

New Castle County Vocational-Technical School District

Facilities Request Rate Calculation Form

Item No.	<i>These NON-WAIVEABLE costs are conditional for all BUILDING USAGE in EXCESS OF NORMAL OPERATIONS</i>	Hours	Cost Per Hour	Excess Cost
1	Custodial rate Monday through Saturday (Per Custodian Needed) **		\$30.00	
2	Custodial rate Sunday and Holidays (Per Custodian Needed) **		\$40.00	
3	Utilities (Other then hours of NORMAL OPERATION) (After 4 p.m.)&(Sat. & Sun.)		\$10.00	
4	Building Security (Per Security Personnel Needed) *		\$35.00	
5	Administrative Charges (\$30 minimum per event)	1	\$30.00	\$30.00
	TOTAL EXCESS COST			
Item No.	<i>These NON-WAIVABLE fees have been designated for facility usage by organization without valid IRS NON-PROFIT STATUS</i>	Hours	Cost Per Hour	Total Cost
6	Auditorium ***		\$50.00	
7	Gymnasium (Without Locker Room and Shower)		\$30.00	
8	Gymnasium (With Locker Room and Shower)		\$40.00	
9	Cafeteria (Cooking and Serving Area NOT AVAILABLE)		\$20.00	
10	Classroom, Meeting Room, Library, Career Area Lab		\$10.00	
11	Athletic Fields (Per Field)		\$50.00	
	TOTAL USAGE FEE			
	TOTAL COST (Excess Cost + Usage Fee)			

* One custodian will be charged per 100 persons attending. MINIMUM OF ONE (1) CUSTODIAN IS REQUIRED. Additional custodians will be charged in increments of 100. (For example: 125 attending would require two (2) custodians). Security personnel may be required at school events to be determined on a case-by-case basis.

** AN ADDITIONAL TWO (2) HOURS OF CUSTODIAL TIME WILL BE CHARGED TO ALL EVENTS, IN EXCESS OF THE SCHEDULED EVENT HOURS. CUSTODIAL TIME WILL BE CHARGED BASED ON A MINIMUM OF FOUR (4) HOURS.

*** Availability contingent upon the extent of use and the payment of district employee(s) to operate the sound and lighting systems if necessary. Additional fees may apply.