

**Fee Schedule
School Facilities Use Policy (Policy #01A)**

Note: All facility use must be in accordance with related School Committee policy (School Facilities Usage Policy), revision approved August 2004.

Hourly usage of:	Elementary and Middle Schools	Elementary and Middle Schools	Medway High School	Medway High School
Facilities used (below) by:	Medway Organization	Non-Medway Organization	Medway Organization	Non-Medway Organization
Classroom (except computer labs)	\$15.00	\$25.00	\$20.00	\$35.00
Computer Labs	\$30.00	\$45.00	\$40.00	\$65.00
Cafeteria/Kitchen	\$30.00	\$45.00	\$40.00	\$65.00
Gymnasium	\$30.00	\$45.00	\$40.00	\$65.00
Field Turf Stadium (Hanlon Field); plus additional hourly charges for lights (\$25.00), sound system (TBD)	Note – for use of Charland Field....	...contact Medway Parks Department	\$75.00	\$150.00
Auditorium; plus additional charges below, if applicable:	\$30.00	\$45.00	\$40.00	\$65.00
Sound/Lighting	TBD	TBD	TBD	TBD
Piano (Bettencourt Auditorium); including post-use tuning fee	N/A	N/A	TBD	TBD
Tennis Lights	N/A	N/A	\$10.00	\$10.00

Rental Fees total is an estimate based upon information given prior to use of the facilities. Additional charges may result after use of facilities. Payment of total fees are due thirty (30) days prior to approved date(s).

See the following page for cost of additional required personnel, if applicable.

Additional Personnel	Hourly Fees	Notes
Auditorium manager (or district-approved personnel)	\$20.00	Need to be determined by mutual agreement of renting organization and Medway Public Schools
Technical equipment use	\$25.00 Flat fee – not hourly	For use of microphone, screen, projector, etc. This is a flat fee for the use of school equipment.
Technical staff (or district-approved personnel)	\$10.00	A school technical staff operator must be on duty at all times when the Technical Control Room is in use.
Custodial Overtime (Based on average staff @ time-plus-one-half Rate)	\$33.00	Reflects the need for custodial hours (i.e., when custodial staff is not otherwise scheduled on duty), PLUS a minimum of one hour before and one hour after the event.
Food Service Worker For Cafeteria/Kitchen Use (Based on average staff @ time-plus-one-half Rate)	\$33.00	Reflects the need for a food service worker employee for supervision. Applicants must contact the Food Services Director to arrange for the specifics and receive an estimate of the costs.

Any damages sustained to the facilities during their use will be the responsibility of the renting organization. The renting organization will be billed for any repairs needed to restore the facilities to their original state.

Updated: ***November 2011***