a national disaster or catastrophic event, the school district shall not be liable for damages resulting from the rendering of the emergency care, aid, shelter, or other assistance.

The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school property or facilities in such amounts and in such manner as may be determined.

The superintendent or the superintendent's designee will establish rules and regulations in support of this policy. The rules and regulations will require evidence of appropriate liability insurance coverage. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of sufficient insurance coverage.

No school equipment will be lent to individuals, organizations, or other schools without a request and approval included in the use agreement.

A Facility Use Request and Approval are required of all individuals or groups seeking permission to use SPS facilities. Requests must be submitted for approval by the requestor using the district facility use platform found at stillwaterschools.com. Fees that apply will be approved by the Stillwater Board of Education. This includes district employees who tutor students on an individual basis for compensation regardless of athletic or academic component.

A facilities rental handbook, containing usage rules and contracts may be found at stillwaterschools.com.

USE OF THIS GUIDE

This handbook contains descriptions of the types of organizations permitted to use SPS facilities, a description of those facilities, and current rates associated with facility use.

USE OF SCHOOL PROPERTY REGULATIONS

Any individual applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such application.

It is the responsibility of the individual/organization to provide proof of liability insurance before using any facility or transportation equipment. A copy of the individual/organization's liability insurance shall be maintained on file in the district administration office. This includes Stillwater Public School employees who tutor students on an individual basis for compensation regardless of athletic or academic component.

The application must be submitted at least one week in advance.

Payment of use fees will be made via Facilitron.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school exercises or functions in connection with regular school work.

Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted.

No intoxicants or narcotics shall be used in or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Smoking on school property is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization. The school district's policy regarding tobacco use will be provided, which discloses the district's rules regarding tobacco products on school premises.

Juvenile organizations must have adequate adult sponsorship and supervision.

The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using a building for dancing.

A school employee must be on the school grounds at all times when facilities are being used by outside groups. When custodians are normally not on duty, any group using school facilities must reimburse the school for all employment costs incurred by the district for such employment of school personnel, in addition to any rental fee as prescribed. The custodian is paid at his/her time and one-half rate and will be included in applicable charges to run through SPS payroll.

In the event of severe weather, the school employee on duty will provide appropriate communication to the individual/group using school facilities utilizing the Stillwater Public School Emergency Response Procedures Manual.

All functions must close by midnight unless special arrangements have been made with the school principal.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

During School Hours

School buildings, property, or equipment may be used only by student groups for student group meetings or activities that are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. The building custodian and a member of the faculty must be present at the school.

During Non-School Hours

School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

RENTAL CATEGORIES FOR ORGANIZATIONS

Listed below are descriptions of organizations who may want to rent school facilities and the types of fees that may be levied for each.

FOR PROFIT

For-profit groups/organizations within and outside of Stillwater; Community groups within Stillwater (YMCA, Stillwater Youth Baseball Association, Stillwater Youth Football Association, Stillwater Area Sports Association, etc.) which **do charge** a spectator admission to attend the event being held at an SPS facility or are using an SPS facility to host a revenue producing event;

NON-PROFIT ORGANIZATIONS

Community organizations within SPS directly affiliated with the schools (Stillwater Public Education Foundation, PTA's and PTO's, booster clubs, SEA, SESPA, sponsored clubs, etc.) Youth organizations (Boy Scouts, Girl Scouts, etc.)

SPS PERSONNEL/EMPLOYEE

All SPS approved school-affiliated activities and organizations, including student organizations, alumni organizations, all staff organizations among employees, tutoring/training programming funded by SPS

