

Portsmouth School Department Facilities Use Fee Schedule

Category I Users: Non-profit or charitable organizations that provide written evidence of IRS 501c (3) status or written evidence the organization is approved by the NH Registrar of Charitable Trusts.

No rental fee will be charged for the use of small group meeting spaces by Category I users, Additional fees may be required for custodial coverage. Rental fees and custodial, tech, security or athletic staff fees may be required for large group meeting spaces.

Category II Users: All other users that do not qualify as a Category I.

Rental fees will be charged for large group meeting spaces. Additional custodial, tech, security or athletic staff fees may be required for large group meeting spaces.

Small Group Meeting Spaces: Classrooms at any of our educational facilities.

Large Group Meeting Spaces: Gymnasiums, libraries, auditoriums, fields at each of our educational facilities.

- **School use takes precedence over outside use even when school is not in session.**
- **All meeting space, regardless of size, may be granted, subject to room and custodial availability based on the demands of school sponsored activities.**
- **No group may reserve a space more than eight (8) times in a calendar year. No group may reserve a room more than three (3) months in advance.**
- **Proof of liability insurance with the City of Portsmouth School Department named as an additional insured is required.**
- **A 10% surcharge will be assessed for auditorium rentals when sound and/or lighting are required. Required tech staff costs additional.**
- **All rates subject to seasonal energy surcharges.**
- **Use of Career Technical Spaces will be determined based on a case-by-case basis.**
- **All usage may require custodial and/or security coverage at the rates as outlined below.**
- **Rental of Portsmouth Middle School is unavailable until construction is complete.**
- **The Portsmouth School Department reserves the right to modify or waive any of the aforementioned requirements when it is deemed to be in the best interest of the Portsmouth School Department.**

	CATEGORY I						CATEGORY II					
Location	Elementary Schools & RJLA		Middle School		High School		Elementary Schools & RJLA		Middle School		High School	
	8 Hours	4 Hours	8 Hours	4 Hours	8 Hours	4 Hours	8 Hours	4 Hours	8 Hours	4 Hours	8 Hours	4 Hours
Classroom	\$ 0	\$ 0	\$0	\$0	\$0	\$0	\$150	\$75	\$150	\$75	\$150	\$75
Cafeteria	\$150	\$75	\$300	\$150	\$300	\$150	\$400	\$200	\$500	\$250	\$500	\$250
Gymnasium	\$150	\$75	\$500	\$250	\$500	\$250	\$400	\$200	\$1000	\$500	\$1,000	\$500
Kitchen	\$150	\$75	\$250	\$125	\$250	\$125	\$250	\$125	\$500	\$250	\$500	\$250
Auditorium	N/A	N/A	\$350	\$175	\$350	\$175	N/A	N/A	\$1,000	\$500	\$1,000	\$500
Little Theatre	N/A	N/A	N/A	N/A	\$100	\$50	N/A	N/A	N/A	N/A	\$250	\$125
Library	\$90	\$45	\$125	\$75	\$125	\$75	\$200	\$100	\$250	\$150	\$250	\$150
Athletic Fields	\$20	\$20	N/A		\$400 without lights \$600 with lights	\$200 \$300	\$50	\$50	N/A		\$800 without lights \$1200 with lights	\$400 \$600

Staff Charges (all rates are per hour):

	Monday-Saturday	Sunday & Holidays
Custodian	\$39.00	\$52.00
Cafeteria Employee	\$39.00	\$52.00
IT / Media Technician	\$46.00	\$61.00
Security	\$39.00	\$52.00
Athletic Personnel	\$39.00	\$52.00