

Facility Rental Rates and Group Classification
Effective July 1, 2025

The following is a breakdown of charges associated with each event that a user and/or organization may wish to conduct on Westford Public Schools' property. Please note that exceptions may apply at the discretion of the Westford Public Schools Superintendent and/or School Committee.

Group A: Town of Westford and Public Schools Event

- All group/event participants are solely comprised of Westford Residents.
These participants in this group are covered under the Town of Westford and Westford Public Schools certificate of liability.
- These events will occur within custodial school operating hours. If this is not possible, the appropriate-operating budget will pay for all costs associated with these activities to include overtime for custodians and other staff as necessary.

Group B: Non-Profit Event

- All groups classified under section 501 (c) (3) of the IRS tax code.
- Please see "Attachment A – Facility Building Fee Schedule" for building use fees associated with the space in which is being rented.

Group C: All Others

- Any For-Profit activity, group and/or organization or Private Rental.
- Please see "Attachment A – Facility Building Fee Schedule" for building use fees associated with the space in which is being rented.

Other Fees/Notes: All user groups are subject to the following:

- Any event is subject to additional custodial or material charges at the discretion of the Director of Facilities.
- Any event is subject to paying for Police, Fire, EMS, or Health services at the discretion of the Town of Westford and Public-School officials.
- A certificate of liability insurance with the schools listed as a secondary insurer as well as an acknowledgement of the School Procedures Governing Rental & School Property must be provided.
- All payments must be received in the form of a check.

Custodian Fees: All events are subject to the following fees as necessary:

- Events that do not occur within custodial school operating hours will be charged; accordingly, this includes overtime and other staff as necessary.
- Custodian Monday through Saturday- \$50.00/hr
- Custodian Sunday- \$65.00/hr.
 - Custodian Holiday as specified in the union contract- \$95/hr
- Minimum 4-hour custodian charge on Saturdays and Sundays
- Subject to additional custodian charges to include additional hours or staff as requested by the Facilities Director.

Technology Fees: All events are subject to the following fees as necessary

- Technology Support Monday through Saturday \$40.00/hr.
- Technology Support Sunday \$60.00/hr.