

SCHOOL FACILITIES USE – RENTAL & PERSONNEL FEE SCHEDULE

Group Classification Definitions

- **School District Organizations** - District and school-sponsored groups including district extracurricular groups and athletics.
- **School District Parent Associations** - Parent associations designed to provide district support such as PTOs, SEPAC, Boosters, scholarship foundations, and Project Graduation.
- **District Town Departments** - Ashby, Pepperell, and Townsend town events and town-funded departments including town meetings and elections.
- **Community Organizations** - Community, non-profit, and non-commercial organizations focused on student activities, education, community service, or community culture. This may include qualifying organizations based in local towns with services available to district students. Community organizations providing student activities and education that are based in district towns may receive scheduling priority over other community organizations.
- **Other Groups & Organizations** - Any group or organization desiring to use district facilities that do not fall within any of the other classification definitions

Applicable Fee Considerations

- **Facility Rental Fees** - Facility rental fees apply to the entire time event organizers have access to the facility, including setup and breakdown time. This may include unanticipated time added for earlier setup starts and extended breakdown time.
 - School District Organizations and School District Parent Associations will not be charged facility rental fees provided requests are submitted and approved ahead of the event with sufficient setup and breakdown time.
 - District Town Departments will not be charged facility rental fees for town meetings, elections, and first responder training that are submitted and approved no less than a week ahead of the event. Facility rental fees may apply at the Community Organization rate for other types of District Town Department events.
 - Fees associated with paying district staff for event services and any fees associated with calculable costs incurred by the district due to the facility use, including supply, utility, maintenance, and damage repair costs, still apply to all groups and events regardless of facility rental fees.
- **Custodial Services** - Custodial services are required for the full duration of all indoor facility and synthetic turf field & track complex use unless specifically approved otherwise for a School District Organization event that is supervised by approved district staff and for which there is no general public access or for first responder training. Custodial services will be billed at the “Additional Service Rates” below for all custodial service hours that are not otherwise scheduled, including all nights, weekends, vacations, and holidays.
 - Custodial services will not be charged if they fall within regularly scheduled hours and require less than 60 minutes of event-specific custodial services. Regularly scheduled custodial hours are subject to change and may vary by school building.

- Custodial services for events outside of regularly scheduled hours will not be less than 2 hours or the minimum specified in the applicable bargaining agreement.
- Costs related to custodial services are subject to change if necessary to remain in compliance with the current applicable bargaining agreement.
- **AV Technician Services** - A district-trained audio-video (AV) technician is required when any district Performing Arts Center, Auditorium, or equivalent lighting or sound system is to be used.
 - School District Organizations and Community Organizations may request a participating technician trained and approved by a district AV technician to meet this requirement for specific events, provided no programming, wiring changes, or secure access is required for the event. District AV Technician time to provide training, event preparations, unanticipated support, or to return AV systems and equipment to their pre-event state may be charged at the hourly rate.
 - Costs related to AV Technician services are subject to change if necessary to remain in compliance with the current applicable bargaining agreement. Unless otherwise specified, the pay rate will be based on the hourly rate for “Work beyond the scheduled school year” in the teacher association bargaining agreement.
- **Facility Supervisor** - A district facility supervisor may be required by the district or requested by the renting organization. A facility supervisor may be required for complicated or large events requiring on-site coordination, unusual access to facilities, or an organization that is unfamiliar with district facilities.
- **Kitchen Supervisor** - A kitchen supervisor from district or district-contracted food services staff is required for all use of a district kitchen facility to ensure ServSafe compliance. The rates will be based on the current hourly wage under the existing district contract for food services.
- **Hourly Rates** - All published rates are hourly.
- **Payments** - All checks must be made out to the North Middlesex Regional School District. Digital payments must be processed through the district-selected facility use management application.

Facility Use Rental Fees

NORTH MIDDLESEX REGIONAL HIGH SCHOOL

	<i>Community Organizations</i>	<i>Other Groups and Organizations</i>
Performing Arts Center Complex & Commons ^{1,2}	\$100.00	\$200.00
Performing Arts Center Complex - No Commons ²	\$50.00	\$100.00
Commons	\$50.00	\$100.00
Commons Annex	\$30.00	\$50.00
Large Group Instruction Room	\$50.00	\$100.00

Gymnasium	\$50.00	\$100.00
Synthetic Turf Field & Track Complex / Stadium ³	\$100.00	\$200.00

¹ Performing Arts Center events that are open to the public or for which a separate event in the Commons would be disruptive must include the Commons.

