



MADISON PUBLIC SCHOOLS
Madison, Connecticut

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES AND FIELDS

1. No fees will be charged to any group for any activity directly related to the public school curricular or extra curricular areas: athletics, debate, music, etc.
2. The rental rates represent the actual cost to the District of making school facilities available. This includes custodial and other services as required e.g., utilities, and a planned and cycled maintenance fee. Custodial fees are subject to change based on collective bargaining agreements. The fee charged is based on the type of organization and other factors.
3. The following factors are used to determine the fee level: Type of use; whether the activity is held during hours the building is normally open and staffed by a custodian or after regular hours; the size and type of activity related to set-up, break-down, clean-up;; and whether or not the activity is held Monday – Saturday or on a Sunday or a holiday; and the number of occasions when the facility will be used.
4. For User Group 3, fees for the use of the facility will not be charged during hours when school is normally in sessions. Discounted fees will be assessed for the use of the facility during weekends, holidays and non-school days including the summer break, even if summer school classes are in session.
5. When custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set-up, supervision, and/or clean-up. Users of the school facility shall also be required to vacate elementary school facilities prior to 9:00 p.m. and middle and high school facilities by 10:00 p.m. or an additional custodial fee will be levied. When a Custodian is called out for duty, a minimum of four (4) hours, at overtime rates, charge is levied. This cost will be added to cost of the rental agreement.
6. To ensure appropriate custodial coverage is provided, hours required must be identified on the Request for Use of School Facilities. The assignment of custodians for overtime activities is governed by the collective bargaining agreement. According to the agreement, custodians are guaranteed a minimum of four (4) hours at the overtime rate except in instances where the custodian provides overtime at the end of his regular shift. In this instance, the overtime may be charged on an hourly basis.
7. The equipment fee is applicable to all contracts except Groups 1 and 2 – School Related and Town. For group 3 the fee is discounted. The Board of Education, except as provided below, does not generally loan or rent equipment. The rental of school equipment and required fee for rental is at the discretion of the Superintendent of Schools and Schools Principal or appropriate Administrator.
8. Tables and chairs within a school may be used by community organizations for functions.
9. The following additional services are charged as requested/required:
 - Catering through district food services provider
 - Audio-visual technician (basic sound, lights, microphone set-up)
 - Repair expenses for any damage beyond normal wear and tear
 - Refuse removal, hauling services related to rental activities that exceed the norm; payable by renter directly to vendor.
10. Discounted rates are applicable to Group 3 as defined by User Groups, Priority Use Order, Rental Fee Status, as appropriate.
11. The following rental fee schedule will be followed for all other groups/individuals requesting use of school facilities. These charges are in addition to food service; equipment rental; and other above listed charges.

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES / SHORT-TERM USE

USER GROUPS 1 - 3

Location / Type of Room	First Four (4) Hours	After First Four (4) Hours / Per Hour
Elementary Schools		
Classroom	\$153	\$50
Additional Classroom (per classroom)	\$31	\$10
All Purpose Room	\$264	\$60
Gymnasium	\$264	\$60
Library Media Center / Computer Lab	\$188	\$60
Middle Schools		
Classroom	\$153	\$50
Additional Classroom (per classroom)	\$31	\$10
Cafeteria	\$264	\$60
Gymnasium	\$264	\$60
Library Media Center / Computer Lab	\$188	\$60
Auditorium	\$264	\$60
High School		
Classroom	\$153	\$50
Additional Classroom (per classroom)	\$31	\$10
Dining & Assembly Hall	\$264	\$60
Gymnasium with Locker Room	\$264	\$60
Library Media Center / Computer Lab	\$188	\$60
Senior Commons	\$196	\$60