RESPONSIBILITY OF THE APPLICANT

GENERAL

1. A Certificate of Insurance with a minimum \$1,000,000.00 combined single limit is required to use SPS facilities and must accompany the rental applications.
2. Automated external defibrillators are installed in every school. The location of the AED is marked on the map provided by the school. Because of the lag time that could occur between finding someone unconscious and the alarm company calling the paramedics, **RESCUERS MUST ALSO CALL 911 IMMEDIATELY AFTER FINDING THE UNCONSCIOUS PERSON.** SPS requires that the AED be used by someone trained in Cardio Pulmonary Resuscitation and AED usage.
3. The organization's supervisor or designated representative must remain on-site during the entire activity and have in his/her possession a copy of the permit or rental agreement.
4. Organizations must supply ample supervision for activities involving minors. A suggested guideline is one supervisor for every ten (10) minors. Supervisors are responsible for maintaining order and control of minors during the activity. Congregating and loitering in the hallways and other parts of the building not rented for use is strictly prohibited.
5. Organizations and the facility representative are responsible for assessing the condition of the rental space. If either the applicant or the facility representative feels that unsafe conditions exist, the facility representative will contact the SPS Director of Facilities, to make the final decision as to event continuation.
6. Organizations are responsible for all damages to buildings, equipment, grounds, and fixed assets at the current market price for materials and labor from any actions directly or indirectly arising out of or in connection with the said use of school facilities.
7. Organizations are not allowed to sublease their space.
8. Any injury must be reported to the facility representative immediately. A completed accident report will be required.
9. If a date needs to be canceled, notification must be made by the applicant via the organization's account in Facilitron not less than five (5) working days before the date requested for use.
10. Organizations will be committed to the personnel charges and time slots they have applied for, after final approval and charges have been assigned. If the organization fails to adhere to the time slots applied for, without prior notification to the facility, the organization will be billed for any costs associated with the set-up of an event, as well as the facility portion of the rental fee. If the facility use requires the presence of District and/or food service personnel, a minimum two-hour personnel charge will apply.
11. Organizations are expected to pay facility and/or personnel charges in accordance with the Rental Categories for Organizations.

12. Organizations are responsible for adhering to all provisions of this facility use policy. Organizations violating policy may be subject to the following procedure:
 - a. First violation - The site supervisor for the rented facility will contact the organization and notify the Assistant Superintendent of Operations.
 - b. Second violation – The district may choose to refuse access to district facilities for future requests.

RESPONSIBILITY OF APPLICANT REQUESTING USE OF ATHLETIC FIELD

1. Cancellation policy
Applicant will be charged for all dates listed on the agreement unless a request is made via the organization’s account in Facilitron not less than five (5) working days before the date for use requesting the cancellation of the agreement.
2. Billing conflicts
In the event of a billing dispute, unless there is proof that the facility was notified of the cancellation, the invoiced amount will be due.
3. Scheduling
To avoid conflicts with other groups on the practice field(s), the applicant must advise the school’s facility rental contact of any changes in scheduling. Any changes to the originally agreed upon schedule must be approved through an updated facilities use agreement
4. Damage to field(s)
The applicant is expected to assess the condition of field(s) with the Head Custodian before use of the field(s), and again after the last day of use. The applicant will be liable for costs incurred to repair field(s) due to extraordinary wear and tear determined by the District to have been caused by the applicant, e.g. activities on field(s) soaked by precipitation; stationary equipment which causes undue stress on a particular area of the field(s).

The District reserves the right to cancel activities due to unsatisfactory field conditions.

5. Organizations are responsible for adhering to all provisions of this facility use policy. Organizations violating policy may be subject to the following procedure:
 - a. First violation - The site supervisor for the rented facility will contact the organization and notify the Assistant Superintendent of Operations.
 - b. Second violation – The district may choose to refuse access to district facilities for future requests.

RENTAL PROCEDURES

Individuals or organizations wishing to rent Stillwater Public Schools facilities may go to <https://www.stillwaterschools.com/Departments/Facilities> and access the [District’s Facilitron Storefront Page](#). Patrons may set up an account and compete the request for use and submit all documentation and payment via the Facilitron Storefront link.

INSURANCE PROVISIONS

The rental applicant shall provide a Certificate of Insurance naming Stillwater Public Schools as additional insured.

The certificate should contain a thirty (30) day notification provision to the certificate holder before cancellation or modification of the policy.

A Certificate of Insurance with a minimum \$1,000,000.00 combined single limit is required to use SPS facilities and must accompany the rental applications.

SPECIAL FACILITIES

Other than typical school spaces that may be rented (classrooms, libraries, elementary gyms, elementary cafeterias, etc.), SPS rents four venues that are unique in nature and rental rates.

