



Book	Policy Manual
Section	700 Property
Title	Administrative Guidelines and Facility Use Fee Schedule
Code	707-AG-0
Status	Active
Adopted	August 16, 2021

Guidelines

1. Please refer to district policy 707 for information on insurance requirements. Insurance certificates shall list Unionville Chadds Ford School District as additional insured and shall be for a minimum amount of \$1M.
2. Custodial costs are assessed for time worked outside of the custodian's normal work routine. When custodial time is required, as overtime for extra work, or when a custodian comes into the building when school is normally closed, a custodian fee is charged. An additional charge will be made if additional work is required for preparations before or cleaning after a rental, or approved use.
3. Once facility use is approved, it may not be transferred to any other person, group, company, or organization without the prior written permission of the Director of Facilities.
4. Lights, stage scenery, scoreboards, projectors, public address systems, and other school equipment that requires a skilled operator will be supervised by a district employee. Expenses for equipment operators and necessary students required for "stage hands" will be paid by the organization using the property. The equipment operator must be an employee of the district.
5. District equipment may not be used unless specifically requested on the application and approved.
6. All decorations and any temporary materials used must be fireproof and must be approved by school officials. Open flame decorations will not be used anywhere in the buildings. No object in auditoriums and foyers may be fastened to walls, ceilings, and/or floors. No object may be fastened to the floors in any manner that will damage floor finish without permission. All objects, furnishings, and equipment must be installed and removed by the user under school staff supervision. Removal (along with debris) will be completed immediately when the activity ends.
7. The district's participation in the Demand Response program may require utilities to be cut back or off for a required period. The district reserves the right to cancel or delay the use of the building in connection with the Demand Response Program.
8. All permits issued are for specific rooms, spaces, and hours. The designated organization

person- in-charge has responsibility for all persons involved in the facility use which is restricted to that part of the building requested for the activity. All other building areas are restricted and may not be entered.

9. All users will be responsible for picking up their trash and putting it in trash receptacles. The district will be responsible for providing and emptying trash receptacles under normal circumstances. If no trash receptacles are available or the available receptacles are full, the user must take away their trash.
10. Vehicles must be parked in designated areas only. No parking is allowed in designated fire lanes. Improperly parked vehicles may be towed from the premises.
11. No parking is permitted on Route 82 (aka: Unionville Road, located in front of the HS/MS).
12. No facility, field or parking lot, shall be subjected to overcrowding or use by users in excess of permitted capacity.

Facility Use Fee Schedule 2021-2022

Location	Class 1 / 1A	Class 2	Class 3	Class 4
Main Gym - High School (HS)	NC	\$10*	\$100	\$150
Main Gym - Middle School (MS)	NC	\$8*	\$80	\$120
Main Gym - Elementary School	NC	\$6*	\$60	\$90
Auxiliary Gym - High School	NC	\$6*	\$60	\$90
Auxiliary Gym - Middle School	NC	\$5*	\$50	\$75
Cafeteria - High School & Middle School	NC	\$8*	\$80	\$120
Cafeteria - Elementary School	NC	\$5*	\$50	\$75
Auditorium - High School	NC	\$20	\$200	\$300
Auditorium - Middle School	NC	\$10	\$100	\$150
Auditorium - Elementary School	NC	\$8	\$80	\$120
Library - All Schools	NC	\$5	\$50	\$75
Computer Lab / Maker Space - All Schools	NC	\$8	\$80	\$120
Classroom - All Schools	NC	\$5	\$50	\$75
LGI Space - All Schools	NC	\$5	\$50	\$75
Stadium - Synthetic turf and track	NC	\$75	\$300	\$600
Athletic field - Synthetic (see below)	NC	\$50	\$200	\$400
Athletic field - Grass - HS & MS (see below)	NC	\$5	\$20	\$40
Athletic field - Grass - Elem. School (see below)	NC	\$3	\$12	\$24
Tennis Courts (groups of 3)	NC	\$10	\$40	\$80
Parking Lots	NC	NC	NC	NC
Athletic Field (Synthetic) 0-40 hrs of use	NC	\$50	\$300	\$600
Athletic Field (Synthetic) 41-160 hrs scheduled	NC	\$45	\$300	\$600
Athletic Field (Synthetic) 161-240 hrs scheduled	NC	\$40	\$300	\$600
Athletic Field (Synthetic) 241-400 hrs scheduled	NC	\$35	\$300	\$600

Location	Class 1 / 1A	Class 2	Class 3	Class 4
Athletic Field - HS & MS - 0-40 hrs of use	NC	\$5	\$20	\$40
Athletic Field - HS & MS - 41-160 hrs scheduled*	NC	\$250**	\$1,500**	\$2,500**
Athletic Field - HS & MS - 161-240 hrs scheduled*	NC	\$500**	\$3,000**	\$5,000**
Athletic Field - HS & MS - 241-400 hrs scheduled*	NC	\$750**	\$5,000**	\$7,500**
Athletic Field - Elem. School - 0-40 hrs of use	NC	\$3	\$12	\$24
Athletic Field - Elem. School - 41-160 hrs scheduled*	NC	\$150**	\$1,000**	\$1,500**
Athletic Field - Elem. School - 161-240 hrs scheduled*	NC	\$300**	\$1,500**	\$2,500**
Athletic Field - Elem. School - 241-400 hrs scheduled*	NC	\$400**	\$2,500**	\$3,750**
Tech Support	NC / \$55	\$55	\$55	\$55
Student Tech Support	NC / \$15	\$15	\$15	\$15
Custodial/Maintenance	NC / \$40	\$40	\$40	\$40

Please note:

- All rates are per hour unless noted differently.
- NC = No Charge.

* *Class 2 users will receive a discounted rate for indoor gym and cafeteria use based on hours of initial reservation per the following scale: 0-100 hrs@100%, 100-200 hrs@90%, 200-300 hrs@85%, and 300+ hrs@80%. This discounted rate will establish a per season, per space, flat fee to be invoiced at time of approval.*

** *Fee is a flat rate based on use of the field for the season. Hours scheduled are based on initial hours of the approved request and will be billed up front.*