

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

July 19, 2023

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 more accurately align with the actual cost of custodial, audio-visual technician and student pay, all other fees will remain the same.

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 2023-24. There are no changes being made to the rental fees.

|  |               | <u>2022-23</u> | <u>Proposed<br/>2023-24</u> | <b>**All rates are<br/>per hour</b> |
|--|---------------|----------------|-----------------------------|-------------------------------------|
| <b>Custodial Fee:</b>                                |               |                |                             |                                     |
| Class I & II   | Straight Time | \$ 33.50       | \$ 35.00                    |                                     |
|  | Overtime      | \$ 50.00       | \$ 52.00                    |                                     |
| Class III & IV                                       | Straight Time | \$ 41.00       | \$ 42.50                    |                                     |
|  | Overtime      | \$ 61.25       | \$ 63.25                    |                                     |
| <b>Audio/Visual Technician (non-student) Fee:</b>    |               |                |                             |                                     |
| Class I & II   | Straight Time | \$ 35.75       | \$ 37.00                    |                                     |
|  | Overtime      | \$ 53.50       | \$ 56.00                    |                                     |
| Class III & IV                                       | Straight Time | \$ 53.00       | \$ 54.25                    |                                     |
|  | Overtime      | \$ 72.50       | \$ 75.00                    |                                     |
| <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                   |                                     |
| <b>Gymnasium: High School Main Gym</b>               |               |                |                             |                                     |
| Class III  |               | \$ 300.00      | \$ 300.00                   |                                     |
| Class IV   |               | \$ 500.00      | \$ 500.00                   |                                     |

7/19/2023

|  | 2022-23   | Proposed<br>2023-24 |
|--|-----------|---------------------|
| <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**

| 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 Gymnasiums</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>Cafeteria Kitchen</b>      | Custodial Fee** + Lunch Person Fee*** | Custodial Fee** + Lunch Person Fee*** | Custodial Fee** + Lunch Person Fee*** + \$200 | Custodial Fee** + Lunch Person Fee*** + \$350 |
| <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.

|                                       |               | <u>Class I &amp; II</u>   | <u>Class III &amp; IV</u> |          |
|---------------------------------------|---------------|---|---------------------------|----------|
| <b>(1) Custodial Fee:</b>             | Straight Time | \$ 35.00  | \$ 42.50                  | per hour |
|                                       | Overtime      | \$ 52.00  | \$ 63.25                  | per hour |
| <b>(2) Lunch Personnel Fee</b>        | All Overtime  | \$ 22.50  | \$ 33.50                  | per hour |
| <b>(3) Stagehands, Projectionists</b> | Students      | \$ 15.00  | \$ 16.25                  | per hour |
| <b>(4) Audio/Visual Techs</b>         | Straight Time | \$ 37.00  | \$ 54.25                  | per hour |
| - Non Students                        | Overtime      | \$ 56.00  | \$ 75.00                  | 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 million) 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.