

Fee Schedule for Facilities Use

Note : All facilities use must be in accordance with related School Committee Policy #01A (revised March 24, 2005)

Facilities Locations	Elementary Schools	Elementary Schools	Middle School	Middle School	High School	High School
Facilities (Listed Below) Used by:	Medway Organization	Non-Medway Organization	Medway Organization	Non-Medway Organization	Medway Organization	Non-Medway Organization
Classrooms (Except Computer Lab)	\$20.00	\$30.00	\$25.00	\$35.00	\$30.00	\$40.00
Computer Labs	\$35.00	\$50.00	\$40.00	\$60.00	\$50.00	\$70.00
Cafeteria / Kitchen	\$35.00 / \$35.00	\$50.00 / \$50.00	\$45.00 / \$45.00	\$65.00 / \$65.00	\$50.00 / \$50.00	\$75.00 / \$75.00
Gymnasiums	\$35.00	\$50.00	\$40.00 / \$45.00	\$60.00 / \$65.00	\$50.00	\$100.00
Auditorium: Additional Below charges may apply:	\$35.00	\$50.00	\$50.00	\$80.00	\$65.00	\$100.00
Technical Operator Staff Lights / Sound	N/A	N/A	\$12.00	\$12.00	\$12.00	\$12.00
Technical Equipment - Mic, Projector, Screen, Tables etc..	\$35.00 Flat Fee if applicable	\$35.00 Flat Fee if applicable	\$35.00 Flat Fee if applicable	\$35.00 Flat Fee if applicable	\$35.00 Flat Fee if applicable	\$35.00 Flat Fee if applicable
Custodian Overtime (based on average staff rate @ time - plus -1/2	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
	Reflects the need for custodian staff (when custodians are not otherwise scheduled on duty), Plus up to one hour before and one - four hours after the event for set-up / breakdown / cleaning. (Two custodians required for large events)					
Food Service Kitchen Staff - based on average staff rate @ time - plus -1/2	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
	Reflects the need for food service staff when kitchen use is requested; users must contact the Food Service Director to arrange specifics and receive an estimate of the costs. - Serve Safe Kitchen Staff is Required for any kitchen use.					

Total fees are estimated based upon information contained on the Application. Additional charges may result after use of facilities (for cleanup, damages, etc....) including any repairs needed to restore damaged facilities to the original condition. Payment of total fees are due thirty (30) days prior to the date of the event date, unless otherwise approved.

Outside Rentals - Please contact (fields@townofmedway) for any outside facility use.