USER GROUP 4

Location / Type of Room	First Four (4) Hours	After First Four (4) Hours / Per Hour
Elementary Schools		
Classroom	\$208	\$60
Additional Classroom (per classroom)	\$42	\$12
All Purpose Room	\$749	\$70
Gymnasium	\$749	\$70
Library Media Center / Computer Lab	\$243	\$70
Middle Schools		
Classroom	\$208	\$60
Additional Classroom (per classroom)	\$42	\$40
Cafeteria	\$749	\$70
Gymnasium	\$749	\$70
Library Media Center / Computer Lab	\$243	\$70
Auditorium	\$749	\$70
High School		
Classroom	\$208	\$60
Additional Classroom (per classroom)	\$42	\$12
Dining & Assembly Hall	\$749	\$70
Gymnasium with Locker Room	\$749	\$70
Library Media Center / Computer Lab	\$243	\$70
Senior Commons	\$297	\$70

FEE SCHEDULE FOR USE OF SCHOOL FIELDS / SHORT-TERM USE

USER GROUP 4

Location / Type of Room	First Four (4) Hours	After First Four (4) Hours / Per Hour
Athletic Fields		
DHHS Turf Field / Track	\$1,000	\$100
DHHS Janssen Field I	\$500	\$50
DHHS Janssen Field II	\$500	\$50
Green Hill Road Field I	\$350	\$35
Green Hill Road Field II	\$350	\$35
Polson Baseball	\$350	\$35
Polson Front Field	\$350	\$35
Brown Middle School Back Field	\$350	\$35

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES / LONG-TERM USE

Fees for the first five (5) occasions of use will be charged according to the short-term use fees. Fees for occasion six (6) and beyond will be charged according to the following schedules:

USER GROUPS 1 - 3

Location / Type of Room	First Four (4) Hours	After First Four (4) Hours / Per Hour
Elementary Schools		
Classroom	\$77	\$25
Additional Classroom (per classroom)	\$15	\$5
All Purpose Room	\$132	\$30
Gymnasium	\$132	\$30
Library Media Center / Computer Lab	\$94	\$30
Middle Schools		
Classroom	\$77	\$25
Additional Classroom (per classroom)	\$15	\$5
Cafeteria	\$132	\$30
Gymnasium	\$132	\$30
Library Media Center / Computer Lab	\$94	\$30
Auditorium	\$132	\$30
High School		
Classroom	\$77	\$25
Additional Classroom (per classroom)	\$15	\$5
Dining & Assembly Hall	\$132	\$30
Gymnasium with Locker Room	\$132	\$30
Library Media Center / Computer Lab	\$94	\$30
Senior Commons	\$98	\$30

USER GROUP 4

Location / Type of Room	First Four (4) Hours	After First Four (4) Hours / Per Hour
Elementary Schools		
Classroom	\$104	\$30
Additional Classroom (per classroom)	\$21	\$6
All Purpose Room	\$375	\$35
Gymnasium	\$375	\$35
Library Media Center / Computer Lab	\$122	\$35

USER GROUP 4

Location / Type of Room	First Four (4) Hours	After First Four (4) Hours / Per Hour
Middle Schools		
Classroom	\$104	\$30
Additional Classroom (per classroom)	\$21	\$40
Cafeteria	\$749	\$6
Gymnasium	\$375	\$35
Library Media Center / Computer Lab	\$122	\$35
Auditorium	\$375	\$35
High School		
Classroom	\$104	\$30
Additional Classroom (per classroom)	\$21	\$6
Dining & Assembly Hall	\$375	\$35
Gymnasium with Locker Room	\$375	\$35
Library Media Center / Computer Lab	\$122	\$35
Senior Commons	\$148	\$35

FEE SCHEDULE FOR USE OF SCHOOL FIELDS / LONG-TERM USE**USER GROUP 4**

Location / Type of Room	First Four (4) Hours	After First Four (4) Hours / Per Hour
Athletic Fields		
DHHS Turf Field / Track	\$500	\$50
DHHS Janssen Field I	\$250	\$25
DHHS Janssen Field II	\$250	\$25
Green Hill Road Field I	\$175	\$18
Green Hill Road Field II	\$175	\$18
Polson Baseball	\$175	\$18
Polson Front Field	\$175	\$18
Brown Middle School Back Field	\$175	\$18