

EDC-E USE OF SCHOOL BUILDINGS AND ATHLETIC FACILITIES - RENTAL and PERSONNEL FEES

All organizations using a school department building or athletic facility shall pay both a rental fee as well as a personnel fee for custodians or cafeteria personnel on duty, according to the provisions of the Collective Bargaining Agreement signed between the School Committee and Employee Union, and/or any other applicable Employment Agreement. All applicable fees are payable in advance of the use of the facility. Checks should be made payable to the **Town of Oxford School Department – Use of Property Account**. Completed applications should be submitted directly to the Building Principal and/or Athletic Director to determine space availability. Once signed by the Building Principal/Athletic Director, the application should be sent to the Central Office. The School Business Administrator and Director of Operations will then determine the amount of fees due and contact organizations via email or telephone.

RENTAL FEES - Rental Fees do not include Personnel Fees.

<u>Area Requested</u>	<u>Cost per Hour</u>
Auditorium	\$125.00/hr
Cafeteria and Kitchen	\$ 70.00/hr
Cafeteria only (No Use of Kitchen)	\$ 50.00/hr
Classrooms	\$ 25.00/hr/room (min. 4 hrs)
Community Room	\$ 50.00/hr (min. 4 hrs)
Use of Field, Track, or Gymnasium:	

<p>Priority Group 1: School and Town Use <i>(Oxford Public Schools athletic programs have first priority followed by Town of Oxford events, PTO, FOMS, OHS, Booster Club, and FREC.)</i></p>	<p>NO CHARGE</p>
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<p>Priority Group 2: Oxford Youth Groups * <i>(Oxford youth organizations whose participants are all Oxford residents.) (Oxford youth/adult recreational programs.)</i> * Oxford Little League shall have NO CHARGE for use of the softball field or baseball field (referred to as Field "E" and Field "C").</p>	<p>\$50.00/hr (min. 4 hrs) \$250 Security Deposit required</p>
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<p>Priority Group 3: Club/Select Youth and Adult Organizations <i>(Organizations and groups including, but not limited to, private youth sports groups (club/select), adult leagues not sponsored by Oxford Parks and Recreation, non-resident sports groups, and private sports camps and/or clinics.)</i></p>	<p>\$75.00/hr (min 4 hrs) \$250 Security Deposit required</p>
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CUSTODIAL/CAFETERIA PERSONNEL FEES

Custodial and/or Cafeteria Personnel

\$ 35.00/hr

Custodial and/or Cafeteria personnel are liable for a minimum of two (2) hours. Personnel on duty will have a ***Building Use Time Sheet Form*** available at the time of the event to be completed and signed by the rental group representative prior to leaving the building. In addition to the actual duration of the event, all groups are responsible for 1/2 hour of set-up time prior to the event and 1/2 hour of clean-up time after the event.

All Custodial and/or Cafeteria Personnel Fees must be paid in advance of the use of the facility by check made payable to the *Town of Oxford School Department – Use of Property Account.*

The Superintendent of Schools, or his/her designee, reserves the right to modify fees when, in his/her judgment, circumstances warrant fee modification. Modification of fees would apply to long-term use where an hourly rate would not be appropriate.