Monomoy Regional School District

Robin A. Millen, Ed.D.
Superintendent

Michael MacMillan
Assistant Superintendent of Finance and Strategic Alignment

Melissa Maguire
Director of Student Services

Jacob Voelker
Treasurer

To: MONOMOY REGIONAL SCHOOL COMMITTEE
From: Michael MacMillan
Date: 11/03/2026
Re: Facility Rental Fees

MOTION

Move that the Monomoy Regional School Committee approve the Building Use Fee Schedule as presented, to apply to all facility bookings confirmed on or after January 1, 2027.

SUMMARY

Monomoy Regional School District allows non- profit and for-profit organizations to use its schools in Harwich and Chatham when the space is not needed for school programs. The fee schedule for this use was approved in 2014 and has not been updated since then. A new proposed fee schedule is attached. The district also plans changes to the building use policy and procedures.

BACKGROUND

The district's facilities are widely used by community, sports, and recreation groups throughout the year. The district charges a fee for such use to cover the cost of utilities, wear and tear on the building, administration costs and staffing costs required by the event. These rates have not been updated since 2014 despite the significant increase in costs since then. For example the contractual hourly rate for custodians to work at an event is, for many staff, now higher than the rate charged to renters.

The proposed changes to rates are based on actual contractual hourly rates of staff and on comparisons with rates charged by other districts. In future, to avoid rates falling so behind, a review of rates will be included in the budget process.

In FY26, the district received $62,603 for facility rental. These funds are used for costs related to rental (e.g. staff salaries). There were 627 bookings in total in FY26 (some of these included multiple days). The proposed changes could lead to a revenue increase of 30-40%, $19,000 - $25,000.

Number of bookings (FY26)

School / Room	CES	HES	MRHS	MRMS	Grand Total
Activity Room		2			2
Auditorium			24	4	28
Cafeteria		2	4		6
Classrooms / Offices	1		20	15	36
Fields	1	36	141	13	191
Gym(s)	54	145	24	109	332
Library		14			14
Multiple		2	4	2	8
Parking Lot	1	2		7	10
Grand Total	**57**	**203**	**217**	**150**	**627**

Policy Changes

Alongside the fee changes, we've also proposed changes to the policy. The changes that have been presented to the Policy subcommittee include bringing the policy up to date to reflect the district's online booking system and allowing changes to the insurance requirements.

Procedure Changes

Finally, we have prepared some changes to the terms and conditions which renters are asked to agree to before using our facilities. The changes are outlined in an attachment for information. These changes include increasing the insurance requirements, improving protection of the district's interests and requiring CORI checks for organizations working with children. These changes are administrative and do not require a vote.

Michael MacMillan

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Monomoy Regional School District: Facility Rental Rates

For bookings confirmed on or after January 1, 2027. *Pending School Committee approval.*

Facility rates

Facility	Non-profit (501(c))	For-profit and private
Auditorium (HS)	$175/hr	$325/hr
Auditorium (MS)	$70/hr	$150/hr
Gymnasium, HS and MS #1	$50/hr	$125/hr
MS Gym #2 and Elementary gyms	$40/hr	$100/hr
Library	$50/hr	$100/hr
Computer lab	$60/hr	$120/hr
Classroom	$30/hr	$50/hr
HES Community Room (Activity Room)	$60/hr	$125/hr
MRHS Seminar Room (A202)	$50/hr	$100/hr
Cafeteria	$40/hr	$100/hr
Kitchen	$55/hr	$150/hr
Turf field	$100/hr	$200/hr
Turf field lights (added to field rate)	$30/hr	$30/hr
Grass fields	$40/hr	$80/hr
Parking lot	$40/day	$80/day

Staff and other charges

Staff are billed in addition to facility rates.

Charge	Rate
Custodian (Monday-Saturday)	$50/hr
Custodian (Sundays and holidays)	$60/hr
Cafeteria worker (required for kitchen use) (Monday-Saturday)	$30/hr
Cafeteria worker (any cafeteria or kitchen use) (Sundays and holidays)	$56/hr
AV, sound and lighting technician	$50/hr

Good to know

- **School activities** are free. **Harwich and Chatham town use** pays staff charges only. **Booster Club and PTO** district fundraisers pay no facility or custodial fees.
- Facility time is billed in full hours, with a 1-hour minimum; include set-up and clean-up time.
- Police and fire details are arranged and paid directly by the renter.
- **To book:** submit a request through the online booking system on the district's Facilities Use and Rental page at least 2 weeks before your event.
- Cancellations must be submitted through the booking system at least 7 days before the event, or full fees are owed.

