

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC MEETING**

**204 SISSON ROAD ROOM FEES
MAY 8, 2023**

The Harwich Board of Selectmen will hold a Public Meeting, per the Board of Selectmen policy on changes to fees, on Monday, May 8, 2023, no earlier than 6:00 P.M. in the Griffin Room at Harwich Town Hall, 732 Main Street. This meeting will be held for the purpose of reviewing the proposed changes to the fee structure for room rentals at 204 Sisson Road. The proposed changes can be found on the town website. This meeting is also available remotely. Dial in information will be posted meeting agenda.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
April 20, 2023

204 Sisson Road

Cultural Arts Municipal Building

Use Fee Schedule for Events and Programs

Proposed Structure	Municipal		For Profit		Non Profit		Resident	
	<i>Rental</i>	<i>Labor</i>	<i>Rental</i>	<i>Labor</i>	<i>Rental</i>	<i>Labor</i>	<i>Rental</i>	<i>Labor</i>
Auditorium	NC	NC	\$100/hr.	\$45/hr.	\$100/hr.	\$45/hr.	\$100/hr.	\$45/hr.
Cafeteria-mixed use	NC	NC	\$100/hr.	\$45/hr.	\$100/hr.	\$45/hr.	\$100/hr.	\$45/hr.
Creative Suite-meeting	NC	NC	\$75/hr.	\$45/hr.	\$50/hr.	\$45/hr.	\$50/hr.	\$45/hr.
			\$150 1/2 Day \$200 Full day		\$100 1/2 Day \$200 Full Day		\$100 1/2 Day \$200 Full Day	
Library-mixed use	NC	NC	\$100/hr.	\$45/hr.	\$100/hr.	\$45/hr.	\$100/hr.	\$45/hr.
Rear Lawn	NC	NC	\$150/hr.	\$45/hr.	\$150/hr.	\$45/hr.	\$150/hr.	\$45/hr.
Front Lawn	NC	NC	\$100/hr.	\$45/hr.	\$100/hr.	\$45/hr.	\$100/hr.	\$45/hr.
Music Room-Meeting	NC	NC	\$75/hr.	\$45/hr.	\$75/hr.	\$45/hr.	\$75/hr.	\$45/hr.
			\$150 1/2 Day \$200 Full day		\$150 1/2 Day \$200 Full day		\$150 1/2 Day \$200 Full day	
Gymnasium (Recreation)	NC	NC	\$500 Full Day	\$45/hr.	\$250 Full Day	\$45/hr.	\$250 Birthday	\$45/hr.
			\$250 Half Day		\$125 Half Day		\$100/hr. Other	
Courtyard	NC	NC	\$250.00	\$45/hr.	\$250.00	\$45/hr.	\$250.00	\$45/hr.
Additional fees by occurrence & agreement with rental								
Multiroom Rental	NC	NC	apply and additional \$50 per room request to contract					
Event Coordinator	NC	NC	\$50/hr. fee assessed to each contract					
Program Coordinator	NC	NC	\$35/hr. fee assessed to each contract					
<i>Labor Fee is for custodial time in efforts for either an additional hire or for overtime. The rate would reflect the hours to ensure facility needs are</i>								
<i>Half Day is considered 4 hours or less</i>								
<i>Full Day is considered 5+ hours</i>								
<i>Hours are determined based on the load in, set up, event time, breakdown, load out</i>								

204 Sisson Road

Cultural Arts Municipal Building

Use Fee Schedule for Long Term Studio Rentals

Creative Suite	Size Square Footage	Water	Rental Rate Proposed	General Room Note
A02	147	N	\$250	
A04	232	N	\$250	
A05	181	N	\$250	
A06	140	N	\$250	
A07	70	N	\$200	
A08	<i>Housing Advocate Office</i>			
A09	402	N	\$300	
1st Floor Classroom Wing	Size Square Footage	Water	Rental Rate Proposed	General Room Note
101	<i>Cultural Affairs Office</i>			
102	747	N	\$400	
103	645	N	\$350	
104	645	N	\$350	
105	795	N	\$400	
106	780	Y	\$450	
107	822	Y	\$450	
108	822	N	\$400	
109	824	N	\$400	
110	754	N	\$400	
111	786	N	\$400	
112	822	N	\$400	
113	820	N	\$400	
114	854	N	\$400	
115	632	N	\$350	
2nd Floor Classroom Wing	Size Square Footage	Water	Rental Rate Proposed	General Room Note
201	765	N	\$400	
202	780	N	\$400	
203	943	N	\$500	
204	783	N	\$400	
205	833	Y	\$450	
206	822	Y	\$450	
207	822	N	\$400	
208	822	N	\$400	
209	968	N	\$500	
210	790	N	\$400	
211	822	N	\$400	
212	1,111	Y	\$550	
213	476	N	\$300	
214	517	N	\$350	
215	549	N	\$350	Air Conditioner in Room
Lower level / Shop	Size Square Footage	Water	Rental Rate Proposed	General Room Note
	1,300	N	\$500	

Rental Rate Scale

Square Footage Range	Rate per month
<100 sq. feet	\$200
100-300 sq. feet	\$250
301-500 sq. feet	\$300
501-700 sq. feet	\$350
701-900 sq. feet	\$400
>901 sq. feet	\$500
<i>Studios with water or special amenity will incur and additional \$50</i>	

204 Sisson Road

Cultural Arts Municipal Building

Use Fee Schedule for Class Instruction & Workshops

Class Rate Structure

\$150 Room Rental
\$1 per student registered
6-8 class requirement
\$25 material fee if required
Classes run 1-3 hours in length

Workshop Rate Structure

\$150 Room Rental
\$1 per student registered
No class requirement
\$25 material fee if required
Workshops run 3-6 hours in length