

Use of Facilities Fees

Board Approved: 4/24/25

2025-2026 School Year

Rental fees for spaces noted below are in addition to any personnel fees.

All rates per hour unless otherwise noted.

**The terms and conditions for all facility usage are detailed in
Randolph Township School District Policy 7510**

High School	Tier 1	Tier 2	Tier 3	Tier 4
Auditorium	\$0	\$0	\$50	\$105
Auditorium Small Dressing Rooms	\$0	\$0	\$25	\$55
Commons (Cafeteria)	\$0	\$0	\$65	\$130
Main Gymnasium	\$0	\$0	\$115	\$230
Auxiliary Gymnasium	\$0	\$0	\$60	\$125
Wrestling Room	\$0	\$0	\$50	\$105
Concession Stand (Outside the Main Gym)**	\$0	\$0	\$40	\$80
Library	\$0	\$0	\$65	\$130
Dance Studio	\$0	\$0	\$50	\$105
Large Choir Room 338	\$0	\$0	\$50	\$105
Large Band Room 325	\$0	\$0	\$50	\$105
Large Orchestra Room 330	\$0	\$0	\$50	\$105
Classrooms	\$0	\$0	\$25	\$55

Middle School	Tier 1	Tier 2	Tier 3	Tier 4
Auditorium	\$0	\$0	\$50	\$105
Gymnasium - Room 701	\$0	\$0	\$90	\$180
Gymnasium - Room 601	\$0	\$0	\$90	\$180
Cafeteria	\$0	\$0	\$65	\$130
Classrooms	\$0	\$0	\$25	\$55

Elementary Schools	Tier 1	Tier 2	Tier 3	Tier 4
Gymnasium	\$0	\$0	\$50	\$105
Cafeteria	\$0	\$0	\$65	\$130
Classrooms	\$0	\$0	\$25	\$55

<u>Athletic Fields & Facilities</u>	Tier 1	Tier 2	Tier 3	Tier 4
Bauer Field and Track & Outdoor Bathrooms	\$0	\$0	\$175	\$310
Bauer Field and Track Lights	\$0	\$0	\$55	\$55
DaSilva Field & Outdoor Bathrooms	\$0	\$0	\$125	\$235
DaSilva Field Lights	\$0	\$0	\$55	\$55
DaSilva Concession Stand**	\$0	\$0	\$40	\$80
DaSilva Bathrooms	\$0	\$0	\$50	\$75
Grass, Baseball, & Softball Fields	\$0	\$0	\$50	\$105
In Season Grass Field Prep*	\$0	\$230	\$230	\$230
In Season Baseball / Softball Prep*	\$0	\$310	\$310	\$310
Off Season Grass Field Prep*	\$0	\$1,630	\$1,630	\$1,630
Off Season Baseball / Softball Prep*	\$0	\$1,630	\$1,630	\$1,630

<u>Athletic and Wellness Center</u>	Tier 1	Tier 2	Tier 3	Tier 4
Gymnasium	\$0	\$0	\$90	\$180
Outdoor Bathrooms	\$0	\$0	\$50	\$105
Concession Stand **	\$0	\$0	\$50	\$105

<u>Personnel Fees</u>	<u>Event Rates</u>	<u>Contracted Holiday Rate</u>
Custodians	\$60 Per Hour Per Employee	\$80 Per Hour Per Employee
Maintenance	\$80 Per Hour Per Employee	\$100 Per Hour Per Employee
Grounds	\$80 Per Hour Per Employee	\$100 Per Hour Per Employee
Special Theater Tech***	\$70 Per Hour Per Employee	\$90 Per Hour Per Employee
Security	\$55 Per Hour Per Employee	\$75 Per Hour Per Employee
Food Services	\$45 Per Hour Per Employee	\$65 Per Hour Per Employee

Tier 1: District organizations (personnel fees for fundraisers only); Randolph-affiliated parent and booster organizations.

Tier 2: Randolph governmental agencies; Randolph-affiliated non-profit and community organizations; Randolph-affiliated religious groups.