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Summary of Proposed Rate Changes

Staff charges and other fees (all users except school activities)

Charge	Current Hourly	Proposed Hourly
Custodian (Monday-Saturday)	$46	$50
Custodian (Sundays and holidays)	$46	$60
Cafeteria worker (any kitchen use) (Monday-Saturday)	$25	$30
Cafeteria worker (any kitchen use) (Sundays and holidays)	$25	$56
AV, sound and lighting technician	$45	$50
Computer lab printing	$10	Not available

Facility Rates

Facility rates are per hour unless noted. School activities remain free, and Harwich and Chatham town use continues to pay staff charges only.

Non-profit (501(c)) organizations

Facility	Current Hourly	Proposed Hourly
Auditorium (HS)	$150	$175
Auditorium (MS)	$50	$70
HES Community Room (Activity Room)	$50	$60
MRHS Seminar Room (A202)	$50	$50
Gymnasium, HS and MS #1	$50	$50
MS Gym #2 and Elementary gyms	$30	$40
Library	$50	$50
Computer lab	$50	$60
Classroom	$20	$30
Cafeteria	$25	$40
Kitchen	$40	$55
Turf field	$75	$100
Turf field lights	+$30	+$30
Grass fields	$25	$40
Parking lot (per day)	$25	$40

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For-profit organizations and private users

Facility	Current Hourly	Proposed Hourly
Auditorium (HS)	$250	$325
Auditorium (MS)	$100	$150
HES Community Room (Activity Room)	$100	$125
MRHS Seminar Room (A202)	$100	$100
Gymnasium, HS and MS #1	$100	$125
MS Gym #2 and Elementary gyms	$75	$100
Library	$100	$100
Computer lab	$100	$120
Classroom	$40	$50
Cafeteria	$75	$100
Kitchen	$120	$150
Turf field	$100	$200
Turf field lights	+$30	+$30
Grass fields	$50	$80
Parking lot (per day)	$50	$80

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Terms and Conditions: Use of School Facilities - Proposed Changes

Deleted text is ~~struck through~~. Added text is **bold**.

The above-named individual/organization contracts to use the room and/or other facilities as listed herein and agrees to the following conditions:

- Arrange for adequate police protection to care for parking, to adequately supervise the grounds and buildings, and to pay for such service directly.
- **For events over 300 attendees, with food served to the public, or with paid admission or entertainment, obtain any required police, fire, Board of Health and licensing approvals, and provide copies to the district.**
- No alcoholic beverages shall be consumed in the building or on the grounds.
- Smoking and the use of any tobacco product **or cannabis product, or vaping,** are prohibited in the buildings and on the grounds.
- **Weapons, pyrotechnics, fog or smoke machines, indoor open flames, glitter, confetti, silly string and latex balloons are prohibited.**
- In accordance with MA building laws, decorations shall be flameproof.
- Nails, screws, scotch tape and other materials harmful to the finish of the building shall not be used.
- ~~All props must be approved by the fire department.~~
- **Scenery, curtains, drapes and large props must be flame-resistant, and documentation must be provided on request. Fire department approval is required in advance for tents or canopies, set pieces that use fuel or heat, and anything that blocks an exit or aisle. The district may require fire department review of any other item it considers a fire risk.**
- ~~No food or beverage shall be served in the gymnasium, auditorium, or lobby.~~ **No food or beverage, except water, shall be served in the gymnasium or auditorium. Refreshments may be served in lobbies and cafeterias when approved by the district.**
- Any temporary wiring must be done by an electrical contractor, inspected by the wiring inspector, and approved by a school administrator.
- Monomoy Regional School District does not discriminate on the basis of ~~sex, race, religion, color, sexual orientation, housing status, and/or national origin~~ **race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, housing status, genetic information, or traits historically associated with race** in its educational programs, activities, or employment policies.
- **To qualify for the non-profit rate, the organization must provide a copy of its IRS determination letter showing tax-exempt status under Section 501(c) of the Internal Revenue Code, or proof of coverage under a parent organization's group exemption. Documentation must be in the organization's own name, uploaded with the request, and renewed each year. The non-profit rate applies only when the tax-exempt organization is the renter and is running the event. Organizations that do not provide documentation before approval will be charged the for-profit rate.**
- Temporary cooking facilities (outdoor) must be in accordance with fire department regulations and inspected by the fire department. An on-site five-pound ABC extinguisher will be the minimum allowed.

