

BUILDING USE FEE SCHEDULE

	<i>A</i>	<i>B</i>		<i>C</i>		<i>D</i>		<i>E</i>	
Space Rental	School or Municipal Group	In District Profit (No Rental Fee)		In District Profit (Rental Fee)		In District For Profit or Personal		Outside Group	
		Hourly Rate	Min. Charge	Hourly Rate	Min. Charge	Hourly Rate	Min. Charge	Hourly Rate	Min. Charge
Custodial Fee (in addition to rental charge)	\$50.00/hr. (weekends)	\$50.00/hr. (weekends)	\$100.00	\$50.00/hr. (weekends)	\$100.00	\$50.00/hr. (weekends)	\$200.00	\$50/hr. (weekends)	\$200.00
Energy Usage Fee (applicable weekends and after 5:00 PM on weekdays)	No Charge	\$15/hr.	N/A	\$15/hr.	N/A	\$15/hr.	N/A	\$15/hr.	N/A
Classrooms	No Charge	No Charge	N/A	\$15/hr	\$50	\$25/hr.	\$100	\$35/hr.	\$150
Cafeteria/Kitchen-w/coverage*	No Charge	\$25/hr.	N/A	\$25/hr.	\$125	\$35/hr.	\$150	\$45/hr.	\$200
Cafeteria - Seating Area Only	No Charge	No Charge	N/A	\$25/hr.	\$100	\$35/hr.	\$150	\$45/hr.	\$200
Library	No Charge	No Charge	N/A	\$25/hr.	\$100	\$35/hr.	\$150	\$45/hr.	\$200
Auditoriums**	No Charge	No Charge	N/A	\$50/hr.	\$200	\$60/hr.	\$300	\$70/hr.	\$400
Gymnasiums***	No Charge	No Charge	N/A	\$25/hr.	\$100	\$35/hr.	\$150	\$45/hr.	\$200
Computer Labs****	No Charge	No Charge	N/A	\$25/hr.	\$100	\$35/hr.	\$150	\$45/hr.	\$200
Field	No Charge	No Charge	N/A	\$250 per day	\$250 per day	\$250 per day	\$250 per day	\$250 per day	\$250 per day

A school activity will take precedence over all outside activities.

Category A Includes:

School district activities, official student activities, school faculty activities, school PTO meetings
Manchester and Essex Town functions relating to departments, boards or committees

- Category B Includes: Manchester and Essex youth recreation and enrichment program, booster clubs, local scouting units
Youth athletic group activities, PTO fundraisers, Manchester and Essex adult recreational athletic program
- Category C Includes: Any fundraising functions by groups in Category B where food or other items are sold and/or admission is charged
Any Manchester or Essex non-profit organizations
- Category D Includes: Local groups not covered under categories A, B, and C
- Category E Includes: For profit organizations based outside of Manchester and Essex

*Use of cafeteria facilities requires a district cafeteria worker for health and safety reasons.

*Use of any District Auditorium requires a technical supervisor if lighting systems and/or sound system use is needed.

*The School Business Manager and Facilities Manager will negotiate with groups that use the gymnasiums on a recurring basis.

*Use will be restricted to selected groups/functions.

*Use of school facilities on a weekend requires a district custodian.