



**TOWN OF ANDOVER, MASSACHUSETTS
PLANT & FACILITIES DEPARTMENT**

TOWN OFFICES
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DIRECTOR

Fees Approved

by

Andover Board of Selectmen

June 6, 2005

Motion I

Motion to approve rental rates and charges for use of buildings and fields by *Private and Non-Profit* groups.

Schools

<i>All fees are per hour</i>	Private* & Non-Profit	Business	Scouts	Indoor Youth Sports Leagues
High School				
Cafeteria	\$35.00	\$45.00		
Other Rooms	\$20.00	\$30.00		
Middle Schools				
Cafeteria	\$35.00	\$45.00	\$4/use	
Gymnasium	\$25.00	\$50.00		\$5/hr
Auditorium	\$30.00	\$40.00		
Other Rooms	\$20.00	\$30.00		
Elementary				
Cafeteria	\$15.00	\$25.00	\$4/use	
Gymnasium	\$20.00	\$40.00		\$5/hr
Auditorium	\$20.00	\$30.00		
Other Rooms	\$10.00	\$20.00		
School Custodian**	When Required			
Monday - Saturday	\$37.00	\$37.00	\$37.00	\$37.00
Sunday	\$46.00	\$46.00	\$46.00	\$46.00

*Private – Resident & Non-Resident

**Custodial rate is \$27/hr or \$36/hr custodial average overtime rate as of 7/1/05, plus \$10/hr School Building Utilities/Operations Fee.

Custodial support will be assigned according to the Collective Bargaining Agreement:

No food being served

50-300 Attendees - 1 Custodian
 Over 300 Attendees - 2 Custodians

Food or Furniture Set-up

Up to 100 Attendees - 1 Custodian
 101-300 Attendees - 2 Custodians
 301-500 Attendees - 3 Custodians

Monday - Thursday @ 3 hour minimum
 Friday - Sunday & Holidays @ 4 hour minimum

IMPORTANT NOTE: A custodian may be assigned by the Facilities Coordinator during regular hours when required.

Fields

	Youth Leagues* w/ Insurance	Private & Non-Profit**	Business
Fee	\$5.00/2 hr	\$25.00/2 hr	\$40.00/ 2 hr
Per Player Fee	\$5.00	\$5.00	
Alternate Per Player Fee	\$1.00	\$1.00	\$1.00

*Youth Leagues - Andover youth up to high school age.

**Private - Residents, Non-Residents, Adult & Club Teams

Town House

	Private*	Non-Profit	Business
Friday & Saturday	\$750.00	\$550.00	\$850.00
Timeframe	8 hrs	8 hrs	8 hrs
Sunday - Thursday	\$650.00	\$550.00	\$750.00
Timeframe	8 hrs	8 hrs	8 hrs
Hours after 8**	\$50.00/hr	\$50.00/hr	\$50.00/hr

*Private – Resident & Non-Resident

**Hours after 8 = \$28/hour custodial over time average, \$10/hour/custodian Building Utilities/Operations Fee, \$12/hour additional rental fee.

Facility Rental Rules of Operation

Schools:

1. Groups renting Town property may not sublet rental to any other person or groups.
2. Youth leagues that play on town fields and want to use gym space will pay the private rental rate.
Youth Leagues (Ex: Andover Soccer, Little League) receive a substantial discount on Town fields. Sports that are played outside on fields and want to use a gym will be charged the Private Rental Fee.
3. When Youth League coaches want to rent field space to add to the practice time allocated by their league, they will pay the private rental fee.
Teams receive field assignments from their league representatives. Coaches that want their team to have additional practice space are doing so on their own, and are outside of the leagues' responsibility. They will be charged the Private Rental Fee.
4. Dance groups receive their dress rehearsal rental at no charge, but must pay for the custodian. During their performances the auditorium and custodian are billed hourly. Support spaces (dressing areas) are billed at a flat fee. Support spaces must total less than 50% of main rental area for this reduced fee to apply.
5. Private gym renters Payment Policy:
 - a. Renters must pay for the first portion of their rental in advance. If payment is not received, permit will be revoked.
 - b. Additional payments are due one week before the next 3-month rental period begins.
 - c. If the rental is for only a couple of months, ½ is due up front and the other ½ is due mid way through the rental.
 - d. Failure to pay will revoke the rental permit.
6. Gym rental cancellation requires a 3-day notice. Weekend cancellations require a one-week notice. Failure to give appropriate notice will require payment. *(Does not apply to cancellations due to inclement weather.)*
7. Business rentals – if there is a question of appropriateness, the rental will be subject to Town Manager's approval.
8. School Custodian average overtime rate is \$27.00 as of 1/1/05; the rate will be updated annually on 7/1 to reflect salary increases as a result of Cost of Living Allowances or Collective Bargaining Agreements. Annual custodial rate increases will be submitted to the Town Manager for approval.
9. There is no longer a discount for multiple rentals. (i.e.: ½ off 5 or more rentals)

