

# OXFORD PUBLIC SCHOOLS

## USE OF SCHOOL DEPARTMENT BUILDING OR ATHLETIC FACILITY

### 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. All applicable fees should be submitted along with the appropriate application directly to the Building Principal or Athletic Director. **Rental Fees do not include Personnel Fees.**

### RENTAL FEES

<u>Area Requested</u>	<u>Cost per Hour</u>
1. Auditorium	\$125.00/hr
2. Cafeteria and Kitchen	\$ 70.00/hr
3. Cafeteria only (No Use of Kitchen)	\$ 50.00/hr
4. Classrooms	\$ 25.00/hr/room (min. 4 hrs)
5. Community Room	\$ 50.00/hr (min. 4 hrs)
6. Use of Field, Track, or Gymnasium: <i>(must complete Athletic Facility Permit Application)</i>	

#### **Priority Group 1:**

##### **School and Town Use**

**NO CHARGE**

*(Oxford Public Schools athletic programs have first priority followed by Town of Oxford events, PTO, FOMS, OHS, Booster Club, and FREC.)*

#### **Priority Group 2:**

**\$15 Per Child/Per Sport/Per Season**

##### **Oxford Youth Groups**

*(Oxford youth organizations whose participants are all Oxford residents.)  
(Oxford youth/adult recreational programs.)*

#### **Priority Group 3:**

**\$30 Per Child/Per Sport/Per Season**

##### **Club/Select Youth and Adult Organizations**

**\$35 Per Adult/Per Sport/Per Season**

*(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.)*

### 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.**