

**WELLESLEY PUBLIC SCHOOLS  
Wellesley, Massachusetts 02481**

**FACILITIES RENTAL FEE SCHEDULES & REQUIREMENTS**

**CLASS IV**

**All Other Non-Wellesley and For-Profit Groups, Organizations and Activities**

This includes all groups, organizations or activities which do not meet the requirements of Class I, II, or III, including: individuals, private and commercial groups, societies, religious organizations, and registered public charities\*.

\* Non-profits or registered public charities operating a **one-time** fund-raising event for the exclusive benefit of the Wellesley Public Schools may be considered as Class I if approved by School Committee.

**Rental Fees and Other Charges**

1. Rental Fee: Class IV 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. Custodial charges will apply to all rentals. A minimum one hour of custodial time in addition to the rental period for the event shall apply to allow for opening, setup and closing of the facility. **Note: Minimum custodial charges will be three (3) hours, due to the 2 hour minimum rental.** The overtime rate based on the current custodial contract will apply to custodial charges whenever facilities are rented Monday through Saturday. The double-time rate for custodial details will be charged for all rentals on Sundays and holidays.

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. General guidelines for custodial charges are: less than 100 people in attendance, one (1) custodian will be required; 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 will be required. 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: ψ Technology House Managers oversee the use of computers, Smart Boards, projectors, DVD players and related technology. The Technology House Manager charge is \$35.96/hour [effective July 1, 2024 and adjusted annually thereafter to reflect increases in contractual rates] apply to Class IV when the High School auditorium, library, or other High School space is reserved and the Class IV 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 \$35.96/hour apply to Class IV 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
<b>High School:</b>	
Classroom/Library	\$60 /hour
1/3 Gymnasium ψ	\$85 /hour
Full Gymnasium ψ	\$190 /hour
Locker Rooms (each)	\$75 /hour
Auditorium ψ ψ	\$260 /hour
Cafeteria	\$125 /hour

<b>Middle School:</b>	<b>RENTAL FEES</b>
Classroom	\$35 /hour
Gymnasiums	\$85 /hour
Auditorium	\$100 /hour
Cafeteria	\$60 /hour

<b>Elementary Schools:</b>	<b>RENTAL FEES</b>
Classrooms	\$35 /hour
Gymnasium	
Hardy/Hunnewell/Sprague	\$100/hour
Bates/Fiske/Schofield	\$60/hour
Cafeteria	\$45 /hour