



Town of Scarborough FACILITY SCHEDULING INFORMATION

Scheduling of School Events, Sports, Community Events, and Meetings

Pursuant to Town and School Department Policy:

- The Office of Community Services handles the scheduling of all town facilities, including school buildings*, town buildings, and school and town athletic fields. However, the appropriate school principal must first approve the application. Upon written approval, this application form must be submitted to Community Services two weeks in advance of the event for appropriate handling.
- * Winslow Homer Auditorium scheduling during the school day (**7:30 a.m. to 3:00 p.m. Monday through Friday**): Requests must be submitted to the Scarborough High School principal, with copies to the Auditorium Manager and the high school principal's secretary. Approval will be granted by e-mail/mail to the applicant. **After 3:00 p.m. weekdays** all requests must be completed on the Community Services *Winslow Homer Auditorium Reservation Form* and submitted to the high school principal. The principal will submit approved request to Community Services for official scheduling. Request is not official until it has been entered into the Community Services official RecTrac calendar. **Exceptions:** Previously-approved Priority 1 events (usually submitted to the high school principal in June or September).
- Facility use can be approved for up to a three-month period. All users must re-apply for any time beyond that three-month period. **Exception:** Scarborough High School Auditorium may be reserved up to one year ahead and any other facility request beyond the three months must be by permission of the School Superintendent or designee.

PRIORITY USE

All Facilities (excluding Auditorium):

- Priority 1:** School-related activities (requires building principal approval).
- Priority 2:** Community Services sponsored activities (requires director approval).
- Priority 3:** Any other legitimate activity (requires facility manager's approval).
 - **Scarborough-based not-for-profit youth groups**; i.e., scouting groups, Little League, etc.
 - **Scarborough-based not-for-profit adult groups, non-revenue** (no admission charged/donation accepted/sales made); i.e., fraternal groups, church groups, political organizations, etc.
 - **Scarborough-based not-for-profit adult groups, revenue activity** (admission fee charged, donations accepted, etc.); i.e., fraternal groups, church groups, political organizations, etc.
 - **Non-Scarborough not-for-profit adult groups, non-revenue**; i.e., fraternal groups, church groups, political organizations, etc.
 - **Non-Scarborough not-for-profit adult groups, revenue activity**; i.e., fraternal groups, church groups, political organizations, etc.
 - **Commercial groups, non-revenue** (no admission charged/donation accepted/sales made).
 - **Commercial groups, revenue activity.**
 - **Town Government** – groups organized and controlled by the Town of Scarborough municipal government.

Auditorium:

- Priority 1:** School-related activities.
- Priority 2:** Approved by Community Services Director, or designee, based upon nature and attendance size of the activity.

Signatures Required Prior to Submission to Community Services:

- Auditorium Manager for Scarborough High School Auditorium.
- School principal for each school.

Other Information (for full requirements regarding Schools, please see School Policy KG):

- **Fees:** Some activities/reservations require fees -- see *Facility Fee Schedule* (attached).
- **Other Space:** Applicants for facilities agree by way of signature to accept the assignment of alternate space if other needs for the space should arise.
- **Revocation:** The Board of Education reserves the right to revoke any agreement made for the use of school facilities at any time and without prior notice or liability.
- **Conditions of Use:** It is the responsibility of the persons or organizations using facilities to leave them in the same condition in which they were received; a charge will be levied for any required clean-up costs in excess of any fees that would otherwise be applicable.
- **Security:** If security is deemed necessary, arrangement for and payment for police services will be the responsibility of the applicant/group. Evidence of meeting all legal obligations will be provided to Community Services in advance of use.
- **Auditorium Stage Lighting:** Auditorium stage lighting, sound system studio, or projection areas require employment of an authorized school employee/s, the cost of which is paid by the applicant (see *Facility Fee Schedule* under *Use of School Facilities KG-P*). Special regulatory or technical requirements may necessitate the hiring of additional employee assistance.
- **Auditorium Appurtenances:** Use of the auditorium does not include use of basic stage lighting or special lighting, public address system, or piano unless applicant has received permission for such use.
- **Custodial Services:** No fee for town or school facilities for educational purposes or School Board-sanctioned extra-curricular activities for regularly-scheduled custodial services. Outside groups/organizations must pay for such services when custodians are not regularly on duty or additional custodians are required (\$20 per hour per custodian). Exception may be granted to Community Services programs.
- **Kitchen Helper/s:** If needed, fee is \$20 per person per hour.
- **Ticket Taker/s:** If needed, fee is \$10 per person per hour.
- **Termination:** (1) Community Services Director may withdraw approval for good cause with 48 hours notice to applicant. (2) Sponsor may withdraw request for use at least 30 days prior to date specified (or applicant will forfeit deposit amount).

