



Classification	Costs When no Admission Fee is Charged	Costs When Admission Fee is Charged
District Sponsored Events: Official school-sponsored activities and organizations conducting activities to directly support District 33. (PTO, WeGoTogether, Foundation for Educational Excellence, etc.)	None	None
Non-School District 33 Students Intergovernmental Agreements: Organizations and/or Government units serving the District which offer an equitable exchange of services and/or facilities which have intergovernmental agreements and are supported by local taxes. (Park Districts, D94, Police and Fire, Federal Agencies, etc.)	None	Personnel and 20% of Standard Rental Rate
Non-Profit Organizations: Non-profit, social, civic, religious, educational, and/or athletic organizations serving District 33 residents and whose purposes parallel those of District 33. (i.e. WeGoTogether Partner programs, Girl Scouts/Boy Scouts, Lions Club, etc.)	Personnel, Equipment, and 20% of Standard Rental Rate	Personnel, Equipment, and 50% of Standard Rental Rate
Non- Local and/or For Profit: Any organization not included in the above	Standard Rental Rate, Personnel, and Equipment Costs	Full Rental Rate +10%, Personnel, and Equipment Costs

1. Classifications - Individuals and organizations requesting the use of building facilities shall be classified as follows:

2. General Conditions - Organizations wishing to use District 33 facilities shall:
 - A. File a written and/or on-line request with the designated school official specifying the specific facilities requested and the time(s) and date(s) of the proposed use. All requests are subject to the availability of the facilities requested, and shall be granted on a first come/first-serve basis after September 15th when all school activities have been placed on the Facilities Use calendar.

 - B. Agree to hold District 33 harmless for any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.

 - C. Furnish a Certificate of Insurance (Public Liability, Property Damage, and any other insurance coverage required by applicable law) to guarantee payment of any claims for injuries or damage to persons or property that occur during, or arise from, use of the premises by the renting organization. The Certificate of Insurance shall name District 33 as an additional insured without limitation and with full coverage under the policy, and



shall be furnished before the renting organization enters upon school facilities under the terms of the rental agreement. The insurance shall be with a company and in form satisfactory to the designated school official.

- D. Agree to pay for any damage to school property.
- E. Not permit the selling, giving, or drinking of any alcoholic beverage, or gambling of any form on District premises.
- F. Not permit smoking in the District's buildings, on District grounds or within 100 feet of any school property.
- G. Vacate the property by 10:00 p.m. on weekdays and Saturdays, and 6:00 p.m., on Sundays.
- H. Receive prior approval from the designated school official for the sale of concessions or any other commodity.
- I. Adhere to District 33 procedure regarding the distribution of literature.
- J. Confine the attending group to the area rented by the organization.
- K. Provide supervision and security as deemed necessary by school officials.
- L. Strictly observe the time limits in the contract.
- M. When required by District 33, deposit a sum equal to the total fee including rental, personnel services and equipment, at least five (5) days in advance of use, except in the case of agreements for regular weekly use over a period of four or more weeks or at the discretion of the designated school official.
- N. Designate an official of the organization to be responsible for contract administration and prior arrangements and to assume responsibility for all decisions when the facilities are being used; said official to be a resident of District 33 and at least 21 years of age.

3. Schedule of Fees

All fees and below include basic custodial support only if a custodian would normally be present and the support would not prevent the employee from completing their assigned duties. These fees also do NOT include audio visual services, specialized lighting other than typical overhead lighting, above normal personnel costs for set-up/tear-down or clean up, and/or the use of specialized equipment such as scoreboards, timers, computers, or monitors.



a) Facility Costs

Facility Space	District 33 Sponsored School Events	Non-School District 33 Students & Intergovernmental Agreements	Local Non-Profit	Local For Profit and Non-Local Non-Profit	Non-Local For Profit
Classrooms (Regular)	NC	NC	\$4/hr.	\$8/hr.	\$16/hr.
Special Rooms (Art Music/Band)	NC	NC	\$8/hr.	\$15/hr.	\$30/hr.
Elementary Gym	NC	NC	\$6/hr.	\$12/hr.	\$25/hr.
Middle School Gym (Main)	NC	NC	\$8/hr.	\$15/hr.	\$30/hr.
Middle School Gym (Aux)	NC	NC	\$6/hr.	\$12/hr.	\$25/hr.
Middle School Cafeteria	NC	NC	\$8/hr.	\$15/hr.	\$30/hr.
Middle School Kitchen	NC	NC	\$6/hr.	\$12/hr.	\$25/hr.
Elementary Fields	NC	NC	\$6/hr.	\$12/hr.	\$25/hr.
Middle School Fields	NC	NC	\$8/hr.	\$15/hr.	\$30/hr.

A. Must be for an activity which promotes the general welfare and wellness of District 33 students and school communities.

B. Hourly fees include only building/field rental from 0-4 hours. Additional fees charged if 4 hours are exceeded All employee and other expenses are additional fees.

C. A fee of \$15.00, per occurrence, will be assessed to any organization/group that does not provide a minimum of 48 hours notice of cancellation of their reserved facility use. Emergency cancellations are the exception.

D. A fee of \$25.00 per occurrence, will be assessed to any organization group that is a "NO SHOW".

b) Equipment Costs

Requests for use of District-owned equipment will have consideration on case-by-case basis.

Any requests for use of computers, computer labs or other technology equipment must have a faculty member present during use of said equipment.



A Tech Aid must be hired at \$15 per hour and be on site whenever technology equipment has been approved for use.

c) Personnel Costs

Personnel Costs are calculated from the time the custodian arrives at the location to unlock, prepare and/or set up until the time the custodian locks up, disassembles the set up, cleans and leaves the facility in condition for the next day's scheduled activities.

If extended set-up/tear-down and/or clean up is required the party renting the facilities, they will be billed at a rate of \$10 per hour for the time required to set-up/tear-down and/or clean up.

d) Facilities Use Agreement

A written agreement between the user and District 33 shall be executed prior to the date of use of District 33 facilities by any non-school group. Said agreement shall be on forms provided by the school District with one copy to be retained by the school district and one copy forwarded to the user.

Recommendation Proposal: May 10, 2012
Facility Review Committee
Citizens Advisory Council

BOARD OF EDUCATION
ADOPTED: May 10, 2012