

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

ACTION ITEM

February 7, 2011

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Red Apple Pre-School Rental

Proposed Action by the Board of Education

Approve the attached facility use for Red Apple Pre-School for the 2011-12 school year.

Background

This was something that we have discussed in prior BOE meetings. We wish to rent 3 spaces to Red Apple for the next school year at the higher rental rate. At this time, we are pleased with the way the school fits into our facility at West and we do not believe that having them there is detrimental to our own students nor do they cause undue secretarial and administrative use.



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.

Contact Person: Shari Meverden Email: redappleacademy@msn.com
 Mailing Address, City, State, Zip: P.O. Box 6245 Lindenhurst, IL 60046 Phone: 847-265-5664

GROUP INFORMATION

Name of Requesting Group: (Scout groups must include troop/den number and grade level)
Red Apple Academy, Inc.

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

Purpose and Nature of Activity (briefly): Preschool

Anticipated Number of Participants: 50

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

DATE and TIME REQUESTED

Check one: Single Meeting Date Series of Meetings

Date(s) Requested: Sept. - May Day of Week: M-F

Start time of activity: _____ AM or PM End time of activity: _____ AM or PM

FACILITIES REQUESTED

East Gym Classroom x 3

West Gym Soccer Field North Center South

Cafeteria Other

OTHER NEEDS

Audio/Visual Sound System

Tables Bleachers

Chairs 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: _____ Date: 1-30-11

For Office Use Only

Facilities Use APPROVED DENIED

Other Needs APPROVED DENIED Principal Approval _____

Room Assignment _____

Dates that are NOT included with this application _____