

**COMMUNITY RELATIONS**

Administrative Regulation: Use of School Facilities

**LABOR CHARGES AND RENTAL FEES**

Labor charges and rental fees will be determined yearly by the administration according to labor contracts and to reflect current operational costs.

No labor charges will be incurred for activities taking place during custodians' normal work hours unless demands upon custodians' time are required. Labor charges will be levied for activities that extend or require cleanup beyond custodians' normal work hours.

Activities scheduled on weekends, holidays and after normal work hours will incur custodial charges beginning with access time until cleanup is completed.

**Standard Per Hour Labor Charges**

Custodial:	Saturdays/Beyond Normal Work Hours	1.5 x hourly rate
	Sundays/Holidays	2 x hourly rate
Food Service:	Saturdays (2 hour minimum)	1.5 x hourly rate
	Sundays/Holidays (2 hour minimum)	2 x hourly rate
Maintainer:	Saturday (3 hour minimum)	1.5 x hourly rate
	Sundays/Holidays (3 hour minimum)	2 x hourly rate

**Rental Fee Price Structure:**

**Group I** – No charges except for kitchen use and/or personnel when facilities are used weekends or evenings.

**Group II** - Rental fee of \$12 per hour at all times. Administrative fee. Custodian, kitchen, and technology fee when applicable. A rental fee exemption may apply for those community organizations that use a classroom as a meeting site during weekday evenings before 8:00 p.m. The Administration will provide a separate fee and rate schedule to frequent users (those groups who use the facilities for over 40 hours per year). See Addendum I.

**Group III and IV** – Rental fees (minimum 4 hours) Administrative fee. Custodian, kitchen and technology fee when applicable.

<b><u>Building/Area</u></b>	<b><u>4 hour fee</u></b>	<b><u>hourly fee beyond 4 hours</u></b>
<b><u>Coventry High School</u></b>		
Gym 1	\$ 160	\$ 40
Gym 2	280	70
Lecture Hall	120	30
Veterans Auditorium	320	80
Cafeteria	120	30
Classroom	40	10

<u>Building/Area</u>	<u>4 hour fee</u>	<u>hourly fee beyond 4 hours</u>
<b><u>Capt. Nathan Hale School</u></b>		
Gym	\$ 160	\$ 40
L.G.I.	100	25
Cafeteria	108	27
Classroom	40	10
<b><u>G. H. Robertson School</u></b>		
Gym	\$ 220	\$ 55
Cafeteria	100	25
Classroom	40	10
<b><u>Coventry Grammar School</u></b>		
Gym/Cafeteria	\$ 140	\$ 35
Classroom	40	10

**Fields:**

**Group I and Group II** – No Charge

**Groups III & IV** (Minimum of 3 hours) – \$30 for up to 3 hours / \$10.00 per additional hour  
(See Addendum II.)

**Additional Fees**

**Administrative Fee:** This fee is a one time per year/per season fee.

- Group I – No charge
- Group II – No charge
- Groups III & IV – \$40

**Technology Fee** of \$100 may apply for use of sound or lighting equipment. A staff member may be required to operate equipment.

**Other: (e.g., Deposits, Penalties, Fines and Late Fees)**

Access Privilege - \$10 per access device. Refundable, less BOE costs incurred as a direct result of a group's activities.

A \$125 Emergency Call Back fee will be charged to recover labor costs incurred as a direct result of a group's activities.

A Deposit may be required at the discretion of the Director of Physical Plant and Facilities.

**Addendum I**

Building/Area Usage Fee Structure for frequent users of Group II; those groups who use the facilities for over 40 hours per year. (Administration and Other fees still apply.)

The following "hours of use fee scale" will apply during the 2011-12 fiscal year:

40 – 500 hours	\$ 5.00 per hour
501 plus hours	1.00 per hour

**Addendum II**

Field Usage Fee Structure for Groups III and IV; Those groups who use the fields for over 20 hours per year. (Administration and Other fees still apply.)

The following "hours of use fee scale" will apply during the 2011-12 fiscal year:

20 – 500 hours	\$ 1.00 per hour
501 plus hours	.30 per hour

Periodic review should occur during a season to reconcile facilities reserved with actual use by groups.

Administrative Council: May 4, 2011