



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601

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www.mtwp.net

Facility Fee Schedule:

The facility fee schedule is available upon request by emailing rentals@mtwp.net. Requests to rent facilities not listed may be made. School district officials will determine rates based on the fee schedule.

Facility Charges by Category:

Facility fees will be charged/applied in the following manner:

- Categories A & B: 0% of facility rental rate *
- Category C: 50% of facility rental rate *
- Category D: 100% of facility rental rate and applicable staffing fees

* Please note, the percentage applies only to the actual facility rental. Other charges, such as those referenced in *Additional Costs* section, will not be waived (for Categories C and D) and may not be waived (for Categories A and B) as they represent actual costs.

Based on unique circumstances and/or special opportunities for the students of the Manheim Township School District, the superintendent, or his/her designee, may waive all or a part of any facility rental charges at his/her discretion. Staffing fees will not be waived.

Additional Costs:

So that the school district does not unduly subsidize non-district activities, expenses incurred to accommodate rental expenses will be passed on to the renter. In most cases, when a facility is rented there are associated costs for custodial care and security. The hourly fees associated with these costs covers the employee's hourly wage (typically overtime wages) and the associated retirement and benefit costs.

- Custodial hourly rate per person: \$30
- Maintenance/groundskeeping: \$50
- Event monitoring hourly rate per person: \$35
- Technician hourly rate per person: \$50
- Cafeteria staffer hourly rate per person: \$30

The district's vehicles, including the Gators, are not available for use by the renters.

The district sometimes uses outside contractors for routine services. When a rental request requires the use of those outside services, the associated cost will be passed on as an additional cost for the rental. (An example of this would be if an organization requested the use of a field that would need a certain level of grass cutting. The district routinely

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contracts with an outside vendor for grass cutting, and the requestor would be asking for something that would require additional services from the grass cutting vendor. That cost would be passed on to the requestor.)

Costs for requests for equipment such as projectors or kitchen equipment will be determined on a case by case basis and be quoted prior to the district agreeing to rent the requested facility.

Invoices:

You will receive an invoice after your event. Checks should be made payable to MTSD, payment is due within 30 days of receiving your invoice.