Tier 3: Non-Randolph affiliated governmental agencies; non-Randolph affiliated non-profit and community organizations; non-Randolph religious groups.

Tier 4: For-profit groups and any individual or group that does not qualify for Teir 1, 2, or 3.

Contracted Holiday Rate:

Personnel scheduled to work on any of the designated holidays, as outlined in the REA contract, will be billed at the contracted holiday rate. A list of these holidays is available upon request or can be found in the current REA agreement Article X: Section D - Holidays: Custodial, Maintenance, Grounds and Computer Technicians.

*** Cancellation and Other Charges ***

Utilities & Consumables Fee:

For facility rentals during non-school hours under Tiers 3 and 4, a \$50 per hour Utilities and Consumables Fee will be applied in addition to any required personnel costs. This fee helps cover the cost of electricity, water, and HVAC use, as well as basic consumable supplies such as paper towels, toilet paper, soap, and trash liners provided for your event.

Event Cancellation:

The Randolph Township Board of Education prioritizes the safety of students, staff, and guests. Therefore, the District reserves the right to cancel any scheduled event due to weather-related issues or building-related concerns if, in its sole determination, such cancellation is deemed necessary to protect the best interests and safety of all involved.

Cancellation and No-Show Policy:

Fees: For any confirmed booking, if the organization fails to appear (no-show) or cancels with less than seven (7) days' notice prior to the scheduled event date, a cancellation/no-show fee will be assessed. This fee will be equal to fifty percent (50%) of the total booking cost. For bookings provided at no charge, a standard fee of one hundred dollars (\$100.00) per event will be applied.

Personnel Costs: Any personnel costs incurred by the district in preparation for the event will be charged to the organization at one hundred percent (100%), regardless of the timing of the cancellation or no-show.

Waiver of Fees: The School Business Administrator reserves the sole authority to waive these cancellation/no-show fees for demonstrable good cause, in accordance with any regulations developed by the Administrator.

***Field Rental Prep Fee:**

In addition to the per-event, per-field rental rate, an hourly personnel fee will be applied for field preparation. For in-season rentals, this includes 1–2 hours per person, per field for standard prep. For off-season rentals, a minimum of 16 hours per person, per field is required due to the increased maintenance and preparation needs. This also covers the cost of paint or lime needed for the field.

****Use of Concession Stand or District Kitchens:**

Any event using the Bauer Concession Stand or any district kitchen must have a representative from our food management company on-site to oversee operations. This request must be reviewed and approved by both the Business Administrator and Food Services. The personnel fee for this service will be billed separately and sent directly through our food management company.

*****Auditorium Special Theater Technician:**

Any event requiring the use of the High School or Middle School Auditorium will necessitate the presence of a designated theater technician for the event's entirety. This technician will serve as the primary on-site contact and will be available to address any technical or operational needs that may arise.

Tier 3 & 4 Events: Mandatory Security Personnel:

Security personnel are mandatory for all Tier 3 and 4 events. The specific number of security officers required is based on the anticipated attendance:

- Events with 100 to 250 people: 1 security officer
- Events with 251 to 500 people: 2 security officers
- Events with 501 to 750 people: 3 security officers
- Events with 751 to 1000 people: 4 security officers
- Events with 1001 to 1250 people: 5 security officers
- Events with 1251 to 1500 people: 6 security officers
- Events with 1501 to 1750 people: 7 security officers
- Events with 1751 to 2000 people: 8 security officers

Transportation Rates

*Rates are for extra-curricular or non-district use.

Use of buses must be consistent with applicable NJ statutes and regulations

\$60 per hour (paid drivers)

\$35 per hour (unpaid drivers)

The School Business Administrator shall have sole authority to determine the number of district personnel needed. The district reserves the right to require additional personnel for any event. All spaces, regardless of rental fees, may require cleaning or special fees depending on the expenditure of time from district personnel in readying or cleaning the space.

Concession Stands have specific rules and requirements and may require cleaning fees for all tiers depending on the nature of the use.