

WCTS Facilities Use Information

Prior to completing the facilities usage request form, please reach out to Anne Drescher to discuss the details regarding your event or activity.

Anne Drescher dreschera@wctech.org or 908-835-2814.

Please review the following policies.

[7510 - Use of School Facilities](#)

[2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries](#)

NOTE:

Please be aware of the following costs per day (**paid in advance**) for outside organizations before requesting the use of our facilities.

Facility	Non-Profit No Admission Fee	Non-Profit With Admission Fee	For Profit Charge or Collection	Educational Institution Charge or Collection
Theater	\$200	\$250	\$300	\$299
Gymnasium	\$100	\$200	\$240	\$100
Cafeteria	\$75	\$150	\$250	\$100
Classroom (each)	\$50	\$75	\$100	\$50
Kitchen	\$75	\$100	\$200	\$75
Knights Cafe	\$200	\$200	\$300	\$100
Main Parking Lot	\$200	\$200	\$300	\$100
Athletic Field	\$100	\$200	\$400	\$100

Additional Costs (Approximate)

Employee	Mon. - Fri. 8:00 AM-11:00PM	Saturdays & Mon. - Fri after 11:00PM	Sundays & Holidays
Custodians (2hr. Min.)	\$24/hour	\$36/hour	\$50/hour
Computer Technician (2hr. Min.)	\$42/hour	\$63/hour	\$84/hour
Culinary Director	\$35/hour	\$45/hour	\$70/hour
State Police (4hr. min.)	\$90/hour	\$90/hour	\$90/hour

- Insurance must be obtained for your event and presented with the facility's use request.
- The Board of Education reserves the right to deny requests and adjust the fee schedule either upward or downward as it sees fit, based upon the proposed use of the facility, the amount of exposure to damage that may occur and the liability risks that it may incur.