² Performing Arts Center use requires inclusion of a district-trained AV Technician with knowledge of the specific system.

³ Turf Field & Track Complex press box, scoreboard, and PA system use must be specifically requested as part of the facility use request. District staff or an approved participant with knowledge of the system is required.

NISSITISSIT MIDDLE SCHOOL

	<i>Community Organizations</i>	<i>Other Groups and Organizations</i>
Auditorium Complex & Lobby ^{4, 5}	\$80.00	\$160.00
Auditorium Complex - No Lobby ⁵	\$50.00	\$100.00
Lobby	\$30.00	\$60.00
Gymnasium ⁶	\$30.00	\$60.00

⁴ Auditorium events that are open to the public or for which a separate event in the lobby would be disruptive must include the lobby.

⁵ Auditorium use requires inclusion of a district-trained AV Technician with knowledge of the specific system.

⁶ Gymnasium use during performances and dress rehearsals in the Auditorium is dependent upon an agreement that performers retain safe access to the locker rooms.

OTHER INDOOR FACILITIES

	<i>Community Organizations</i>	<i>Other Groups and Organizations</i>
Classroom, Library, or Conference Room	\$30.00	\$50.00
Kitchen ⁷	\$60.00	\$120.00
Elementary/Middle School Cafeteria ⁷	\$30.00	\$50.00
Hawthorne Brook Middle School or Varnum Elementary School Auditorium ⁷	\$30.00	\$60.00
Spaulding Memorial School or Squannacook Early Childhood Gym	\$25.00	\$50.00

Hawthorne Brook Middle School or Varnum Elementary School ½ Gym	\$20.00	\$50.00
Hawthorne Brook Middle School or Varnum Elementary School Full Gym	\$30.00	\$50.00

⁷ Kitchen facility use requires inclusion of a district Kitchen Supervisor.

⁸ Small community student groups, such as Boy Scouts and Girl Scouts, will not be charged rental fees for moderate common space use during regular custodial hours.

OTHER OUTDOOR FACILITIES

	<i>Community Organizations</i>	<i>Other Groups and Organizations</i>
Natural Surface Fields & Outdoor Spaces	\$20.00	\$80.00
Field Lining	Cost of Custodian & Materials	Cost of Custodian & Materials
Parking Lot	\$0.00	\$50.00

Outdoor facilities are not available for use during winter months and may be denied or canceled due to prohibitive conditions such as snow, ice or mud.

ADDITIONAL SERVICES

	<i>Monday - Friday</i>	<i>Saturday & School Vacation (2-hour minimum)</i>	<i>Sunday & Holiday (2-hour minimum)</i>
Custodial Services	\$35.00 or current contract rate	\$55.00 or current contract rate	\$70.00 or current contract rate
AV Technician	\$50.00 or current contract rate	\$50.00 or current contract rate	\$50.00 or current contract rate
Facility Supervisor	\$50.00 or current contract rate	\$50.00 or current contract rate	\$70.00 or current contract rate
Kitchen Supervisor	\$35 or current contract rate	\$35 or current contract rate	\$35 or current contract rate

Additional personnel may be required at the discretion of the Facility Use Manager, based on the size and type of the event being held.

Superintendent Implementation Discretion

The Superintendent reserves the right to:

- Determine costs for district space rentals that are not otherwise specified within district policy based on equivalent facilities and services specified in the policy.
- Adjust (increase or decrease) the fee schedule noted herein should they feel a specific event(s) might warrant such consideration.

- Adjust rates annually or as needed to comply with contractual obligations, inflation, or other changing costs.
- Assign a designee to make such decisions on the Superintendent's behalf.

Adopted by the NMRSD School Committee:

NMRSD Adoption: 7/25/2022

Five-Year Review Cycle:

NMRSD First Vote: 6/23/2026

NMRSD Adoption: 7/21/2026
