

COMMUNITY RELATIONS

Administrative Regulation: Use of School Facilities

SCHEDULING

All activities must be scheduled with the Facilities office at least two (2) weeks in advance. No unauthorized use of facilities or grounds is allowed.

Scheduling preference will be given to:

- A. Season appropriateness of sport or activity, and
- B. Organization with the highest percentage of Coventry resident participation. A roster showing the town of residence of participants needs to be submitted to the Facilities office prior to the scheduled commencement of field or facility use.

Seasonal meetings will be announced and held as a way to gather and consider all requests for the season. Organizations competing for gym or field time are encouraged to attend and submit all requests at that time. In this way, we can equitably schedule activities with consideration given to the noted criteria.

LABOR CHARGES AND RENTAL FEES

Labor charges and rental fees will be determined yearly by the administration according to labor contracts and to reflect current operational costs.

No labor charges will be incurred for activities taking place during custodians' normal work hours unless demands upon custodians' time are required (as in use by dance recitals, etc.) Labor charges will be levied for activities that extend or require cleanup beyond custodians' normal work hours.

Activities scheduled on weekends, holidays and after normal work hours will incur custodial charges beginning with access time until cleanup is completed.

Standard Per Hour Labor Charges

Custodial:	Saturday/Beyond Normal Work Hours	\$25
	Sundays/Holidays	\$35
Food Service:	Saturday/Beyond Normal Work Hours	\$20
	Sundays/Holidays	\$30
Maintainer	Saturday/Beyond Normal Work Hours	\$25
	Sundays/Holidays	\$35
Tech Support	Saturday/Beyond Normal Work Hours	\$25 (\$15 per additional assistant)
	Sundays/Holidays	\$35 (\$20 per additional assistant)

Rental Fee Price Structure

Group I – No charges except for kitchen use and/or personnel when facilities are used.

Group II - Rental fee of \$8 per hour at all times. Administrative fee, plus custodian, kitchen, and technology fee when applicable. A rental fee exemption may apply for those community organizations that use a classroom as a meeting site during weekday evenings before 8:00 p.m.

Group III- Rental fees, plus Administrative fee. Custodian, kitchen and technology fee when applicable.

Rental Rates Per Area Per Hour

<u>Area</u>	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>
Veterans Auditorium*	No charge	\$8	\$80
Lecture Hall*	No charge	\$8	\$30
Cafeteria (all)	No charge	\$8	\$30
<u>Gyms</u>			
Coventry High School (1)	No charge	\$8	\$40
Complex - Hurlock Gym	No charge	\$8	\$70
Capt. Nathan Hale Middle School	No charge	\$8	\$40
G.H. Robertson School	No charge	\$8	\$55
Coventry Grammar School	No charge	\$8	\$30
<u>Large Group Instruction a/k/a LGI</u>			
CNH (no tech support provided)	No charge	\$8	\$25
LMC *	No charge	\$8	\$30
Library Media Center - Main Room	No charge	\$8	\$50
Classrooms (all)*	No charge	\$8	\$10
Athletic Fields	No charge	No charge	\$15

*Additional Tech fees required for equipment use.

Additional Fees:

Administrative Fee: This fee is a one-time per year/per season fee.

- Group I – No charge
- Group II – No charge
- Groups III- \$40

Other: (e.g., Deposits, Penalties, Fines and Late Fees)

Access Privilege: \$10 per key card not returned at the end of rental term. Plus, any BOE costs incurred as a direct result of a group's activities.

A \$150 emergency call back fee will be charged to recover labor costs incurred as a direct result of a group's activities.

A deposit may be required at the discretion of the Director of Physical Plant and Facilities.

Periodic review should occur during a season to reconcile facilities reserved with actual use by groups.

Administrative Council: May 4, 2011

Administrative Council Update: March 7, 2013 (Fee Schedule Approved by the Board 08/29/13)

Administrative Council Update: March 16, 2017 (Fee schedule reviewed by the Board 02/23/17)