

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

ACTION ITEM

November 23, 2009

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Facilities Rental

Proposed Action by the Board of Education

Approve the revised facilities rental fee schedule as attached.

Background

Attached you will see the revised schedule according to past discussion. All custodial fees have been lowered to \$35 per hour. The resident/non-resident charitable organization categories have been combined. Both building principals are aware that a custodian needs to be on site for the entire time a group uses the building. The changes will take place December 1 and we will not issue refunds for the last part of this year as was discussed.



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, 11/23/09.

Category:	Rental Charge	Custodial Fee
District Sponsored, PTO and Foundation	Waived	Waived
Charitable and Non-Profit (requires tax-exempt status)	\$5 per classroom \$25 per gym or cafeteria	\$35 per hour*
Colleges and Universities	\$50 per hour	\$35 per hour*
Commercial	8.5% of gross revenue realized through location.	\$35 per hour*

*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.



Contact Person:	Email
Mailing Address, City, State, Zip	Phone

GROUP INFORMATION

Name of Requesting Group: (Scout groups must include troop/den number and grade level)
Check one: <input type="checkbox"/> District Organization <input type="checkbox"/> Colleges and Universities <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit
Purpose and Nature of Activity (briefly)
Anticipated Number of Participants:
Activity will be open for <input type="checkbox"/> General Public <input type="checkbox"/> Group Members Only <input type="checkbox"/> Restricted to:

DATE and TIME REQUESTED

Check one: <input type="checkbox"/> Single Meeting Date <input type="checkbox"/> Series of Meetings	
Date(s) Requested:	Day of Week:
Start time of activity: AM or PM	End time of activity: AM or PM

FACILITIES REQUESTED

<input type="checkbox"/> East Gym	<input 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 type="checkbox"/> Cafeteria	<input type="checkbox"/> Other

OTHER NEEDS

<input type="checkbox"/> Audio/Visual	<input type="checkbox"/> Sound System
<input type="checkbox"/> Tables	<input type="checkbox"/> Bleachers
<input 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 _____ Date _____

For Office Use Only

Facilities Use APPROVED DENIED Other Needs APPROVED DENIED Principal Approval _____

Room Assignment

Dates that are NOT included with this application