

AMITY REGIONAL SCHOOL DISTRICT NO. 5
FACILITY RENTAL FEE SCHEDULE

- (1) When no admission or fee is charged, community and civic non-profit organizations will be charged a custodial fee of \$40 for set-up and take down provided the activity is held during regularly scheduled custodial hours (i.e., Monday through Friday, except holidays). Events held outside the regularly scheduled custodial hours during Monday through Friday, except holidays, will be charged \$75 per hour for set-up and take down and the time of the activity. Events held on Saturdays will be charged \$75 per hour for set-up and take down and the time of the activity. Events held on holidays and Sundays will be charged \$100 per hour for set-up and take down and the time of the activity. In addition, extra charges will apply for the following:

	<u>Extra Charges</u>
Field House	\$250
Athletic Fields (Base Fee)	\$100
Field Layout and Lining:	
Football Field	\$400
Baseball or Softball Field	\$300
Soccer or Lacrosse Field	\$250
Lining only (no layout required):	
Football Field	\$200
Baseball or Softball Field	\$100
Soccer of Lacrosse Field	\$100
High School Auditorium	\$350
Sound & Lighting Consultant	\$400
Middle School Gymnasium	\$100
High School Gymnasium	\$150
Library / Media Center	\$100
High School Cafeteria	\$150
High School Kitchen	\$150
Middle School Cafeteria	\$100
Middle School Kitchen	\$100
Music Room	\$100
Classroom: First	\$25
Classroom: Each Additional	\$15
Surcharge	\$100

Surcharge is required if event:

- ✓ Creates significant wear and tear
- ✓ Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- ✓ Uses vendors' or exhibitors' booths
- ✓ Uses field house or two *major* facilities (gymnasium, cafeteria, auditorium, 11+ classrooms)
- ✓ Involves more than 350 participants or attendees

Other Fees:

- ✓ Administrative charge: \$25 per contract. This non-refundable fee must be paid at the time of the application.
- ✓ Fees will also be charged for piano tuning, gymnasium and field house floor covering, excess garbage collection and use of lighting/sound

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equipment. Custodians, kitchen workers and technical personnel will be paid according to current fee schedule, updated yearly.

- b. The estimated rental fee for a one-time event or activity is required to be paid a ***minimum of five (5) business days before the event or activity***. The Director of Finance and Administration shall determine the estimated rental fee. The administrative charge of \$25, if applicable, shall be added.
- c. The estimated rental fee for a multiple event or activity (e.g., outside organization sponsored school) shall be billed in the following manner:
 - (1) The full amount of the estimated rental fee for all the events or activities scheduled for the first month must be paid a ***minimum of five (5) business days before the first event or activity***;
 - (2) The full amount of the estimated rental fee for all the events or activities scheduled for the succeeding month(s) must be paid a ***minimum of five (5) business days before the start of the month in which the events or activities will take place***.
 - (3) The Director of Finance and Administration will determine what additional charges, if any, are owed.
- d. The Superintendent of Schools or his/her designee shall determine the classification of each group and related fees. The utilizing organization agrees to the classification and related fees by signing the Request for Use of School Facilities form.