

SOUTH WINDSOR PUBLIC SCHOOLS

COMMUNITY USE OF BUILDINGS AND FACILITIES

1737 Main Street
South Windsor, Connecticut 06074-1093

Rates for Use of Schools **July 1, 2017 – June 30, 2018**

630 C 1. If a charge is required by the Board of Education Policy, a fee of **\$1.74 will be charged per hour per 1,000 square feet** (or part thereof) for the square footage of area(s) used. Minimum cost for area usage is \$10.00.

630 C 2.a. Custodial coverage includes:

- Opening the building - 1/2 hour minimum
- Setting up through taking down furniture and equipment, cleaning, closing, and securing the building 1/2 hour minimum after an event ends, but depending on the nature of the event and number of persons, it may be a substantial number of hours after an event ends and may even require two custodians to restore the school back to “ready” condition.

On Saturdays and week days, when school is not in session, and after 10:30 PM on weekdays when school is in session:

\$41.52 per hour per custodian

On Sundays, state and custodial holidays:

\$55.35 per hour per custodian

A minimum overtime charge of two (2) hours for custodial services will be required for all community use of school facilities overtime incurred when school is not in session.

If an organization fails to show for an event and has not given written notice to the Community Use of Buildings office, a charge of three (3) hours will be incurred at the appropriate rate.

Cancellation without adequate written notice of two days received at the Community Use of Buildings office to provide proper notice to staff regarding coverage and setting up for the event, will incur a charge of two (2) hours at the appropriate rate.

630 C 2b. For kitchen staff, Monday through Saturday:
\$ 32.30 per hour

For Sundays, holidays, or when school is not in session:
\$ 48.44 per hour

A minimum overtime charge of two (2) hours will be required for kitchen staff when members must return to school to cover an event when school is in session

630 C 2c. When an application is for the South Windsor High School or Timothy Edwards Middle School auditorium, the following conditions apply:

- Only a properly qualified and designated person(s) shall operate the stage lighting and sound equipment.
- The technician in charge from each school shall determine the number of staff needed for the event, but if a group needs light and sound assistance there would need to be a technician for each.

Auditorium technicians (staff members) shall be billed at the rate of
\$37.99 per hr. (4 hr. minimum)

Auditorium operators (students) shall be billed at the rate of
\$11.74 per hr. (4 hr. minimum)

- (2) Organizations which plan to set up decorations or stage scenery must have the approval of the principal or designee to avoid conflicts with school activities. The organization is responsible for the setup and removal of all decorations, etc.
- (3) Staff costs associated with an application which requires riser setup or movement of the orchestra pit cover shall be paid for by the organization for the staff time allotted to the setup and takedown of such equipment at **\$250.00.**