

**WELLESLEY PUBLIC SCHOOLS  
Wellesley, Massachusetts 02481**

**FACILITIES RENTAL FEE SCHEDULES & REQUIREMENTS**

**CLASS III**

**Programs and Activities with Greater Than 25 Participants\***

**\*Participants shall include visitors/guest/spectators of the event**

Organizations in Class III include non-profit groups, organizations or activities, Town of Wellesley Recreation Department programs that charge participants a fee, or other similar groups such as Community Investors, Wellesley Little League, Wellesley United Soccer, and Wellesley MetroWest Basketball Association. Class III organizations shall be comprised of Wellesley residents and/or WPS students.

**Rental Fees and Other Charges**

1. Rental Fee: Class III organizations are charged a rental fee according to the table below. **Minimum rental period is 2 hours** and rentals shall be scheduled in full hour increments.
2. Custodial Charges: Custodians are responsible for the care of the School Department's buildings, equipment and facilities. There is a minimum one and one half (1.5) hour custodial charge for Class III organizations scheduled Monday through Friday; there is a minimum three (3) hours custodial charge (one hour in addition to the minimum two hour rental period) for all rentals on Saturdays, Sundays and holidays, as well as when custodians are not on duty. The overtime rate based on the current custodial contract in effect will apply whenever facilities are rented Monday through Saturday. The double-time rate for custodial details will be charged for all rentals on Sundays and holidays. The School Department may assign additional custodial support due to the size and nature of an event and the additional cost will be charged to the renter.

Additional custodial support is required for events involving food and significant setup/breakdown such as banquets, and large groups, depending on the nature and impact of the activity. The general guideline for additional custodial support is as follows: less than 100 people in attendance, one (1) custodian; between 100-300 people in attendance, two (2) custodians; between 300-600 people in attendance, three (3) custodians; between 600-900 people in attendance, four (4) custodians; and over 900 people in attendance, five (5) custodians. Estimated hours of custodial service will be provided to the Rental Coordinator by FMD for significant rentals due to large attendance and/or the nature of the event. Renter is responsible for contacting the Wellesley Police and Fire Departments to make the necessary arrangements and is responsible to pay for the cost of all details that may be required by either department.

3. Food Service Charges: Cafeteria rentals do not include use of the Kitchen, unless included in the permit. If included in the permit, use of the Kitchen for any function will require Food Service personnel to be assigned due to health codes and School Department liability.
  
4. Technology Operation Charges: Technology House Managers oversee the use of computers, Smart Boards, projectors, DVD players and related technology. The Technology House Manager charge is \$35/hour [effective July 1, 2012 and adjusted to reflect contractual rates in effect at the time of rental] apply to Class III when the High School auditorium, library, or other High School space is reserved and the Class III organization requests use technology equipment in these spaces. House Managers shall be present for the entire duration of the rental period, plus one-half hour before and one-half hour after the rental for setup and closeout procedures.
  
5. Auditorium Operation Charges: Auditorium House Manager charges of \$35/hour apply to Class III when this space is reserved at the High School and the organization requests use of control room, lighting, audio board, rigging or other equipment in this space. House Managers shall be present for the entire duration of the rental period, plus one-half hour before and one-half hour after the rental for setup and closeout procedures. Auditorium House Manager rate is subject to change based on contractual or approved increases in effect at the time of rental.

<b>SCHOOL FACILITY</b>	<b>RENTAL FEES</b>
<b>High School:</b>	
Classroom	\$20 /hour
1/3 Gymnasium ψ	\$25 /hour
Full Gymnasium ψ	\$60 /hour
Locker Rooms (each)	\$25 /hour
Auditorium ψ ψ	\$80 /hour
Cafeteria	\$40 /hour

<b>Middle School:</b>	<b>RENTAL FEES</b>
Classroom	\$5 /hour
Gymnasiums	\$25 /hour
Auditorium	\$25 /hour
Cafeteria	\$25 /hour

<b>Elementary Schools:</b>	<b>RENTAL FEES</b>
Classrooms	\$5 /hour
Gymnasiums	\$20 /hour
Gymnasium – Sprague	\$25 /hour
Cafetorium	\$15 /hour