

Event Fee & Setup Worksheet

Fee Item	A Base Rate	B # of Hours	C # of Supervisors	D Facility Size	E Total
Supervision*	\$12.50				
Tech Support*	\$10.00				
Custodial*	\$35.00				
Grand Total					\$

*3-hour minimum may apply

$$A \times B \times C \times D = E$$

Facilities (Weekdays – after 3:10)

Classrooms = 1.0

G-9 = 1.5

Pavilion = 1.75

Stadium = 10.00

Facilities (Weekends, Holidays)

Classrooms = 1.5

G-9 = 2.0

Pavilion = 2.25

Stadium = 10.00

Fill the appropriate number into column D above.

Notes:

1. **Supervision** is required any time OPHS students will be present at an event.
2. **Tech support** is required any time sound equipment, stage lighting or projectors are required during non-school hours. Plan on 1 student per type of support (e.g. sound and lighting = 2 students)
3. **Custodial** support will be required during non-school hours if bathrooms need to be opened or special seating has to be set-up.

Describe any setup/cleanup and support needed: