



Millbrae School District
 555 Richmond Drive, Millbrae, CA 94030
 650-697-5693 • 650-697-6865 (fax) • www.millbraeschooldistrict.org

Board Approved 2.3.15

Millbrae School District Facility Use Fee Schedule

(BP 1330) The Board believes that the use of school facilities or grounds should not result in costs to the District. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not to exceed the direct costs determined by the District in accordance with Education Code 38134. However, if the use of school facilities or grounds is for religious services pursuant to Education Code 38131, the church or religious organization shall be charged an amount that at least equals to or an amount that exceeds the direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

A Processing Fee of \$20 required for all applications. This fee is refundable only if a request is cancelled by the District.

All facility use requests must be a minimum of 2 hours.

FACILITY	CIVIC CENTER USERS (price per hour - 2 hour minimum)	FAIR RENTAL VALUE (price per hour - 2 hour minimum)
Classroom	\$10.00	\$20.00
Multi-Use Room	\$90.00	\$180.00
Multi-Use Room with Kitchen	\$110.00	\$220.00
Library	\$50.00	\$100.00
Gym (Taylor Only)	\$75.00	\$150.00
Auditorium (Taylor Only)	\$195.00	\$390.00
Caroline Shea Center	\$255.00	\$510.00
Caroline Shea Center with Kitchen	\$315.00	\$630.00

The Millbrae School District Fields are unavailable during normal school hours, 7:30 am – 4 pm, Monday through Friday, with the exclusion of holidays. Usage of the school fields is scheduled, maintained and paid through the City of Millbrae Parks and Recreation Department.

	CIVIC CENTER USERS (2 hour minimum)	FAIR RENTAL VALUE (2 hour minimum)	
		OVERTIME	HOLIDAY
Processing Fee	\$20		
Custodial Fee	\$24.00	\$35.00	\$48.00
Food Service Fee	\$19.00	\$27.00	\$38.00