

## Facility Fee Schedule

School Buildings and grounds (hereafter “facilities”) are intended primarily for the use of the pupils, both during and after school hours. However, it is the policy of the Board of Education to make such facilities available to the community for use after school hours. And, it is also the policy of the Board of Education that whenever food is required for an activity, which is conducted in the cafeteria or when utilizing the kitchen, that food may be purchased from the catering service provided by the school cafeteria.

For purpose of this policy, uses of facilities are categorized as follows:

**Priority One:** Use, at no cost, by school classes, athletic teams and school clubs and organizations.

**Priority Two:** Use, at no cost, by teachers, administration, Board of Education, the Parent-Teacher Organization, school booster clubs and other community organizations providing scholarships to Bergenfield pupils.

**Priority Three:** Use, at no cost, by the borough, Board of Education, council, and recreation commissions.

**Priority Four:** Use of facilities by outside-of-district groups in which less than 50% of the participants are residents of the Bergenfield School District for athletics, cultural, civic, educational, recreational and social purposes which are approved by the Board of Education.

The cost for the use of facilities will be as follows per day:

Facility	Priority One	Priority Two	Priority Three	Priority Four
High School Auditorium	N/C	N/C	N/C	\$2,000
Middle School Auditorium	N/C	N/C	N/C	\$2,000
Rehearsals (Auditorium)	N/C	N/C	N/C	\$ 500
High School Cafeteria (Front or Side)	N/C	N/C	N/C	\$ 500
Middle School Cafeteria	N/C	N/C	N/C	\$ 500
High School Athletic Field (Upper)	N/C	N/C	N/C	\$2,500
High School Athletic Field (Lower)	N/C	N/C	N/C	\$2,000
High School Tennis Courts	N/C	N/C	N/C	\$2,000
Middle School Athletic Field	N/C	N/C	N/C	\$2,000
Elementary Schools Fields	N/C	N/C	N/C	\$ 500
Classrooms (All Schools)	N/C	N/C	N/C	\$ 500
High School Gymnasium (Main)	N/C	N/C	N/C	\$1,500
High School Gymnasium (Rear)	N/C	N/C	N/C	\$1,000
Middle School Gymnasium	N/C	N/C	N/C	\$1,000
Elementary Schools Gymnasium (Except Hoover School)	N/C	N/C	N/C	\$ 500
Hoover Elementary School Gymnasium	N/C	N/C	N/C	\$1,000
Technical or Mechanical Equipment (approved & Authorized by School personnel) including time for set-up	N/C	Rate to be quoted	Rate to be quoted	Rate to be quoted

and clean-up				
Custodial rates (Monday – Saturday) Including time for set-up and clean-up	N/C	Time & one half	Time & one half	Time & one half
Custodial rates (Sundays & Holidays) Including time for set-up and clean-up	N/C	Double time	Double time	Double time
Security Staff (Monday-Saturday) (Sunday & Holiday)	N/C	Rate to be quoted	Rate to be quoted	Rate to be quoted

No use shall be made of the facilities by groups falling under Priority Two, Three and Four without prior approval by the Board of Education.

Any individual group, club or organization granted the use of a facility, will in addition to the above rate schedule, be obligated and responsible to pay fees for:

1. The use of technical or mechanical equipment by approved and authorized school personnel at an hourly rate, including the time required for set-up and clean-up shall be determined by the Board of Education.
2. Custodial rates per man/woman of time and one half his/her equivalent hourly rate Monday through Saturday and double time per hour Sunday and Holidays, including the time required for set-up and clean-up.
3. Security Staff rates per hour.

All applicants for use of school facilities must be made online via the Facility Use system. The application will be routed to the appropriate administrators for their opinions, checked to see if the dates desired are available and then present Priority Two, Three and Four requests to the Board of Education for approval.