

# MILLVILLE AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

IN PLACE:

REVISED: 4/10/2023

## 707-AR-3 FEE SCHEDULE

For rental purposes, all organizations seeking to utilize district facilities are classified into four (4) groups. The fee matrix below indicate that base fees that the Millville Area School District will charge for usage of facilities to the individuated groups/association

1. **Group A** - District-affiliated groups include: District Classes, Co-Curricular Groups, Clubs, Board of Education, Administration, Teachers, Coaches, Booster Clubs, Parent Teacher Organization, District Sponsored Athletic Groups, and District Labor Associations.
2. **Group B** – External “Non-Profit” Organizations that are civic, charitable, or service in nature that **charge admission**.
3. **Group C** – External “Non-Profit” Organizations that are civic, charitable, or service in nature that **DO NOT charge admission**.
4. **Group D** –External “For Profit” Organizations regardless of admission fee.

	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>	<b>Group D</b>
Senior High School Cafeteria	FREE	<b>\$25.00</b>	FREE	<b>\$100.00</b>
Senior High School Auditorium	FREE	<b>\$25.00</b>	FREE	<b>\$100.00</b>
Senior High School Gymnasium	FREE	<b>\$25.00</b>	FREE	<b>\$100.00</b>
Elementary Cafeteria	FREE	<b>\$25.00</b>	FREE	<b>\$100.00</b>
Elementary Gymnasium	FREE	<b>\$25.00</b>	FREE	<b>\$100.00</b>
District Athletic Fields (per game/event)	FREE	<b>\$15.00</b>	FREE	<b>\$100.00</b>

### Notes for Facility Fees:

- Fees noted on this exhibit may be adjusted by the Superintendent or designee.
- Fees do not reflect additional charges for personnel.
- Fees for "other" facilities may be determined by the Superintendent or designee.
- All groups using the auditorium must ONLY use a district-approved technician to operate the equipment and pay the salary of this employee. This charge is not reflected in the Facility Fee Schedule.
- All groups must submit a Certificate of Insurance (COI) to use any district facilities.
- All groups that utilize district fields who necessitate specific maintenance (i.e. Painting lines)

- will incur additional fees to be determined by district administration.
- All Facility Usage fees must be paid 5 business days prior to usage.

#### **Refundable Security Deposits:**

- Beginning July 1, 2023, the Millville Area School District will be assigning a **REFUNDABLE SECURITY DEPOSIT** to external organizations that align with Groups B, C, and D.
- The MASD will assign a refundable security deposit in the amount of \$100 in addition to usage fees assigned to external organizations for each usage.
- The refundable security deposit will be utilized by the district to offset any damages incurred to district properties and/or facilities as a result of usage by the external organization.
- External organizations in Groups B, C, and D must forward their refundable security deposit no less than 5 business days prior to their requested usage. Organizations who fail to remit the refundable security deposit may relinquish their privilege to utilize district facilities.
- Organizations who request consecutive usage of district facilities (i.e. Millville Little League Association) will be required to remit the aforementioned \$100 refundable security deposit prior to their first usage. In the event that damage is incurred, the organization will be required to satisfy damages incurred that exceed the initial security deposit and remit an additional \$100 refundable security fee prior to their next scheduled usage.
- Subsequent to an inspection demonstrating that no damages were incurred through use, the MASD will return refundable security deposit within 30 business days.