

**SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT**  
**Scotia, New York**

July 1, 2025

To: Susan Swartz, Superintendent of Schools

From: Andrew Giaquinto, School Business Manager

Re: Community Use of School Facilities

Annually the policy governing use of school facilities is reviewed and the associated fee schedule is revised, if necessary, to reflect current district costs to provide services to community groups. This year we will continue to adjust fees to align with the actual cost of custodial, audio-visual technician, and student workers, all other fees will remain the same. Please share with the board prior to the meeting so that any questions may be asked ahead of time to allow for complete and thorough answers.

Attached are the revised fee schedules and regulations governing use of facilities. The recommended changes are noted below. The changes are related to salary increases for 2025-26. There are no changes being made to the rental fees. You will also find an explanation on the staffing fees. Board policy describing the classifications is also attached.

|  |               | 2024-25  | Proposed<br>2025-26 | **All rates<br>are per hour |
|--|---------------|----------|---------------------|-----------------------------|
| <b>Custodial Fee:</b>                                |               |          |                     |                             |
| Class I & II   | Straight Time | \$37.00  | \$40.00             |                             |
|  | Overtime      | \$56.00  | \$60.00             |                             |
| Class III & IV                                       | Straight Time | \$45.00  | \$48.00             |                             |
|  | Overtime      | \$68.00  | \$72.00             |                             |
| <b>Audio/Visual Technician (non-student) Fee:</b>    |               |          |                     |                             |
| Class I & II   | Straight Time | \$40.00  | \$41.00             |                             |
|  | Overtime      | \$60.00  | \$61.50             |                             |
| Class III & IV                                       | Straight Time | \$56.00  | \$57.00             |                             |
|  | Overtime      | \$84.00  | \$85.50             |                             |
| <b>Auditorium Fee: High School and Middle School</b> |               |          |                     |                             |
| Class III  |               | \$400.00 | \$400.00            |                             |
| Class IV   |               | \$600.00 | \$600.00            |                             |
| <b>Classroom Fee:</b>                                |               |          |                     |                             |
| Class III  |               | \$75.00  | \$75.00             |                             |
| Class IV   |               | \$125.00 | \$125.00            |                             |

|  | 2024-25  | Proposed<br>2025-26 |
|--|----------|---------------------|
| <b>Gymnasium: High School Main Gym</b>       |          |                     |
| Class III                                    | \$300.00 | \$300.00            |
| Class IV                                     | \$500.00 | \$500.00            |
| <b>All Other Gymnasiums:</b>                 |          |                     |
| Class III                                    | \$200.00 | \$200.00            |
| Class IV                                     | \$300.00 | \$300.00            |
| <b>Cafeteria Kitchen:</b>                    |          |                     |
| Class III                                    | \$200.00 | \$200.00            |
| Class IV                                     | \$350.00 | \$350.00            |
| <b>Varsity Turf Field:</b>                   |          |                     |
| Class III                                    | \$300.00 | \$300.00            |
| Class IV                                     | \$500.00 | \$500.00            |
| <b>High School and Middle School Fields:</b> |          |                     |
| Class III                                    | \$300.00 | \$300.00            |
| Class IV                                     | \$500.00 | \$500.00            |

**SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT**

Scotia, New York

**COMMUNITY USE OF SCHOOL FACILITIES**

**FEE SCHEDULE 2025-26**

| Facility                      | Class I                                | Class II                               | Class III                                      | Class IV                                       |
|-------------------------------|--|--|--|--|
| <b>Classroom</b>              | Custodial Fee**                        | Custodial Fee**                        | Custodial Fee** + \$75                         | Custodial Fee** + \$125                        |
| <b>Gymnasium:</b>             |  |  |  |  |
| <b>Main Gym - High School</b> | Custodial Fee**                        | Custodial Fee**                        | Custodial Fee** + \$300                        | Custodial Fee** + \$500                        |
| <b>All Other</b>              | Custodial Fee**                        | Custodial Fee**                        | Custodial Fee** + \$200                        | Custodial Fee** + \$300                        |
| <b>Auditorium:</b>            |  |  |  |  |
| <b>High School</b>            | Custodial Fee**                        | Custodial Fee**                        | Custodial Fee** + \$400                        | Custodial Fee** + \$600                        |
| <b>Middle School</b>          | Custodial Fee**                        | Custodial Fee**                        | Custodial Fee** + \$400                        | Custodial Fee** + \$600                        |
| <b>All Other</b>              | Custodial Fee** + Lunch Person Fee *** | Custodial Fee** + Lunch Person Fee *** | Custodial Fee** + Lunch Person Fee *** + \$200 | Custodial Fee** + Lunch Person Fee *** + \$350 |
| <b>Cafeteria Kitchen</b>      | Custodial Fee**                        | Custodial Fee**                        | Custodial Fee** + \$300                        | Custodial Fee** + \$500                        |
| <b>Varsity Turf Field</b>     | Custodial Fee**                        | Custodial Fee**                        | Custodial Fee** + \$300                        | Custodial Fee** + \$500                        |
| <b>HS and MS Fields</b>       | Custodial Fee**                        | Custodial Fee**                        | Custodial Fee** + \$300                        | Custodial Fee** + \$500                        |

\* - Except for special public functions and when district is required to assign additional hours.