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- If the kitchen and cafeteria are required, the following arrangements must be made with the cafeteria manager:
    - Full facilities are available only if the manager, assistant manager, or other designated employee shall be present.
    - A minimum of one employee shall be hired ~~when the use of kitchen equipment will be required~~ **for any use of the kitchen**.
    - **Requests that require cafeteria staff to prepare food must be submitted at least twenty-one days in advance.**
- ~~At the discretion of the District, a check in the amount of $90 (for the first three hours) payable to the Monomoy Regional School District should be mailed to the business office at 425 Crowell Rd., Chatham, MA 02633, prior to the date of use. The organization will be billed for any additional amount over the first three hours.~~
- ~~If custodial services are required, a check in the amount of $138 (for the first three hours) payable to the Monomoy Regional School District should be mailed to the business office prior to the date of use. The organization will be billed for any additional amount over the first three hours.~~
- **Fees, including staff charges, are set by the School Committee's fee schedule. The district will send an estimate with the approval. Deposit or advance payment may be requested at the discretion of the District.**
- **Full payment, including additional time, staff hours or damage will be invoiced after the event and is due within thirty days. Organizations with an unpaid balance may not book again until it is paid.**
- **Cancellations by the renter must be submitted through the district's booking system at least 7 days in advance. Failure to provide a cancellation notice will result in the full payment of all fees.**
- The above-named organization will **defend,** indemnify and hold harmless the Monomoy Regional School District and Monomoy Regional School Committee, its members, administrators, employees and agents against any and all claims **and costs, including attorneys' fees,** for loss or damage on account of injury, however caused, to any person or property on or about the premises described herein, or any elevator, stairways, hallways other appurtenances used in connection therewith, or the building of which the above-described premises are a part, or the sidewalks or passageways adjacent thereto. **This includes claims arising from the acts of the organization's members, participants, invitees and contractors, but does not apply to the extent a loss is caused by the district's own negligence.**
- Organizations granted the use of the building shall be responsible for the control of those attending the event, and are liable for any damage to the building, its contents, or the facility grounds and adherence to the Monomoy Regional School District anti-hazing policy, a copy of which is located in the School Committee Policy Manual - File JIFA-E and File JICFA.
- **The applicant must be at least 21 years old, and the applicant or a named adult designee must be on site for the entire rental.**
- **Space is provided as-is, for the approved dates, hours, rooms and purpose only. Use is non-exclusive, and district staff may enter at any time.**
- **Auditorium lighting, sound and rigging are run by district staff unless the district approves the organization's own qualified operator in advance. The organization pays for any damage to district equipment.**

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- **Report any damage or injury to the custodian on duty immediately, and in writing to the district within 24 hours (the next business day on weekends).**
- **Organizations serving minors must attest that all coaches, staff and volunteers working with minors have passed CORI and SORI checks.**
- **The organization shall provide a certificate of liability insurance of at least $1,000,000 per occurrence and $2,000,000 aggregate, naming Monomoy Regional School District as additional insured. Contractors brought in by the organization must provide the same coverage**.*

*This will only take effect if policy changes are approved.

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Facility rates compared

Each cell shows the non-profit / for-profit hourly rate, before staff charges. School and town use is free everywhere except where noted. Sandwich columns use Class II (resident non-profit) / Class III (all others); Barnstable uses its B / C hourly rates.

Auditoriums and performing arts centers

Entity	Large venue	Smaller venue
Monomoy (proposed)	*HS Auditorium $175 / $325*	*MS Auditorium $70 / $150*
Monomoy (current)	HS Auditorium $150 / $250	MS Auditorium $50 / $100
Nauset	HS Performing Arts Center $250 / $500	MS Auditorium $100 / $250; Black Box $50 / $100
Barnstable	Performing Arts Center $409 / $636	Knight Auditorium $108 / $267
Dennis-Yarmouth	Ken Jenks PAC $250 / $350	HS Auditorium $150 / $250
Sandwich	HS Auditorium $100 (min $300, max $500/day) / $150 (3-hour min)	—
Mashpee	Auditorium $75 / $150 house lights; $125 / $250 stage lights	—

Gymnasiums

Entity	Main gym	Secondary or elementary gym
Monomoy (proposed)	*HS and MS #1 $50 / $125*	*MS #2 and Elementary $40 / $100*
Monomoy (current)	HS and MS #1 $50 / $100	MS #2 and Elementary $30 / $75
Nauset	$50 / $100	—
Barnstable	HS $54 / $162	Elementary $45 / $135
Dennis-Yarmouth	$50 / $100 (all gyms)	—
Sandwich	HS $40 (max $200/day) / $125	Elementary $35 / $100
Mashpee	HS $100 / $150	QS $75 / $125; KCC $50 / $75
Town of Chatham	$75 / $250 per 2 hours	—
Town of Harwich	$150 / $300 per use (for up to 3 hours)	—

