

**MESSALONSKEE SCHOOL DISTRICT**  
**MSAD #47**  
**OAKLAND, ME 04963**

**FEE SCHEDULE FOR THE USE OF SCHOOL KITCHENS,  
CAFETERIAS, AND OTHER FACILITIES AND EQUIPMENT**

1. School-based Groups
  - No fees
2. Non-profit Organizations and Activities That Are Based within the School District
  - hourly cost of employee times hours worked for food service
  - Custodial services will be supplied by the District.
  - classroom \$35.00 plus insurance rider (2 hour maximum)
3. Other Non-profit Organizations and Activities
  - \$25.00 per hour for food service, custodial, or supervisory coverage (when required)
  - \$125.00 per day for use of kitchen or cafeteria or computer labs or other facilities (if appropriate)
  - classroom \$35.00 plus insurance rider (2 hour maximum)
4. For Profit Groups or Individuals
  - \$35.00 per hour for food service, custodial, or supervisory coverage
  - \$250.00 per day for use of kitchen or cafeteria or gymnasium or computer labs or other facilities
  - classroom \$50.00 plus insurance rider (2 hour maximum)
5. The preparation of food for all groups (school and non-school) may be requested through the Food Service Director. If the Director agrees to provide the food, charges will be made as follows:
  - cost of employees worked plus 10% per hour per person for food service staff
  - A fee that will cover the costs of all supplies and materials plus 20%
6. Bills will be jointly prepared by the Principal and Food Service Director, and a copy will be sent to the Superintendent's Office. Payment will be made to the Messalonskee School District and will be sent to the Superintendent's Office.
7. Due to the high cost of equipment and its maintenance, the Food Service Director may require a food service worker be used any time kitchen equipment is needed.
8. In extenuating situations, the off-site use of equipment by groups or individuals not connected to the schools may be approved by the principal or by the Food Service Director. If approved, an appropriate fee will be charged, with a minimum of \$5.00.
9. Proof of insurance is required for any for profit group. The certificate of insurance should name the Messalonskee School District as an additional insured. Coverage should be at least \$1,000,000.

Note: The Superintendent, in consultation with the Principal or Food Service Director, may waive or modify the above fees. This fee schedule does not replace policies and/or procedures regarding building use, including the denial of requests for facilities for most parties and celebrations.

Adopted: December 1996  
Reviewed: December 17, 2003