Scarborough High School Rental Fees

- Custodial and other fees may be charged in addition to rental fees. Refer to *School Policy KG*.
- Resident activities are defined as those in which at least 75% of the participants reside in Scarborough.
- Half days = 4 hours or less

Facility	Resident	
	Non-Commercial Youth Organization	Non-Commercial Adult Organization
Gymnasium	No Fee	Alumni - \$150 per hour Plummer - \$125 per hour
Cafeteria	No Fee	\$50 per hour
Kitchen	No Fee	\$25 per hour
F103 – Chorus Room F109 – Band Room	No Fee	\$20 per hour
G005 – Physical Education Room	No Fee	\$20 per hour
Auditorium – Entire Facility	\$100 for each performance for full day rental. \$60 for half day.	\$200 for each performance for full day rental. \$125 for half day.
Auditorium – Front Only (with stage)	\$60 for each performance or full day rental. \$35 for half day.	\$120 for each performance or full day rental. \$75 for half day.
Auditorium – Rear Section Only	\$50 per section for full day. \$30 per section for half day.	\$75 per section for full day. \$40 per section for half day.

Facility	Non-Resident		Commercial; Profit or Non-Profit, Revenue or Non-Rvenue
	Non-Commercial Youth Organization	Non-Commercial Adult Organization	
Gymnasium	Alumni - \$150 per hour Plummer - \$125 per hour	Alumni - \$200 per hour Plummer - \$175 per hour	Alumni - \$250 per hour Plummer - \$225 per hour
Cafeteria	\$50 per hour	\$75 per hour	\$100 per hour
Kitchen	\$25 per hour	\$35 per hour	\$50 per hour
F103 – Chorus Room F109 – Band Room	\$20 per hour	\$30 per hour	\$40 per hour
G005 – Physical Education Room	Not Available	Not Available	Not Available
Auditorium – Entire Facility	\$300 for each performance or full day rental. \$175 for half day.	\$400 for each performance or full day rental. \$225 for half day.	10% gross receipts; minimum \$500 for each performance or full day rental. \$300 for half day.
Auditorium – Front Only (with stage)	\$180 for each performance or full day rental. \$100 for half day.	\$250 for each performance or full day rental. \$130 for half day.	10% gross receipts; minimum \$500 for each performance or full day rental. \$180 for half day.
Auditorium – Rear Section Only	\$100 per section for full day or \$40 per section for half day.	\$125 per section for full day or \$40 per section for half day.	Not Available

Scarborough Middle School Rental Fees

- Custodial and other fees may be charged in addition to rental fees. Refer to *School Policy KG*.
- Resident activities are defined as those in which at least 75% of the participants reside in Scarborough.

Facility	Resident	
	Non-Commercial Youth Organization	Non-Commercial Adult Organization
Gymnasium	No Fee	\$100 per hour
Cafeteria	No Fee	\$50 per hour
Kitchen	No Fee	\$25 per hour

Facility	Non-Resident		Commercial; Profit or Non-Profit, Revenue or Non-Revenue
	Non-Commercial Youth Organization	Non-Commercial Adult Organization	
Gymnasium	\$100 per hour	\$150 per hour	\$200 per hour
Cafeteria	\$50 per hour	\$75 per hour	\$100 per hour
Kitchen	\$25 per hour	\$35 per hour	\$50 per hour

Scarborough Wentworth School Rental Fees

- Custodial and other fees may be charged in addition to rental fees. Refer to *School Policy KG*.
- Resident activities are defined as those in which at least 75% of the participants reside in Scarborough.

Facility	Resident	
	Non-Commercial Youth Organization	Non-Commercial Adult Organization
Gymnasium	No Fee	\$100 per hour
Cafeteria	No Fee	\$50 per hour
Kitchen	No Fee	\$25 per hour

Facility	Non-Resident		Commercial; Profit or Non-Profit, Revenue or Non-Revenue
	Non-Commercial Youth Organization	Non-Commercial Adult Organization	
Gymnasium	\$100 per hour	\$150 per hour	\$200 per hour
Cafeteria	\$50 per hour	\$75 per hour	\$100 per hour
Kitchen	\$25 per hour	\$35 per hour	\$50 per hour

Scarborough Primary Schools Rental Fees

- Custodial and other fees may be charged in addition to rental fees. Refer to *School Policy KG*.
- Resident activities are defined as those in which at least 75% of the participants reside in Scarborough.

Facility	Resident	
	Non-Commercial Youth Organization	Non-Commercial Adult Organization
Multi-Purpose Room	No Fee	\$50 per hour
Kitchen	No Fee	\$20 per hour

Facility	Non-Resident		Commercial; Profit or Non-Profit, Revenue or Non-Revenue
	Non-Commercial Youth Organization	Non-Commercial Adult Organization	
Multi-Purpose Room	\$50 per hour	\$75 per hour	\$100 per hour
Kitchen	\$20 per hour	\$30 per hour	\$40 per hour