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Cafeterias, classrooms and libraries

Entity	Cafeteria	Classroom	Library
Monomoy (proposed)	*$40 / $100 (kitchen $55 / $150)*	*$30 / $50*	*$50 / $100*
Monomoy (current)	$25 / $75 (kitchen $40 / $120)	$20 / $40	$50 / $100
Nauset	$50 / $100	$20 / $40	$50 / $100
Barnstable	HS $42 / $109	HS $35 / $56	HS $42 / $109
Dennis-Yarmouth	$35 / $70	$30 / $60	$50 / $100
Sandwich	HS $50 / $75–$100	HS $30 / $40	—
Mashpee	$50 / $100	$25 / $50	MMHS $75 / $125

Fields and parking

Entity	Turf or stadium	Grass fields	Field lights	Parking lot
Monomoy (proposed)	*Turf $100/$200*	*$40 / $80*	*$30/$30*	*$40 / $80*
Monomoy (current)	Turf $75 / $100	$25 / $50	+$30/hr	$25 / $50 per day
Nauset	—	$50 / $100	—	$50 / $100 per day
Barnstable	Turf stadium $224 / $509	$64 / $127	Included	—
Dennis-Yarmouth	DYIMS turf $75 / $200; HS stadium $125 / $250	$50 / $90	Turf +$25 / +$75; stadium +$20 / +$20	—
Sandwich	Stadium $110 / $150	HS $30 / $75	$45 / $35	$30 / $75
Mashpee	Turf $100 / $200	$50 / $75	Turf +$25 / +$50	$25 / $50 per hour
Town of Chatham	—	$40 / $60 per 4-hour block	$40/hr	—

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Personnel and staffing charges

Entity	Custodian	Kitchen / food service	Event manager or AV technician	Other staff
Monomoy (proposed)	*$50*	*$30*	*$50*	—
Monomoy (current)	$46/hr	$25/hr	$45/hr sound and lighting	—
Nauset	$56/hr, at overtime rate	$53/hr	Rate to be set; required for PAC and auditorium	Grounds $56/hr for turf; piano $50/day plus tuning
Barnstable	$160 for 4-hour minimum, then $40/hr; required for every event	4-hour minimum, billed by Food Services	Event manager $75/hr and AV technician $45/hr, 4-hour minimum each	—
Dennis-Yarmouth	$45/hr when required	—	Event manager $45/hr, 4-hour minimum	Stadium supervisor $45/hr, 4-hour minimum, for turf tournaments
Sandwich	$45/hr, 4-hour minimum	Food service worker required for kitchen	Auditorium supervisor $45/hr; techs $20/hr	Stadium supervisor $45/hr; security $40/hr
Mashpee	Overtime rate plus 15 minutes before and after	Overtime rate	AV technician at overtime rate	Building monitor required; 10% admin fee

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Insurance, deposits, notice and cancellation

Entity	Liability insurance	Deposit and payment	Advance notice	Cancellation
Monomoy (proposed)	$1M per occurrence and $2M aggregate; district additional insured	At district discretion.	2 weeks	Full fees unless properly cancelled.
Monomoy (current)	$250,000 COI	Labor checks before the event, at district discretion	2 weeks	Not addressed
Nauset	$1M per person / $2M per occurrence; district additional insured	$1,000 damage deposit for PAC and auditorium; uninsured groups may owe $1,000; full payment 10 business days ahead	30 days	7 days' written notice, or full fees owed
Dennis-Yarmouth	$1M combined single limit; district certificate holder; contractors too	Advance payment or deposit may be required	2 weeks	7 days' notice for full refund; within 7 days, half owed
Sandwich	$1M per incident / $3M aggregate; town additional insured	$50 nonrefundable application fee	Not stated	2 business days; $50 fee per date cancelled or changed
Mashpee	Not stated	Deposit required, full payment 14 days ahead; 1.5% monthly late charge	30 days	Not stated
Town of Harwich	$1M, town also insured (service providers)	Fees nonrefundable; kitchen $50 deposit	From first Monday of prior month	Fees nonrefundable

Dennis-Yarmouth and Nauset also require police, fire, health and licensing sign-off for events over 300 people or with food, vendors or entertainment. Both require a CORI attestation from youth organizations, as does Harwich.

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