PERFORMING ARTS CENTER

The Stillwater Performing Arts Center (hereinafter referred to as “SPAC”) contains a 1200-seat auditorium, black box theater, large and small music practice rooms, and a sunlit foyer (see appendix for layout). All spaces are available for rent. Special considerations for the use of this facility include; rental request submissions two weeks in advance, 72-hour cancellation notice.

SPAC is operated by Stillwater Public Schools for the primary purpose of serving the education needs of the children within the district. At times other than when the SPAC is reserved for district activities, the facility will be available for use to all individuals, organizations, and corporations on a non-discriminatory basis under the terms and conditions set forth in this document and pursuant to a fully executed Facility Use Contract. Facility Use Contracts are not fully executed until approved by the SPAC Manager, the High School Principal, and the Assistant Superintendent for Operations.

It is the intent of the SPAC to promote arts education through creating opportunities for students and patrons:

1. To participate in the production of arts, experience the teamwork necessary to mount productions and to provide the instruction necessary for desiring students to work in the professional arts community upon graduation;
2. To provide the highest level of artistic entertainment possible in a state-of-the-art facility, ultimately raising the taste, appreciation, and standards of artistic productions in the community; and
3. To aid in preserving the grand heritage and promising future of our culture by staging a variety of works, from classical to contemporary, in all performing art disciplines.

The material contained within this handbook section is deemed to be an adjunct and integral part of all Facility Use Contracts for SPAC rental.

The SPAC Manager, in conjunction with the High School Principal and the Assistant Superintendent for Operations, may by specific exception or amendment to the main body of a Facility Use Contract, alter sections of this policy to suit the unique needs of specific events. However, in the absence of written changes, all policies set forth in this document shall be in full force and effect as stated herein.

Artistic Freedom- No attempt shall be made on the part of the SPAC Manager or the Stillwater Independent School District to impose prior censorship or review of the material to be presented during an event. All lessees and patrons, however, will be responsible for compliance with all local, state, and federal laws, in addition to the ordinances, policies, and regulations of SPS. Further, no performance, exhibition, or entertainment shall be given or held in the SPAC which is illegal, indecent, obscene, or immoral, or for any reason which in the sole opinion of the SPAC Manager would create a negative image or which would otherwise create public controversy.

If a performance, exhibition or entertainment is deemed by the SPAC Manager as such, SPAC reserves the right to stop the event at any time. If the SPAC Manager exercises this right, all rental and other fees due to SPAC will remain the property of SPAC and any unpaid charges shall be considered payable to SPAC. If an event performance is deemed unsuitable for some audiences, prior notification to the SPAC Manager is necessary, and it must be advertised as such during ticket sales and with notices posted in the lobby. Ultimately, the responsibility rests with parents and guardians to choose performances which are appropriate for their own children.

No Alcoholic Beverages- illegal contrabands, uncontrolled substances, no tobacco use on school premises. From time to time exemptions may occur when productions require tobacco props.

No Permanent or Indefinite Use- No organization, private school, church or group will be allowed to schedule space for permanent or indefinite use.

Electronic Devices- Ringing cellular phones and paging devices interrupt the performance and will not be tolerated. Patrons are reminded that cellular phones should be turned off upon entry into the SPAC and pagers should be set to vibrate.

Flames- Open flames or any pyrotechnics in any area of the building are strictly prohibited regardless of how such flames are fueled, unless approved in advance and in writing by the City of Stillwater Fire Department. Proof of this permission must be submitted with the Facility Use Contract.

Invitational Dress Rehearsals- As a general rule, the SPAC does not encourage lessees to invite or allow people to attend rehearsals, whether or not there is a charge for such attendance. However, in the event that a lessee elects to invite or allow attendance at a rehearsal, prior written permission must be obtained from the SPAC Manager. Lessees should be warned that having an audience legally constitutes a performance, regardless of the number attending, and could result in paying both royalties and performance rental fees.

