

SCHOOL DISTRICT OF NEW LONDON
REQUEST FOR USE OF SCHOOL FACILITIES

Date of Request:

Building requested: <input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Lincoln <input type="checkbox"/> Parkview <input type="checkbox"/> Readfield <input type="checkbox"/> Sugar Bush <input type="checkbox"/> Field Use			
Date(s) you would like the facility. Please list all dates. Do not assume that set up is possible or can occur the previous evening without cost.		Time you will be using the facility— be specific as you may be charged extra for time requested but no one shows: <input type="checkbox"/> a.m./ <input type="checkbox"/> p.m. <p style="text-align: center;">to</p> <input type="checkbox"/> a.m./ <input type="checkbox"/> p.m.	
Name or purpose of your group:		Number of people in your group:	
Specific room or area you are requesting: <input type="checkbox"/> Gym <input type="checkbox"/> Auditorium <input type="checkbox"/> Commons <input type="checkbox"/> Food Service <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom: <input type="checkbox"/> Shop:		What items of equipment do you need for your use in addition to the actual room?	
If using the auditorium do you need special lighting and sound? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , we will assign students for this task and bill you for \$10 per hour which we pay them for the service.		What are you using the facilities for?	
1. Do participants pay a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Is the event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. If the event is for students only, can students from other districts participate? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Are coaches/supervisors paid? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Is admission charged? <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Are concessions or other items sold? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name:		E-mail Address:	Phone Number:
Address:		City:	State:
			Zip Code:

Your signature below implies that you have read and accept all conditions of the district's "Use of School Facilities" policy/procedure and the fee schedule which is attached.

Date: _____

Signature

(This section completed by school district personnel)

Approved **Not Approved**

Date: _____

Building Representative Signature

Charges for building use: \$ _____

(Copy to: Building Custodian Chuck Gorges Malcome Hathorne)

USE OF FACILITY FEE SCHEDULE

Fee Rationale

The charging of fees is not intended to make money for the district but simply to pay for the additional labor cost of making the facility available, maintaining rest room facilities during the use, and clean up of the areas used after the use. Fees do not include charges for utilities, paper products, or snow removal when required.

In cases when fees are charged to school groups and activities it is to accurately account for the cost where and for the reason they are incurred. For any group or activity to keep the profits they have made on any event without paying for all the cost associated with that event but letting the districts general fund pick up those cost is not accurate accounting or fair to all other parts of the district budget or organizations.

Fees are established using custodial call back rates (time and one-half plus fringe) with a minimum of two hours (required by contract). If, in any case, actual hours exceed the set fees because of additional clean up time after the use of facilities the using group or activity will then be billed for those additional charges.

Determining Factors for Fees - The following rules apply for all groups and organizations in determining if a fee will be charged:

Does the specified time requested call for custodial/maintenance workers to work additional hours beyond their normal work week either for setup for the activity or custodial services before, during or after the activity.

Is the group or organization requesting the facility charging admission, a fee or conducting any type of fund raising (selling of a product or concessions)

Is the requesting group using the facility for an educational, training, or meeting site and charging a fee for that service.

Will use of the facility require someone to be paid to supervise use of the High School or Middle School kitchens or someone to be brought in to operate sound, lights, or to set up any type of technology (computers/projectors).

Fees for use beyond normal custodial hours:

Any area/s of any building required

For a use of up to three hours	\$ 50.00
For a use of half day or evening (3 up 5 Hrs)	\$100.00
For a use of full day or noon to evening (5-1/4 to 9 Hrs)	\$200.00
For weekend use Sat AM to Sunday PM	\$400.00

Fees for use during normal custodial hours:

Should a private organization, business, social group or another educational organization use facilities and charge a fee the following fee schedule will apply:

For a regular classroom, lab, or meeting room	
For a normal evening meeting or class	\$ 15.00
For a half day	\$ 50.00
For a full day	\$100.00

Overnight Fees

Should a private organization or group request facilities for an overnight stay including a place to sleep and serve meals the charge will be **\$300.00** per overnight .

Athletic/Music Camps

School District of New London athletic camps and music camps, run by school employees and/or coaches, using school facilities during the summer break or on weekends will be charged **\$30.00 per full or partial day.**

Additional Charges – kitchen, sound lighting, technology

Charges for kitchen supervision, sound/lighting, and/or technology, if required, will be added. Actual cost will be charged.

Additional Charges for set up time

Time requirements stated on the use of facility form should be the exact time you want us to open for your event Please do not list an early time (just to be safe) and then arrive two hours later. If this happens you may be billed for the extra time.

Likewise if your event is on Saturday do not assume you can set up on Friday night or Sunday event and you can set up on Saturday night. If you want to do this, the facility is available, and it requires our staff to come in you will also be charge for that additional time.

Cost of damaged equipment or property

Cost of repair or replacement (if repair is not possible) of equipment and/or furniture damage or missing as a result of the use of facilities will be charged to the individual or group using the facilities.

City of New London Use

Use of facilities by the City of New London will follow guidelines as set forth in the joint agreement dated December 14, 2009 between the City of New London and the School District. (Basically a no charge reciprocal agreement except for additional maintenance or custodial cost required above and beyond the use)

Payment procedures

All fees are due and payable after the scheduled event. Bills should be mailed from the person responsible for scheduling the event. Payments should be made payable to the School District of New London and sent to the principal of the building hosting the event.

Cost assessed to school groups (athletics, music, show choir, forensics, debate) will be billed to the activity account of that group and if there is no activity account will be charged against the budget for that group or activity. (The same process that is currently used for charging out transportation costs shall be used) This process will be handled by the district business office.