

OFFICE OF THE SUPERINTENDENT
Millburn Public Schools

INFORMATION ITEM

April 25, 2011

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Building Rentals

Our policy requires that any requests for building rental occurring during the day be voted on by the BOE. We have had two requests for one room each during the school day. The After School Club (current renter for after hours programs) is requesting one room and Brigid Tuley, a staff member, is requesting another one. Both parties wish to run kindergarten enrichment programs that would run opposite our kindergarten hours. We propose that we put the locations at Millburn West next to the Red Apple Pre-School program if you approve the requests. That way, all traffic would go through separate doors. We have only two rooms left to rent at West during the day and we would not be able to approve any other requests should we get them. We anticipate that the rental fees of 10% of the gross revenue would be approximately \$8000 to \$9500 if all spaces for the programs were used.

I would suggest that the BOE have a discussion, make a determination, and put the approval or non-approval on the consent agenda for next month.



Application for Facilities Use

MILLBURN C. C. SCHOOL DISTRICT 24 • www.millburn24.net

Millburn Central • 18550 Millburn Road • Wadsworth, IL 60083 • PH 847-356-8331 • FAX 847-356-9722

Millburn West • 640 Freedom Way • Lindenhurst, IL 60046 • PH 847-245-1600 • FAX 847-265-8198

FACILITIES CHARGES

District 24 is charging rental fees in an attempt to cover the costs incurred for overtime, custodial, supplies, and utilities as approved by BOE, 1/18/11.

Category:	Rental Charge	Custodial Fee
District Sponsored, PTO and Foundation	Waived	Waived
Charitable and Non-Profit (requires tax-exempt status)	\$5 per classroom; for 2 or more spaces - \$10 each \$25 per gym or cafeteria; for 2 or more spaces - \$50 each	\$35 per hour*
Colleges and Universities	\$50 per hour	\$35 per hour*
Commercial	Whichever is greater: 15% of gross revenue realized through location OR \$10 per classroom/\$50 per gym or cafeteria	\$35 per hour*
Field Use	\$10 per event**	

*This additional fee will be charged only at times we have to schedule a custodian during non-working hours regardless of the number of rooms rented by a group.

**Lindenhurst Park District is exempt.

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Contact Person: Brigid Tuley Email: brigid.tuley@att.net
 Mailing Address, City, State, Zip: 3001 Liberty Lane Lindenhurst, IL 60046 Phone: (847) 265-8452

GROUP INFORMATION

Name of Requesting Group: (Scout groups must include troop/den number and grade level)
Kindergarten Connections

Check one: District Organization Colleges and Universities Commercial Non-Profit

Purpose and Nature of Activity (briefly):
Provide Extended Enrichment Program for Kindergarteners

Anticipated Number of Participants: _____

Activity will be open for General Public Group Members Only Restricted to: Millburn District unless

DATE and TIME REQUESTED our quota isn't met

Check one: Single Meeting Date Series of Meetings

Date(s) Requested: All School Days - District 24 is in session Day of Week: Monday - Friday
 Start time of activity: 8:00 AM or PM End time of activity: 2:40 AM or PM

- need to work on steps of FACILITIES REQUESTED

<input type="checkbox"/> East Gym	<input checked="" type="checkbox"/> Classroom
<input type="checkbox"/> West Gym	<input type="checkbox"/> Soccer Field <input type="checkbox"/> North <input type="checkbox"/> Center <input type="checkbox"/> South
<input checked="" type="checkbox"/> Cafeteria - <u>not permitted</u>	<input type="checkbox"/> Other

OTHER NEEDS

<input type="checkbox"/> Audio/Visual	<input type="checkbox"/> Sound System
<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Bleachers
<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Other

NOTE: A Certification of Liability Insurance and check for the full amount according to the Facilities Charge chart above must be submitted with this application. Checks are made payable to "Millburn District 24." Dates will only be approved when school is in session.

The undersigned, who is to be in charge of the activities, is 21 years of age or older. He/She agrees to be responsible to the Board of Education for the use and care of the school property. He/She further agrees to be personally responsible for any damage to property other than ordinary wear and tear due to such facilities use.

Signature of Responsible Person: Brigid Tuley Date: _____

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 Facilities Use APPROVED DENIED Other Needs APPROVED DENIED Principal Approval: _____

Room Assignment: Dates that are NOT included with this application:



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Field Use	\$10 per event**	

*This additional fee will be charged only at times we have to schedule a custodian during non-working hours regardless of the number of rooms rented by a group.

**Lindenhurst Park District is exempt.



Contact Person: Lisa Hansen Email lisa.hansen@afterschoolclub.com
 Mailing Address, City, State, Zip 1015 N. Corporate Circle, Suite C. Grayslake, IL 60030 Phone 847-548-0771

GROUP INFORMATION

Name of Requesting Group: (Scout groups must include troop/den number and grade level)
Afterschool club

Check one:
 District Organization Colleges and Universities Commercial Non-Profit

Purpose and Nature of Activity (briefly)
Kindergarten program - to supplement the districts Kindergarten schedule.

Anticipated Number of Participants: 8-20 students

Activity will be open for General Public Group Members Only Restricted to: millburn families

DATE and TIME REQUESTED

Check one: Single Meeting Date Series of Meetings

Date(s) Requested: Aug 2011 - June 2012 Day of Week: Mon-Fri

Start time of activity: 8:00 (AM) or PM End time of activity: 3:00 AM or (PM)

FACILITIES REQUESTED

East Gym stage and gym Classroom Rm A15 Room in primary hallway

West Gym Soccer Field North Center South

Cafeteria Other outside playground

OTHER NEEDS

Audio/Visual Sound System

Tables Bleachers

Chairs Other

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Signature of Responsible Person: David N. Lucas Date: 3/14/11

For Office Use Only

Facilities Use APPROVED DENIED Other Needs APPROVED DENIED Principal Approval _____

Room Assignment _____ Dates that are NOT included with this application _____