

Community Usage Fee Flow Chart (*Accessible Version*)

If you would like to use M.S.A.D. No. 75 Facilities or Grounds, please utilize the flow chart below to determine what fee structure is owed.

1. Will your use of facilities be for a commercial enterprise?
 - a. If Yes, Fee Class B: Commercial/Personal will be assessed.
 - b. If No, continue to Step 2.
2. Will your use of facilities be for a personal event (e.g. wedding, family gathering, etc.)?
 - a. If Yes, Fee Class B: Commercial/Personal will be assessed.
 - b. If No, continue to Step 3.
3. Will your use of facilities be on an occasional and limited basis?¹
 - a. If Yes, continue to Step 4.
 - b. If No, continue to Step 5.
4. Is your group an educational, recreational, cultural, or charitable not-for-profit organization, having a majority of members who are district residents?
 - a. If Yes, Fee Class 0: Waived Fee will be assessed.
 - b. If No, continue to Step 6.
5. Is your group a not-for-profit organization?
 - a. If Yes, Fee Class A: Non-Profit will be assessed.
 - b. If No, Fee Class B: Commercial/Personal will be assessed.
6. Is your group a not-for-profit group which presents programs that are designed to be an educational, recreational, cultural, or charitable benefit to local citizens?
 - a. If Yes, Fee Class 0: Waived Fee will be assessed.
 - b. If No, continue to Step 7.
7. Is your group a grandfathered Boy Scout or Girl Scout group?
 - a. If Yes, Fee Class 0: Waived Fee will be assessed.
 - b. If No, continue to Step 8.
8. Is your group a political party, wishing to use the facilities for the purpose of biennial caucusing?
 - a. If Yes, Fee Class 0: Waived Fee will be assessed.
 - b. If No, continue to Step 9.
9. Is your group a formal parent-teacher organization?
 - a. If Yes, Fee Class 0: Waived Fee will be assessed.
 - b. If No, continue to Step 10.
10. Is your group a municipal-sponsored group or organization from within the district?
 - a. If Yes, Fee Class 0: Waived Fee will be assessed.
 - b. If No, return to Step 5.

REVIEWED: June 9, 2016

AMENDED: September 5, 2024

¹ KF-R: For purposes of this procedure, “occasional and limited use” shall be defined as use that:

- Does not regularly exceed twice per month;
- Does not involve more than one space in a facility; and
- Does not require opening a facility at a time when it would not normally be lighted, heated and staffed.