Lost Articles- The SPAC Manager or a designated representative shall have the sole right to collect and to have custody of articles left in the SPAC by persons attending events presented in the SPAC. SPAC management will make every effort to reunite such articles with their owners; provided, however, that the SPAC will not be responsible for incurring any cost for returning lost articles to their owners. After a reasonable period of time (not less than thirty days), all unclaimed articles shall become the property of the Stillwater Independent School District to do with or dispose of as its representatives shall deem fit.

Public Announcements- Lessor reserves the right to make public announcements during intermissions and other times as will not unreasonably interfere with lessee's performances. Said public announcements may relate briefly to future attractions at SPAC or the welfare and safety of those attending the event. Lessee is prohibited from making public announcements other than those which pertain to the event for which this agreement is made without prior written approval of the lessor.

Weapons- The performance use of weapons, including but not limited to pistols, rifles, shotguns, knives, and swords, must be approved by the SPAC Manager. Application for weapons must be made with the SPAC Manager at least thirty days before performance.

If the application for weapons use is granted, the following procedure will be followed for the weapon's use in the SPAC. The weapon, if a gun, must be certified by the Payne County Sheriff's Office as unable to fire, by either locating an inoperable weapon or at least by removing the firing pin from an operable weapon. Upon prior notification of the date and time, the manager of the show will bring the weapon and certification to the SPAC Manager to be kept in a locked, secure cabinet throughout the run of the show. During the show itself, the Manager of the SPAC will hand the weapon to the performer as he/she is ready to step onstage and will collect the weapon as the performer steps offstage. The weapon will then be returned to the locked, secure cabinet until it will be removed by the manager of the show after the final performance. The district encourages the use of only certified stage combat swords and knives which are heavy-duty and have been blunted. Swords and knives should be kept in sheaths when not in use.

Scheduling and Requirements

Hours- The SPAC office will be open normal business hours Monday through Friday from 8:00 AM until 4:30 PM, throughout the school calendar year. Summer hours will be posted.

Master Calendar- The SPAC Manager will maintain a current school term master calendar from July 1 through June 30 and will accept reservations in the following priority:

1) school district events, 2) non-profit educational events, 3) commercial events, and 4) non-profit, non-educational events. Typically, within each of these scheduling priorities, events will be scheduled on a "first come, first served" basis. However, the SPAC Manager reserves the right to make changes to reservations when necessary. Unless otherwise specified in writing, the SPAC Manager shall be privileged to schedule other events both before and after any then currently contracted or tentatively scheduled event without prior notice to the lessees involved.

Requests- Requests for facility use should be made by accessing the [District's Facilitron Storefront Page](#). Patrons may set up an account and compete the request for use and submit all documentation and payment via the Facilitron Storefront link.

Compliance with Laws- All participants, attendees, Stillwater students, activities and usage shall comply with all laws of the United States, the State of Oklahoma, all ordinances of the City of Stillwater, and all policies established by the Stillwater Board of Education.

Licenses- Lessees agree to assume full responsibility for complying with the Federal Copyright Law of 1978 (17 USC 101 et seq.) and any regulations issued thereunder, including, but not limited to, the assumption of any and all responsibilities for paying royalties which are due for the use of copyrighted works in lessee's performances or exhibitions. Additionally, the lessee will fully indemnify, defend, and hold harmless SPS and all of its agents and employees, for any claims, damages, or costs, including attorney fees, growing out of the lessee's infringement or violation of said copyright laws and regulations. The SPAC Manager may require proof that these permits have been secured.

Refusal to Rent- The SPAC Manager will refuse to approve the use of the facility for any event, activity, or performance if the manager reasonably determines that such event, activity, or performance, or the anticipated audience response to such event, activity, or performance may cause damage or the unusual risk of damage to the facility or its patrons.

Curtain Time, Seating, and Ejection

Curtain Time and Latecomers- Lessee agrees to make every effort to begin all events at or within five (5) minutes after the announced starting time. The SPAC Manager or a designated representative may, when weather, traffic, or parking conditions dictate, delay the start of any performance for a reasonable period of time to allow the great majority of patrons to be seated. In the absence of other specific instructions from the lessee involved, the SPAC Manager or designated representative reserves the right to deny admission to latecomers until the first logical break in the performance at which time such latecomers may, at the discretion of the management, be seated in available seats in the rear of the SPAC or, if such seating is not available, such latecomers may be held in the lobby until the first intermission.

