

FEE SCHEDULE
 NORWICH PUBLIC SCHOOLS
 2025-2026

Use of facility fees charged to organizations in accordance with Policy 1330(a).

<u>Room Rental Fees:</u>	Group A (Norwich Non-Profit)	Group B (Out of Town Organizations, For Profit Organizations)
Classroom(s)	No Rental Fee	\$50.00 per hour
Library Media Center	No Rental Fee	\$50.00 per hour
Community Rooms* (no food)	No Rental Fee	\$50.00 per hour
Cafeteria	No Rental Fee	\$50.00 per hour
Gymnasium	No Rental Fee	\$100.00 per hour (weekday)
Gymnasium 4 hr. minimum	No Rental Fee	\$100.00 per hour (weekend)
Auditorium	No Rental Fee	\$200.00 per hour (weekday)
Auditorium 4hr. minimum	No Rental Fee	\$200.00 per hour (weekend)
Auditorium (rehearsals)	No Rental Fee	\$100.00 per hour (weekday)
Auditorium (rehearsals) 4 hr. minimum	No Rental Fee	\$200.00 per hour (weekend)
 <u>Maintenance Fee</u>	 \$50.00 weekday	 \$50.00 per hr. Mon – Sat.*
	\$66.50 per hr. Sat & Sunday*	\$66.50 per hr. Sunday*
	*1 additional hour for cleanup charged on weekends	

Technicians \$50.00 per hour/per technician (3 hour minimum) Video recorded events will usually require two technicians for the event. All prep work, rehearsal work and closing work will be billed \$50.00 per hour for additional technician.

Any individual or organization that contracts to rent the Kelly Middle School auditorium must provide their own computer and operator when their program includes Power Point presentations, video programs or down loaded music. The control room operator will only play commercially produced DVD and CD disc on auditorium equipment. Only NPS employees will operate the tech equipment.

(Disclaimer: We will make every effort to insure the events run smoothly and to prep all technical equipment prior to events. Norwich Public Schools will be held harmless from any unforeseen outages or technical difficulties.)

The Superintendent or his/her designee has the authority to waive the auditorium rental fee for Group A, with proof of extenuating circumstances.

Police coverage (if necessary) must be arranged directly by the Grantee and proof of coverage must be shown to Norwich Public Schools.

The school district reserves the right to authorize the number of police, fire, custodians or other safety personnel required for each activity. **No food or drink allowed in the auditorium at any time. The group renting the facility will provided door coverage for the duration of the event. All outside doors are to remain locked at all times. All rentals must be paid in full in advance of rental dates, cash or bank check only please.** Staff fees increase annually based on negotiated contracts and all rental fees will be addressed on an as needed basis.

