

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

November 2, 2009

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Facilities Rental Discussion-Continued

In speaking to our attorney and looking at insurance, it is strongly recommended that we have a custodian (or a non-certified person) on hand to let in the group, lock up after the group, and remain on the premises while the group is in the building. This is strictly for property liability.

In researching how the former staff and FAC came up with the \$40 per hour fee, it was \$27 for the custodial overtime and \$13 for the other costs: electrical, gas, water, and supplies (toilet paper, paper towels, soap, etc.) We could not find out how they did the \$13 breakdown.

As for the rental fee, we cannot find any information as to why those figures were selected. They seemed to be in line with what others in the area charged is our best guess. That does not mean we have to do what others do, it is just the only reason we could find.

Another BOE member brought up the idea of "in-kind services" that a group could perform to trade for the cost of the rental. We should discuss this as well.

Questions for the BOE to discuss and agree upon:

1-Will we go with the attorney recommendation to have someone here hourly?

2-Are the \$40 per hour costs reasonable for the custodial fee? If not, do you want to change it?

3-Since our sticking point seems to be the resident vs. non-resident costs, do you want to eliminate that designation? If so, keep in mind that we should refund the money the church has paid under that category.

4-Discuss the idea of "in-kind services." Keep in mind that someone has to monitor these.



# Application for Facilities Use

MILLBURN C. C. SCHOOL DISTRICT 24 • [www.millburn24.net](http://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, July 20, 2009.

Category:	Rental Charge	Custodial Fee
District Sponsored, PTO and Foundation	Waived	Waived
Charitable and Non-Profit (requires tax-exempt status) with 65% or more district residents as participants	\$5 per classroom \$25 per gym	\$40 per hour*
Charitable and Non-Profit (requires tax-exempt status) with less than 65% district residents as participants	\$50 per hour	\$40 per hour
Colleges and Universities	\$50 per hour	\$40 per hour
Commercial	8.5% of gross revenue realized through location.	\$40 per hour

\*This will be charged only at times we have to call in a custodian not otherwise working regular hours.



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 w/65% or more district participants <input type="checkbox"/> Non-Profit w/less than 65% district participants
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