

# REGULATION

2014

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Community Relations

## SUBJECT: USE OF SCHOOL FACILITIES – FEE SCHEDULE

### Fees

Class 1 – Student Groups

Class 2 – School-Related Groups

Class 3 – Non-School-Related Community Youth Groups

Class 4 – Local Government Units and Cultural and Charitable Organizations

Class 5 – Local Adult Civic and Recreational Organizations

Class 6 – For-Profit Entities and Non-Local Organizations

Facility	Use Fee (Classes 1-2)	Use Fee (Classes 3-6)*
Classroom	None	\$25 per use; \$100 per day
Auditorium	None	\$125 per use; \$250 per day
Library	None	\$25 per use; \$100 per day
Community Room	None	\$50 per use; \$100 per day
Cafeteria <sup>1</sup>	None	\$100 per use; \$200 per day
Kitchen	None	\$35 per hour
Gymnasium – Elementary	None	\$125 per use; \$250 per day
Gymnasium – Secondary	None	\$175 per use; \$300 per day
Athletic Fields – Elementary	None	\$50 per use; \$100 per day
Athletic Fields – Secondary	None	\$150 per use; \$300 per day
EFA Turf Field	None	\$80 per hour
Pool – General Use/Group	None	\$125 per hour
Pool – Party	N/A	\$200 per event
Pool – Open Swim/Individual Rate	N/A	\$3 per day; \$50 per month
<b>* Where fees are assessed on a “per use”/“per day” basis, the “per use” fee will apply if a facility is reserved for a period of three (3) hours or less; use of a facility for any period in excess of three (3) hours will result in assessment of the “per day” fee.</b>		

<sup>1</sup> Payment of the cafeteria use fee provides for reservation of cafeteria space only. Where access to kitchen facilities is required in connection with use of cafeteria space, both the cafeteria use fee and the kitchen use fee will be assessed.

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## Additional Fees

**Revenue-Based Fees (Class 6):** In addition to applicable use fees, users in Class 6 that charge for admission to an event held on District property are required to pay to the District a fee equal to ten percent (10%) of the gross revenues from the event.

**Staffing Fees (All Classes):** All classes of users will be assessed additional fees for excess labor costs incurred by the District, including, without limitation, costs incurred to provide adequate safety/security, custodial, and/or food service coverage during the period of use. Supervisory/security and custodial staff are billed at an hourly rate of \$40 and food service staff are billed at an hourly rate of \$35.

**Miscellaneous Fees (All Classes):** The District reserves the right to assess fees in addition to those described above. Situations in which such fees may be assessed include, without limitation, those in which a group's use of District facilities and equipment causes the District to incur expenses that are not fully recovered through the assessment of standard use fees, revenue-based fees, and/or staffing fees.

## Multiple-Use Discounts

Notwithstanding the standard use fees set forth above, the Superintendent is authorized to establish discounted fees for organizations (including, without limitation, recreational sports leagues) that wish to reserve particular facilities on multiple dates. Requests for multiple-use discounts will be considered on a case-by-case basis and may be granted in the sole discretion of the Superintendent.

## Payment Requirements

Use fees must be paid in full no later than seven (7) days prior to the scheduled date of use. Revenue-based fees must be paid no later than ten (10) days after the date of use. Staffing and miscellaneous fees must be paid no later than twenty (20) days after the District's issuance of an invoice for such fees.

All payments should be made in the form of a check or money order payable to Elmira City School District and should be delivered to the District Business Office, 951 Hoffman Street, Elmira, New York 14905.

No refunds will be provided for cancellations occurring within three (3) business days of the scheduled use.