

**WELLESLEY PUBLIC SCHOOLS
Wellesley, Massachusetts 02481**

FACILITIES RENTAL FEE SCHEDULES & REQUIREMENTS

CLASS II

Programs and Activities with 25 or Fewer Participants*

*Participants shall include visitors/guests/spectators of the event

Organizations in Class II include Town of Wellesley Recreation Department programs that charge participants a fee, non-profit groups, organizations or activities, or other similar groups, as formally approved by the School Committee. Class II organizations shall be comprised of Wellesley residents and/or WPS students. When actual participant totals at the event exceed 25, Class III rental and custodial charges will apply.

Rental Fees and Other Charges

1. Rental Fee: Class II organizations are charged a reduced 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 no custodial charge for Class II organizations when programs or activities take place in classrooms while custodians are working in the building during their normal shifts. No custodial charges assume that no custodial services are required, including but not limited to: set up, break down, clean up, trash removal, or other associated support to the rental. When custodial services are required there will be a minimum overtime charge of one hour. A minimum one hour custodial charge will always apply for use of a cafeteria or gymnasium or the Middle School and High School auditoriums. Refer to the Class II schedule for more details. If a rental is scheduled when custodians are not on duty (e.g., weeknights during a school vacation period, summer, Saturdays, Sundays, holidays), a minimum one hour of custodial time in addition to the rental period for the event shall apply (for example, a minimum custodial charge of four hours will be charged if a rental is for three hours.) The overtime rate based on the current custodial contract in effect will apply when custodial charges are assessed Monday through Saturday. The double-time rate for custodial details will be charged for all rentals on Sundays and holidays.
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: ψ 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 II when the High School auditorium, library, or other High School space is reserved and the Class II 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: ψ ψ Auditorium House Manager charges of \$35/hour apply to Class II 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
High School:		
Classroom	\$20 /hour	\$39/hr OT and \$51/hr DT
1/3 Gymnasium ψ	\$25 /hour	\$39/hr OT and \$51/hr DT
Full Gymnasium ψ	\$60 /hour	\$39/hr OT and \$51/hr DT
Locker Rooms (each)	\$25 /hour	\$39/hr OT and \$51/hr DT
Auditorium ψ ψ	\$80 /hour	\$39/hr OT and \$51/hr DT
Cafeteria	\$40 /hour	\$39/hr OT and \$51/hr DT

Middle School:	RENTAL FEES	CUSTODIAL CHARGES
Classroom	\$5 /hour	\$39/hr OT and \$51/hr DT
Gymnasiums	\$25 /hour	\$39/hr OT and \$51/hr DT
Auditorium	\$25 /hour	\$39/hr OT and \$51/hr DT
Cafeteria	\$25 /hour	\$39/hr OT and \$51/hr DT

Elementary Schools:	RENTAL FEES	CUSTODIAL CHARGES *
Classrooms	\$5 /hour	\$39/hr OT and \$51/hr DT
Gymnasiums	\$20 /hour	\$39/hr OT and \$51/hr DT
Gymnasium – Sprague	\$25 /hour	\$39/hr OT and \$51/hr DT
Cafetorium	\$15 /hour	\$39/hr OT and \$51/hr DT

*Custodial rates reflect those in effect on July 1, 2013; rates will be updated based the current contract in effect at the time of the rental.