Objectionable Persons- The SPAC Manager or designated representative reserves the right to eject or cause to be objected from the premises of the SPAC any objectionable person or persons; provided, however, that neither SPS nor any of its officers, agents, or employees shall be liable to any lessee for any damages that may be sustained by such lessee subsequent to the exercise of such right. The term "objectionable persons" shall include those persons who, by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of SPAC policy, city, state, or federal law, make the normal and proper conducting of business or event or the employment of others of such event difficult or impossible. A lessee will be required to provide a sufficient number of adult supervisors to monitor the behavior of participants in backstage areas and the lessee and the lessee will assume full responsibility for actions of their personnel involved in events. Visitors are not allowed backstage, in the dressing rooms, or in the makeup room before or during rehearsals or performances.

Forbidden Actions and Substances- A lessee will not do or permit to be done anything in or upon any portion of the premises of the SPAC or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the SPAC or any part thereof, or in any way increase any rate of insurance upon the SPAC or on the property kept therein. Nor shall a lessee, without prior written consent from the SPAC Manager or a designated representative, store or operate any engine or motor or machinery on the premises of the SPAC or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes. Additionally, beverages and food are not allowed in any area of the facility except the lobby and dressing rooms. Smoking is not allowed on the premises at any time.

Stage Equipment and Personnel

Stage Equipment- The SPAC will make every effort to keep its equipment available and in good working order. However, if equipment is out of service for any reason, the SPAC will not be responsible for providing replacement equipment. Any malfunction of equipment provided by the SPAC should be reported immediately to the SPAC Manager. The SPAC, at its sole discretion, reserves the right to make its equipment unavailable to a lessee in the event such lessee's planned use is deemed too dangerous to such lessee or to such equipment. Lessees shall not do or permit to be done in or on the premises of the SPAC anything that may tend to injure, mar, or in any manner deface such facility or its premises. This includes but is not limited to, driving or installing any nails, hooks, tacks, or screws alterations of any kind to such facility or any equipment belonging to such facility, especially dismantling protection devices from such equipment.

Stage Technicians- After examining an event's requirements, the SPAC Manager will determine the minimum number of personnel required to run the event. Only district-approved technicians will be permitted to operate stage equipment and the lessee will be required to hire the required technicians.

House Manager and Ushers- The lessee will be required to supply sufficient personnel to house manage and usher patrons for each event performance, as long as the personnel are competent volunteers, capable of performing such functions to the satisfaction of the SPAC Manager; otherwise, the lessee will be required to hire from the SPAC capable personnel to perform these functions.

Security- The SPAC is under the control of the SPAC Manager or a designated representative who will be present at all times the building is open or occupied. If properties of exceptional value are to be left in the facility, prior notification should be made to the SPAC Manager. The lessee will be responsible for all personal belongings onstage and in the backstage area during rehearsals and performances. Strike will occur immediately following the final performance, so it is the responsibility of the lessee to remove all equipment and properties immediately after the final performance.

Novelty Sales, Tickets and Programs

Tickets- The SPAC Manager will operate a box office within the SPAC office, maintaining regular business hours on Monday through Friday. The box office will also open one hour prior to the announced curtain time for all events for which tickets are being sold; lessees are required to furnish volunteers to work with the SPAC Manager during this time prior to events. There is a strict no-refund policy for tickets. Management of the SPAC reserves, for its exclusive use, ten (10) seats for each performance held. The location of seats, when an event uses reserved seats, will be negotiated by the SPAC Manager.

Programs- The SPAC retains the right to insert promotional material of its own choosing into any programs distributed within the facility.

Americans With Disabilities Act- It is the intent of the SPAC to comply with the ADA in both facilities and accommodations. If American Sign Language interpreters or large print programs are needed, please contact the SPAC Manager when purchasing tickets at least twenty-four (24) hours prior to the performance.