Fields:

1. Per Player fee will apply to the following programs:
Category I - \$5/player fee
 - a. Andover Soccer Association
 - b. Andover Jr. Football League
 - c. Andover Little League
 - d. Andover Youth Baseball (including Pony League & Legion)
 - e. Andover Girls Softball League
 - f. DCS Softball League
 - g. Private rentals at AHS fields
 - h. Over the Hill Soccer League
 - i. Summer Adult Co-Ed Soccer League
 - j. Club Soccer Leagues (Ex: Maple, MASC)

- k. Women's Adult Soccer Leagues
2. Town may fine or back charge field users that do not follow rules and/or cause damage to town property.
3. Alternate Per Player Fee – teams renting fields less than 5 times per season will pay \$1.00 per player per game not to exceed \$5.00 per player per season.

Recreation Park:

1. Security Deposit – key/damage deposit. The security deposit will be returned after the key has been returned and the rental area is inspected for damage or other issues.

Town House:

1. 8-hour rental includes set up and one hour of break-down/clean-up after event.
2. Town Custodian average overtime rate is \$28.00 as of 1/1/05; this will be updated annually on 7/1 to reflect salary increases as a result of Cost of Living Allowances or Collective Bargaining Agreements. Annual custodial rate increases will be submitted to the Town Manager for approval.
3. Businesses that rent Old Town Hall multiple days for money making events will be charged the full rental rate each day plus additional custodial when needed. No discounts will be given to these groups. Example: Daher's Annual Shoe Sale.

Motion II

Motion to approve rental rates and charges for use of school buildings by *School & Town Departments*.

Schools	Town & School Departments
High School	
Cafeteria	\$0.00
Other Rooms	\$0.00
Middle Schools	
Cafeteria	\$0.00
Gymnasium	\$0.00
Auditorium	\$0.00
Other Rooms	\$0.00
Elementary	
Cafeteria	\$0.00
Gymnasium	\$0.00
Auditorium	\$0.00
Other Rooms	\$0.00
School Custodian	
	When Required
	Actual Custodian Rate/hour

Custodial support will be assigned according to the Collective Bargaining Agreement:

No food being served

50-300 Attendees - 1 Custodian
 Over 300 Attendees - 2 Custodians

Food or Furniture Set-up

Up to 100 Attendees - 1 Custodian
 101-300 Attendees - 2 Custodians
 301-500 Attendees - 3 Custodians

Monday - Thursday @ 3 hour minimum
 Friday - Sunday & Holidays @ 4 hour minimum

IMPORTANT NOTE: Schools, PTOs, Town Groups/Departments are required to pay custodians according to the above guidelines.

Motion III

Motion to approve rental rates and charges for use of fields by *DCS Adult Programs and Private Groups at Andover High School.*

Fields

	Private Rentals at AHS	DCS
Per Player Fee - Adult	\$5.00	\$5.00
Per Player Fee - Youth	\$2.00	

Explanation of Above Fees:

1. *Per Player Fee Adult* – an existing fee that has been in effect for two years for the DCS Softball League.
2. Fields at Andover High School are rented through the School Department. Private adult and youth rentals at Andover High will be required to pay the per player fees, which will go to the Plant & Facilities Field Revolving Fund for field projects/maintenance at the High School.
3. All revenue from the above fees will be added to the field revolving fund for field improvement projects.

Motion IV

Motion to approve rental rates and charges for use of the Andover Town House by *Town & School Departments*.

Town House	Town Depts.
Rental Fee	\$0.00
Timeframe	Un-limited
Custodial	Actual Rate/hr

Facility Rental Rules of Operation

1. Town Custodian overtime rates range between \$25.58 - \$30.69/hour. These rates will be updated annually on 7/1 to reflect salary increases as a result of Cost of Living Allowances or Collective Bargaining Agreements. Annual custodial rate increases will be submitted to the Town Manager for approval.