

## COMMUNITY USE OF SCHOOL FACILITIES

1. Organizations will be charged a fee for custodial, clerical, and utilities costs incurred as a result of use of school facilities, or for cancellation costs. Exception: Charges will not be made for Town Meeting, Town Hearings, nor for Town Elections. Hourly fees and minimum hours for custodial and food services personnel will be established by the Business Manager consistent with the provisions of existing contracts.
2. Additional charges may be made for special arrangements such as heating, air conditioning, use of equipment, etc. Such charges will be determined by the Business Manager. These charges will include warm-up time prior to the start of the function.
3. In accordance with the provisions of the custodians' contract, an additional (second) custodian may be required to be employed if food is to be served. A cafeteria employee must be engaged, at the established rate, if a school kitchen is to be used.
4. In addition to the fees described in 1,2 and 3 above, profit-making organizations will also be charged for the use of school facilities, at daily rates available from the Business Manager. Applications for short-term use by profit-making organizations shall be subject to approval by the Business Manager.
5. In addition to the fees described in 1,2 and 3 above, if an admission fee is charged, a nonprofit Duxbury group will be assessed an additional per diem charge. A non-profit group from outside Duxbury which charges an admission/participation fee will be assessed an additional per diem charge.
6. Consistent with the philosophy described in policy KF, **Community Use of School Facilities**, the School Committee also contracts with organizations for annual or other long term use of facilities.