

**Community Relations**

**Use of School Facilities**

**APPENDIX**

**DEFINITION OF GROUPS**

**GROUP I Official School and Town Groups**

- A. School programs, plays, concerts, athletic events, PTO, Booster Clubs; Town programs for children and adults, i.e. Parks and Recreation.

**GROUP II Voluntary Groups which exist solely to benefit towns and/or school**

- A. Self-run functions/fund raisers
  - 1. Town, Board, Council, and Commission meetings, public hearings, and “Friends of” organizations
  - 2. Regular meetings of school-related organizations and Beacon Falls and/or Prospect community organizations; Public Libraries
- B. Functions/fund raisers sponsored by 1 or 2 above, but run principally by others, and where income is derived from sources in addition to the cost of admission and/or the sale of a product, i.e. rental of booth space

**GROUP III Religious Instruction**

**GROUP IV Organizations whose purpose includes some benefit to the Town and/or School**

- A. Non-Profit groups within the towns of Beacon Falls and Prospect, i.e. Lions Club, Chamber of Commerce, Fire Department, Churches, etc.

**GROUP V All other Beacon Falls or Prospect for-profit or non-profit groups.**

**GROUP VI All other towns’ for-profit or non-profit groups with a majority of participants who are not town residents.**

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**APPENDIX**

**FEE SCHEDULES**

- A. All fees/charges must be paid within fourteen (14) days of the billing date. Checks will be made payable to the “Regional School District #16” and mailed directly to the District Office at 207 New Haven Road, Prospect, CT.
- B. Except for those in Groups I and IIA, a deposit of \$200 will be required with applications for high intensity events, i.e. attendance by more than 200 people. The deposit may be returned after the function when the building/grounds are found in good order and payment for use of such facilities is made, or the deposit may be applied to any charges. Unless cancellations are received forty-eight (48) hours before the scheduled event, the deposit may be forfeited.
- C. Labor charges for custodial, audio visual technician and food service employees\* working outside of their normal work hours (overtime), will be based, in part, upon the current hourly rate in the collective bargaining agreement. Labor charges will be published on or before July 1 of each year or when the applicable contract has been settled, if at a later date. The then current schedule of labor charges will be sent to requesting organizations each year.
- D. Rental fees are charged to cover a portion of the cost of maintenance/repair, trash removal, replacement supplies, and energy costs of operating our facilities during community use of school buildings. Annual increases in rental fees will be based on the percentage increase in labor charges.

\*Groups I and II are exempted from the labor charges for custodial and audio visual technician fees and will only pay the labor charges when it is required that a food services employee be present.

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**SCHEDULE - RENTAL FEES**  
**(3 CONSECUTIVE HOURS OR PART THEREOF)**

Woodland Regional High School

	<u>Group I</u>	<u>Group II</u>	<u>Group IV</u>	<u>Group V</u>	<u>Group VI</u>
Classroom			\$40	\$40	\$60
Cafeteria			\$125	\$125	\$200
Kitchen w/Food Prep	\$80	\$80	\$80	\$80	\$150
Library/Media Center			\$65	\$65	\$125
Gymnasium			\$250	\$250	\$325
Auditorium			\$250	\$250	\$350
Pool		\$200	\$200	\$200	\$350
Athletic Field(s)			\$100	\$100	\$250
Rest Rooms*			\$50	\$50	\$125

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Long River Middle School

Classroom			\$40	\$40	\$60
Cafeteria			\$125	\$125	\$200
Kitchen w/Food Prep	\$80	\$80	\$80	\$80	\$150
Library/Media Center			\$55	\$55	\$125
Gymnasium/Auditorium			\$250	\$250	\$300
Rest Rooms*			\$50	\$50	\$125

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	<u>Group I</u>	<u>Group II</u>	<u>Group IV</u>	<u>Group V</u>	<u>Group VI</u>
<b><u>Elementary Schools</u></b>					
Classroom			\$40	\$40	\$60
Kitchen w/Food Prep	\$80	\$80	\$75	\$75	\$125
Library/Media Center			\$50	\$50	\$100
All Purpose Room			\$80	\$80	\$175
Rest Rooms*			\$50	\$50	\$125

\*There will be a rental fee charge, as well as a labor charge, when only the rest rooms are requested for use. Annual increases in rental fees will be based on the percentage increase in labor charges.

Rehearsals in the auditorium or gym or all-purpose rooms are charged at the same rate as performances.

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## SCHEDULE

### RENTAL FEES

(FEE FOR CLASSROOM = FEE X NUMBER OF TIMES USED PER YEAR)

#### WOODLAND REGIONAL HIGH SCHOOL – GROUP III

First Classroom*	\$25	Gymnasium	\$100
Cafeteria	\$80	Auditorium	\$200
Kitchen	\$80	Library/Media Center	\$65
Rest Rooms **	\$50		

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#### LONG RIVER MIDDLE SCHOOL – GROUP III

First Classroom*	\$25	Gymnasium	\$70
Cafeteria	\$80	Auditorium	\$150
Kitchen	\$80	Library/Media Center	\$65
Rest Rooms**	\$50		

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#### ELEMENTARY SCHOOLS

First Classroom*	\$25	Kitchen	\$45
All Purpose Room	\$45	Library/Media Center	\$50
Rest Rooms**	\$50		

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\*There will be a \$15 fee for each classroom beyond the first classroom.

\*\*There will be a rental fee charge, as well as a labor charge, when only the rest rooms are requested for use. Annual increases in rental fees will be based on percentage increase in labor charges.