Novelty Sales- If a lessee has items that it wishes to sell or rent or authorize to have sold or rented on its behalf before or during its event, such items, to include but not be limited to, souvenir programs, books, photographs, CDs, audio or video tapes, records, posters, opera glasses, t-shirts, sweatshirts, or other items such as tickets for lotteries or drawing— which must be approved on a case-by-case basis due to legal issues—and such items are directly related to an event or events for which a Facility Use Request Contract has been granted, such lessee shall obtain permission from the SPAC Manager to vend or have vended such items and such items shall be vended only within such locations as specified by management. The provisions of this paragraph will also apply in the case of a vendor who may or may not make cash transactions at an event but rather receives orders for subsequent sales to take place off the premises of the SPAC. Each approved vendor agrees to pay SPS, in return for the granting of such permission, a commission to be negotiated by the SPAC Manager between five and ten percent (5-10%) to be calculated on the total net sales for each sales period in the SPAC with net sales being defined as the total of all sales during each period minus the applicable sales tax on such sales. Such commission will be due and payable immediately subsequent to the close of sales for each such period. In the case of a vendor who is taking orders and may or may not be making transactions during an event, a flat fee may be negotiated with the SPAC Manager in advance of such event. Each approved vendor further agrees, upon request, to provide the SPAC Manager one (1) sample of any item to be sold and that any such items become the property of the SPAC and that the value of such items shall not be deducted from any fees or commission otherwise due the school district. In the event a vendor refuses to comply with the provisions of this paragraph, the lessee for such event will be liable for any charges incurred by the SPAC in obtaining such items. The SPAC reserves the right to refuse permission to sell, rent, or otherwise distribute any item which does not directly relate to the presentation of a specific event for which a

Facility Use Contract has been issued or any item which in normal use or misuse may cause damage to the SPAC, its employees, or patrons.

PIONEER STADIUM

Pioneer Stadium is an award-winning 6000-seat multi-use athletic facility with an eight-lane competition track, FieldTurf playing surface striped for football and soccer, a state-of-the-art video and audio system, a 95-lumen illumination capacity, three large well-equipped concession areas, and a multi-story VIP suite/press box. A two-mat wrestling practice facility is included on site. The entire site is located on the high school campus and is ringed by security fencing and parking for over 800 vehicles. Renting this facility or parts thereof will require special negotiations with the Stillwater High School Athletic Director.

HIGH SCHOOL FIELDHOUSE

Located on the high school campus, the field house is a 2000-seat basketball/volleyball/wrestling arena with large scoreboards, an audio system, and locker facilities. A cable chase is located on the east-facing outer wall to allow external video uplinks to connect to the Internet. Rental of this space will require prior approval of the Stillwater High School Athletic Director.

RENTAL FEES

Fees for personnel, facilities, and certain equipment are listed below.

STILLWATER PUBLIC SCHOOLS FACILITY USE FEE SCHEDULE				
Custodial (per staff / per hour)		\$30.00		
SRO / SECURITY (per officer, per hour)		\$50.00		
Security must be provided by the lessee when events will include an audience on the following terms based on anticipated attendance: 0-250 = 1 officer; 251-500 = 2 officers; 501 - 750 = 3 officers; 751 or more = 4 officers				
LOCATION	Space	For Profit Total Fee	Non-Profit Total Fee	SPS Employee Total Fee *
HIGH SCHOOL	Presentation Room	\$90.00	\$50.00	\$5.00
	Student Center	\$125.00	\$70.00	\$5.00
	Library	\$50.00	\$25.00	\$5.00
	Journalism Room	\$90.00	\$45.00	\$5.00
	Classroom(s)	\$40.00	\$25.00	\$5.00
	South Parking Lot	\$60.00	\$30.00	\$5.00
	North Parking Lot	\$60.00	\$30.00	\$5.00
	North West Parking Lot	\$60.00	\$30.00	\$5.00
	Kitchen	\$65.00	\$65.00	\$40.00
ATHLETICS	HS Fieldhouse	\$225.00	\$175.00	\$5.00
	HS Weight Room	\$190.00	\$130.00	\$5.00
	Pioneer Stadium	\$300.00	\$120.00	\$5.00
	Wrestling Room	\$190.00	\$130.00	\$5.00
	City Gym	\$150.00	\$90.00	\$5.00
	West Gym	\$140.00	\$85.00	\$5.00
	Couch Park Baseball	\$240.00	\$120.00	\$5.00
	Couch Park Softball	\$240.00	\$120.00	\$5.00

