

## Building Use Fees and Insurance Requirements

Fee	Non-Profit Organizations	Individuals/For-Profit Organizations
<b>There are no fees for MSAD No. 75 school-based organizations.</b>		
Classroom:	\$30/day	\$30/hr; daily max \$120
Elem. Gym:	\$60/day	\$60/hr; daily max \$240
Elem. Kitchen:	\$30/day	\$30/hr; daily max \$120
	(plus \$25/hour for kitchen staff)	
HS/MS Kitchen:	\$30/day	\$40/hr; daily max \$160
	(plus \$25/hour for kitchen staff)	
Elem./MS Cafeteria:	\$60/day	\$60/hr; daily max \$240
MTA Commons:	\$80/day	\$75/hr; daily max \$300
HS/MS Gym:	\$100/day	\$100/hr; daily max \$400
Athletic Fields: (request info. for light costs)	\$25/game; daily max \$100	\$30/game; daily max \$100
Main Parking Lot:	\$25/day	\$30/day
Satellite Parking Lot:	\$15/day	\$15/day
Sound System:	\$30/day	\$30/day
Overtime Custodial Costs (weekends, holidays, and evenings when a custodian is not normally present): \$35/hour		
Charges for set up of additional tables and chairs:		
<ul style="list-style-type: none"> <li>• 50 chairs or less:</li> <li>• 51-150 chairs:</li> <li>• 151+ chairs:</li> <li>• Tables</li> </ul>	<ul style="list-style-type: none"> <li>\$15</li> <li>\$25</li> <li>\$50</li> <li>\$ 3 each</li> </ul>	
Video equipment, VCR, projector/screen: request information		

### Insurance Requirements

Before a building use reservation can be finalized the group sponsoring the event must provide the building administrator with a certificate of insurance naming the District as an additional insured. The certificate must document one of the following levels of coverage: \$400,000 combined bodily injury and property damage, or \$400,000 bodily injury and \$400,000 property damage.