

# Facility Building Fee Schedule

Attachment - A

		User Group Hourly Fees		
		A	B	C
Facility:		Town Event	Non-Profit	All Others
	Large Event	0	120	240
	Small Event	0	90	180
	Auditorium	0	60	120
	Gymnasium	0	90	120
	Library / Lecture Hall	0	30	60
	Grass Field (Abbot)	0	30	60
	Grass Field w/lights (Abbot)	0	60	90
	Cafeteria	0	30	60
	Classroom	0	30	60
Fields:				
	Stadium / Turf Field	0	50	100
	Parking Lots / Other Fields	0	0	0

**User Groups:**

A	Town of Westford	All group/event participants are solely comprised of Westford residents.
B	Non-Profit	Any groups classified under section 501 (c) (3) of the IRS tax code.
C	All Others	Any For Profit or Private Group Activity/Organization.

**Notes:**

- A "Large Event" is any group introducing 250 or more people into the building.
- A "Small Event" is any group less than 250 people taking up multiple rooms.
- Any "Town Event" operating outside of school hours will be charged for a custodian.
- 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 Director of Facilities.

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Revised: May 21, 2025  
 Effective: July 1, 2025

**Grass Field Rental:**

For any grass field rentals that require lining of fields by WPS Facilities, there will be an additional charge of \$375 per lining.

-Field Paint: \$220  
 -Labor: \$155

**Plowing/Snow Removal:**

Additional fees will be applied if event requires additional plowing or snow removal during event. (Per contractual hourly rates)