LOCATION	Space	For Profit Total Fee	Non-Profit Total Fee	SPS Employee Total Fee *
FINE ARTS / PAC	Stage and seating	\$250.00	\$190.00	\$10.00
	Lights (1 staff minimum)	\$15.00	\$15.00	\$15.00
	Sound (1 staff minimum)	\$15.00	\$15.00	\$15.00
	Lobby (4 staff minimum)	\$75.00	\$75.00	\$15.00
	Band Room	\$65.00	\$35.00	\$5.00
	Orchestra Room	\$65.00	\$35.00	\$5.00
	Black Box Theater	\$60.00	\$35.00	\$5.00
JUNIOR HIGH	Gym 1	\$85.00	\$50.00	\$5.00
	Gym 2	\$60.00	\$35.00	\$5.00
	Track/FB Field	\$50.00	\$25.00	\$5.00
	Sky FB Field	\$50.00	\$25.00	\$5.00
	Cafeteria / Stage	\$60.00	\$35.00	\$5.00
	Classroom	\$40.00	\$25.00	\$5.00
	South Parking Lot	\$60.00	\$30.00	\$5.00
	Concession Stand	\$25.00	\$15.00	\$5.00
	Library	\$50.00	\$25.00	\$5.00
	Kitchen	\$65.00	\$65.00	\$40.00
	Orchestra Room	\$65.00	\$35.00	\$5.00
	Band Room	\$65.00	\$35.00	\$5.00
MIDDLE SCHOOL	Gym	\$90.00	\$60.00	\$5.00
	Concession Stand	\$25.00	\$15.00	\$5.00
	Cafeteria / Stage	\$60.00	\$35.00	\$5.00
	Library	\$50.00	\$25.00	\$5.00
	Band Room / Presentation Room	\$65.00	\$35.00	\$5.00
	Playground Area for Outside Events?	\$50.00	\$35.00	\$5.00
	Classrooms	\$40.00	\$25.00	\$5.00
ELEMENTARY	Gym	\$85.00	\$50.00	\$5.00
	Cafeteria	\$55.00	\$30.00	\$5.00
	Classroom	\$40.00	\$25.00	\$5.00
	Playgrounds	\$50.00	\$35.00	\$5.00
	Library	\$50.00	\$25.00	\$5.00
	Kitchen	\$65.00	\$65.00	\$40.00
SPVA	Conference Room	\$50.00	\$25.00	\$5.00
	Play Area	\$95.00	\$45.00	\$5.00
LINCOLN ACAD.	Classroom	\$40.00	\$25.00	\$5.00
	Grady Lambert Library	\$45.00	\$25.00	\$5.00
ADDITIONAL DISTRICT SPACES	Board Room	\$40.00	\$25.00	\$5.00
	Pallet Storage, per pallet (S. Warehouse)	\$25.00/month	\$20.00/month	\$15.00/month
	Warehouse Space North	\$1.20/sq ft/month	\$1.15/sq ft/month	\$1.10/sq ft/month
	Warehouse Space South	\$1.20/sq ft/month	\$1.15/sq ft/month	\$1.10/sq ft/month
	Offices	\$6.00	\$4.00	\$3.00
	Board Building Conference Room	\$25.00	\$15.00	\$5.00
Meeting space at OES	\$6.00	\$4.00	\$3.00	

* when working with only SPS students and no fees are being charged for attending the event

*fees listed are based on a per hour charge unless otherwise noted

STILLWATER PUBLIC SCHOOLS RESERVES THE RIGHT TO REDUCE OR WAIVE FEES

REVISED 6/20/24

FACILITIES RENTAL APPLICATION / AGREEMENT

Access the application at: <https://www.stillwaterschools.com/Departments/Facilities>

