

**WELLESLEY PUBLIC SCHOOLS  
Wellesley, Massachusetts 02481**

**FACILITIES RENTAL FEE SCHEDULES & REQUIREMENTS**

**CLASS I**

**School Department Related and Town Department Governmental Functions**

Class I includes the School Department and Town Departments. School or Town Department is defined as a department, committee, or commission that is subject to appropriation by Town Meeting or exists as a requirement of state statute. An extension of this includes organizations which are independent from the government structure but are integral to the function or operation of the Town, as determined by the School Committee. Incidental recreational/social use by School Department employees will not be considered a rental use, so long as such use does not interfere with building use or other building rentals, and does not require custodial support subject to the approval of the rental coordinator. In all other cases School or Town employees desiring to rent school facilities will be considered Class II or Class III. Town departments that charge a fee for participation in an activity that operates in a school facility will be considered Class II or Class III, depending on the size of the program.

Class I also includes recognized Non-Profit Parent Groups: Parents who formally organize as a Parent Teacher Organization (PTO) will be treated as a School Department committee. Although some of these groups may or may not be non-profit organizations formed by parents and independent of public schools and/or controlled by schools, school districts, and school employees, their mission is to support and fund enrichment and curriculum standards for the classroom students attending the Wellesley Public Schools. This definition includes formally organized groups who are broad-based in their support of students attending the Wellesley Public Schools. Non-profit Parent Groups that form for a specific and narrow purpose to support a specific extracurricular activity in which a student participates (e.g., performing arts or sports) where the majority of the funds are used to support only that specific extracurricular activity would also be included in this definition provided it is a student organization recognized by the Principal. Examples of these parent groups are: Parents of Performing Arts (POPS), Gridiron Club, Friends of Wellesley Track & Field, Diamond Club, Hoop Club, or other similar groups, as deemed appropriate by the School Committee.

**Rental Fees and Other Charges**

1. Rental Fee: Class I organizations are not charged a rental fee.
2. Custodial Charges: Custodians are responsible for the care of the School Department's buildings, equipment and facilities. Typically there is no custodial charge for Class I organizations when programs or activities take place when custodians are working in the building during their normal shifts. A minimum 1.5

hours for custodial services, depending on the nature and size of the event, will be assessed for events that involve food, such as banquets, or for outdoor events, that require building access.

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  $\psi$ : Technology House Managers oversee the use of computers, Smart Boards, projectors, DVD players and related technology. The Technology House Manager charge of \$35/hour [effective July 1, 2012 and adjusted to reflect contractual rates in effect at the time of rental] apply to Class I when the auditorium or other school space is reserved and the Class I organization requests use of 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  $\psi \psi$ : Auditorium House Manager charges of \$35/hour apply to Class I 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.

SCHOOL FACILITY	RENTAL FEES	CUSTODIAL CHARGES *
Classroom	\$0	\$0
1/3 Gymnasium $\psi$	\$0	\$0
Full Gymnasium $\psi$	\$0	\$0
Locker Rooms (each)	\$0	\$0
Auditorium $\psi \psi$	\$0	\$0
Cafeteria	\$0	\$0

\*Custodial rates based the current contract in effect at the time will be applied, if custodial charges are assessed. A minimum 1.5 hours will be charged if custodial services are required.