\*\* - If extra time is assigned

\*\*\* Kitchen use that involves the use of cooking equipment which requires food service personnel.

|                                       |               | Class I - II  | Class III - IV    |
|---------------------------------------|---------------|---|-------------------|
| <b>(1) Custodial Fee:</b>             | Straight Time | \$ 40.00  | \$ 48.00 per hour |
|                                       | Overtime      | \$ 60.00  | \$ 72.00 per hour |
| <b>(2) Lunch Personnel Fee</b>        | All Overtime  | \$ 29.00  | \$ 40.00 per hour |
| <b>(3) Stagehands, Projectionists</b> | Students      | \$ 17.00  | \$ 18.50 per hour |
| <b>(4) Audio/Visual Techs</b>         | Straight Time | \$ 41.00  | \$ 57.00 per hour |
| <b>- Non Students</b>                 | Overtime      | \$ 61.50  | \$ 85.50 per hour |
| <b>(5) Police Service</b>             | (3 hour min)  | Rate established by the Town of Glenville<br>Billable at actual rate at time of usage |                   |

(6) Organizations in all classes must provide liability insurance (min of 1 millions) when function is open to the public

(7) Coffee service at a charge or loan of coffee making equipment may be arranged

(8) Fee schedule subject to revision on annual basis

(9) District may request accounting of revenue received by the charitable organization and may require a statement of donation being received by the charitable organization listed on the accounting.

(10) Organizations in all classes must abide by all policies for the facilities use, including, but not limited to:

1. Announce that no smoking is allowed in or on school properties

2. Announce evacuation procedures in case of fire alarms

These procedures must be followed at each event and must be enforced by the organization. Failure is grounds for future denial of facility use.

7/1/2025



## REGULATIONS GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS

1. In the event that the request of a community group conflicts with school activities, the school function will take precedence and the non-school group will be required to postpone or cancel the use of the school facility. Every effort will be made to abide by commitments made to community groups by the district.
2. The school district administration may, at its discretion, require the provision of police services for which a charge will be made.
3. Determination of rental charges shall be made according to the nature of the use of facilities, ranging from no charge for organizations of Class I in the following table up to maximum rates for those in Class IV.
4. An organization to be considered eligible for Class I, II or III rental charges must have at least a majority of its membership composed of residents within the geographical limits of the district.

### CLASS I - NO RENTAL CHARGE OR CUSTODIAL FEE (Except for Special Public Functions)

All official staff organizations among employees of the district and all community organizations directly affiliated with the schools, such as Parent-Teacher Associations and Parent Booster clubs, Boy Scouts and Girl Scouts and other tax-supported units within the district. Sponsored special public functions such as fund raising events shall normally be charged for services required, except that any Class I group may be permitted use of school facilities for sponsored special public functions without any charges for required custodial services for the first \$200 (police services excepted) during a school year, providing the functions directly benefit school age children in the district. Under a Contingent Budget the above groups will be charged the Contingent Fee Schedule.

### CLASS II - NO FEE (Except for Special Custodial Services)

Community groups and organizations such as the YMCA and YWCA and local recreational groups which are supported by voluntary contributions of the people and whose purposes in some degree parallel those of the schools, or informal student groups under responsible adult supervision will be charged under the contingent Fee Schedule

### CLASS III - DIRECT COST RENTAL CHARGES AND CUSTODIAL FEE

Public functions sponsored by religious, cultural and charitable organizations which have their headquarters and principal membership within the boundaries of the district. There will be an extra fee charged under a Contingent Budget to all groups falling under Class III.

### CLASS IV - FULL RENTAL CHARGES AND CUSTODIAL FEE

All admissions received by Class III organizations while using school facilities must be dedicated to educational, charitable, cultural, religious or community purposes within the geographical limitations of the district.

### CLASS IV - FULL RENTAL CHARGES AND CUSTODIAL FEE

All organizations included in Class I, Class II and Class III whose boundaries are outside the Scotia-Glenville Central School District. Under a Contingency Budget there will be an extra fee charged to all groups under Class IV.

