

<u>Location Description</u>	<u>HOURLY RATE- CATEGORY A</u>	<u>Hourly Rate - CATEGORY B</u>	<u>HOURLY RATE- CATEGORY C</u>
Classroom (all buildings)*	Staffing fee	\$25/hour	\$35/hour
Elementary Gymnasium/Cafeteria	Staffing fee	\$40/hour	\$50/hour
NHS - Atrium- <i>*includes cafeteria type seating</i>	Staffing fee	\$50/hour	\$60/hour
NMS - Fieldhouse	Staffing fee	\$100/hour	\$125/hour
NMS - Conant Auditorium	Staffing fee	\$30/hour	\$40/hour
NMS - Conant Gymnasium	Staffing fee	\$40/hour	\$60/hour
NMS - Multi-Purpose (per section)	Staffing fee	\$40/hour	\$60/hour
NMS - Natatorium (Pool) NMS - Natatorium Lobby *Lifeguards are required (see below)	Staffing fee	\$70/hour \$30/hour \$14/hour	\$90/hour \$35/hour \$14/hour
NMS - Outside Areas: Baseball Field Football Practice Field 1 Football Practice Field 2 Football Practice Field 3 Football Practice Field 4 Soccer Practice Field Soccer Stadium Softball Field Tennis Courts Track Concession Stand Football Stadium	Staffing fee	\$40/hour \$25/hour \$100/hour	\$60/hour \$35/hour \$125/hour
NMS-Pickard Auditorium, Lobby, Green Room (no food or drink) Includes the following: • 1 Theater Technician (\$45/hour) • Projector • Stage Wash • 4 Wireless Microphones • Sound System Does NOT include the following: • Piano upright • Piano Grand • Custodial (daily) • Custodial (weekend) • Student worker • Grounds worker (daily) • Grounds worker (weekend)	Staffing fee	\$125/hour \$125/day \$175/day \$40/hour \$50/hour \$15/hour \$40/hour \$50/hour	\$150/hour \$125/day \$175/day \$45/hour \$55/hour \$20/hour \$45/hour \$55/hour

• Additional Theater Technician • Choir Risers Setup/Tear Down		\$45/hour \$60/hour	\$50/hour \$80/hour
NHS - Main Gymnasium Court A Court B	Staffing fee	\$100/hour	\$125/hour
NHS - Practice Gymnasium Section 1 Section 2 Section 3 Section 4	Staffing fee	\$40/hour per section	\$60/hour per section
NHS - Outside Areas: East Practice Field 1 East Practice Field 2 JV Baseball Diamond JV Softball Diamond Soccer Stadium South Practice Field Tennis Court Varsity Baseball Diamond Varsity Softball Diamond West Practice Field 1 West Practice Field 2 Rocket Stadium Concession Stands	Staffing fee	\$40/hour \$150/hour \$25/hour	\$60/hour \$175/hour \$35/hour
NHS - Blackbox (max 200 chairs) for event NHS - Blackbox for green room purposes Includes the following: • Theater Technician (\$45/hour) • Stage Wash • 4 wireless microphones • Sound System NHS - Performing Arts Auditorium* Includes the following: • Theater Technician (\$45/hour) • Projector • Stage Wash • 4 Wireless Microphones • Sound System Does NOT include the following: • Piano upright • Piano Steinway • Custodial (daily) • Custodial (weekend) • Student worker • Grounds worker (daily) • Grounds worker (weekend) • Additional Theater Technician • Orchestra Shell Setup/Tear Down • Choir Risers Setup/Tear Down	Staffing fee	\$125/hour \$50/hour \$200/hour \$125/day \$175/day \$40/hour \$50/hour \$15/hour \$40/hour \$50/hour \$45/hour \$30/hour \$30/hour	\$150/hour \$75/hour \$250/hour \$125/day \$175/day \$45/hour \$55/hour \$20/hour \$45/hour \$55/hour \$50/hour \$40/hour \$40/hour

- Event set up/tear down NHS - Lobby Only (no food or drink) Includes the following: - Custodial		\$60/hour \$50/hour	\$75/hour \$60/hour
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STAFFING FEES

Custodian notes and fees:

The facility rental does not include any required cleaning or facility management charges.

Fees for will be charged as follows:

- \$40/hour per custodian (normal operation hours are: M-F 3-11:30 PM, Sa-Su 7 AM-3:30 PM).
- \$50/hour for contracted or overtime cleaning outside of hours above.
- \$50/hour for staff time and extra materials for event set up/tear down.
- \$60/hour for Facilities Mechanic

NJSD Kitchens:

NJSD does not allow outside use of the school kitchen due to food service standards.

NJSD Pool:

No food or beverages of any kind are allowed in the pool. Food is allowed in the pool lobby.

NJSD Technology:

- \$60/hour per technician

- Proof of insurance is required.
- 501c3 designation paperwork is required or any other tax exemption paperwork
- Other fees may apply depending on any changes made at the event and cleaning requirements.
- NJSD reserves the right to determine the staffing needs required for each rental.
- Please review the Facilities Agreement carefully before signing and returning.
- Your organization will be charged a \$50 cancellation fee for events canceled less than 24 hours in advance for all categories. Cancellations due to weather events will not be subject to this fee. Organizations listed under category A that frequently book facilities and do not utilize them may be subject to losing their category A status.
- Rentals are required to be booked under the organization that is using the space.

OTHER ITEMS TO NOTE

NJSD cleaning requirements are, but not limited to:

- Restroom cleaning
- Vestibule vacuuming/mopping
- Hallway sweeping/mopping
- Gymnasium sweeping and scrubbing, bleacher cleaning
- Concession area cleaning
- Cafeteria cleaning
- Atrium or lobby cleaning
- Refuse disposal

Rocket stadium - The following items are prohibited:

- Soda, sports drinks, alcohol, coffee, or any beverage other than water
- Food, peanuts, seeds or gum
- Pets or other animals

- Metal cleats or other sharp objects that could penetrate the synthetic surface
- Unauthorized vehicles
- Unauthorized activities

Performing Arts Areas(no food or drink):

- Events that require any NJSD theater equipment will require theater staff presence.
- An hourly rental fee would be charged for any access to the facilities prior to the event.
- All doors must be secured before leaving the venue

CLASSIFICATION OF GROUPS

All NJSD sponsored youth programs, NJSD booster clubs, NJSD staff meetings, and NJSD school associated events are exempt from all fees and are not included in the categories below. The District reserves the right to examine each request on a case by case basis, and modify applied rental fees accordingly.

Category A: School Recognized Athletics and Activities

Description: NJSD sponsored or recognized feeder programs that serve exclusively NJSD-enrolled students and directly support district athletics or activities. A feeder program is an organized activity that is formally recognized by NJSD and is designed to develop skills aligned with District sponsored athletics or activities.

[Groups must complete the required application by clicking here](#) and receive approval from both the Activities Department and Operations & Maintenance Department. Approval is reviewed annually, and participating groups may be required to submit rosters to verify eligibility.

While facility use fees are waived, charges may apply for additional staffing, cleaning, materials, or other support services required beyond normal operations.

Category B: Community Programs

Description: Community, government, and civic organizations for adults and youth development. Private or outside organizations utilizing the NJSD facilities for school related events that also contain non-NJSD students. Tax exemption available for organizations with a 501c3 designation.

Category C: Private Usage

Description: Organizations using an NJSD location for a non-school activity or event.