

THE SCHOOL DISTRICT U-46 FACILITY RENTAL PROGRAM

It is the intention of the School Board and School District Administration to provide School District facilities to external community groups and organizations, herein known as Renters, for the benefit of the community and the schools. Renters will use School District facilities to host their events such as community programs, meetings, sporting events and many more. These events must benefit the community and the schools. *Due to the unprecedented nature of the COVID-19 pandemic, School District U-46 reserves the right to cancel any rental agreement in the event that a government or local official restricts movement or attendance at schools.*

FACILITY RENTAL PROCEDURE

All groups wishing to utilize facilities in School District U-46 should visit the [Facility Rentals](#) portion of the School District U-46 webpage and register (if they are a non-district user) and then request a facility using the appropriate links. Any questions regarding the Facility Rental Program can be directed to extension 4200. To alleviate interruption of regularly scheduled school activities, no dates will be confirmed until approved by the building principal/designee. Upon approval, a confirmation email will be sent to the Renter along with a Building Utilization Contract and preliminary cost estimate, if appropriate.

RENTAL GROUP CATEGORIES:

Rental groups are divided into 5 group categories depending on their affiliation with the School District. Rental group categories will pay an amount based on the affiliation using a multiplier applied to the final cost estimate.

Below are the categories and their multipliers:

SCHOOL DISTRICT U-46 RENTAL GROUP CATEGORIES 2020-2021				
Group 1 School-Specific	Group 2 Groups Serving SD -U46 Students/Schools	Group 3 U-46 Community Organizations/Municipalities	Group 4 Not-for-Profit Non-School Related	Group 5 For Profit, and Others
All FundRaising Proceeds or Participants are for a one specific U-46 School – or have an agreement w/ SD-U46	Majority Participants are U-46 Students (minimum 75%) Examples include:	Participants/Groups are within U-46 Attendance Boundaries Examples include:	Non-School Related (must have Not-for-profit certification form on file) Examples include:	Majority of Proceeds benefit Orgs/Groups Out of District Examples include:
<ul style="list-style-type: none"> ○ PTO/PTA Groups ○ Boosters (High Schools) ○ U46 Foundation 	<ul style="list-style-type: none"> ○ Boy/Girl Scout Groups ○ Crossroads ○ Champion Youth Outreach ○ Child Evangelism ○ Athletic Youth Programs: <ul style="list-style-type: none"> ➢ Basketball groups ➢ Football Leagues ➢ Baseball League ➢ Softball Leagues ➢ Soccer Leagues ➢ Swim Leagues ➢ Cheerleader Groups ➢ Wrestling Groups 	<ul style="list-style-type: none"> ○ Park Districts ○ Non U-46 Athletic Youth Programs <ul style="list-style-type: none"> ➢ Football Leagues ➢ Basketball Groups ➢ Baseball League ➢ Softball Leagues ➢ Soccer Leagues ➢ Swim Leagues ➢ Cheerleader Groups ➢ Wrestling Groups ➢ Chess Scholars ➢ Language Stars (Spanish Classes) ○ Local & State Fire/Police ○ YMCA/YWCA 	<ul style="list-style-type: none"> ○ Churches – or Places of worship ○ Cultural Groups ○ Charity Organizations Cohort Universities 	<ul style="list-style-type: none"> ○ Cheer Events ○ Basketball Events ○ Dance Events ○ Tournaments Events ○ Non-U46 Music Concerts ○ Non-U46 Theatre Productions ○ Homeowners Associations ○ Scuba Clubs ○ Art Programs
Booster Clubs and PTA/PTO need to follow/align with BOE policy	Youth Athletic Programs – formerly known as ‘feeder’ teams. Scouts and other after school programs	Previous BOE approved IGA agreements will be followed until expiration according to terms.	Groups must provide 501-(C)(3) certificate	
GROUP CATEGORY MULTIPLIER				
0.60	1.0	1.2	1.8	2.50

NOTE: Field Rentals ARE NOT included in the Group Categories above. Field Rentals are based on In District and Out of District rates.

PARENT TEACHER ORGANIZATIONS (PTO)

Based on the collaborative and synergistic affiliation with their respective schools, PTO groups at elementary buildings are provided accommodations in the Facility Rental Program for events at their respective schools.

PTO groups that abide by [School Board Policy 8.090](#) will have the following consideration given, and as long as they also abide by the Facility Rental Building Contract guidelines:

1. For ALL PTO events, room rental fees will be waived if the following guidelines are followed:
 - a. The event is scheduled with the Facility Rental program office and occurs Monday through Friday from the start of the school day to the custodian’s quitting time.
 - b. All custodial overtime will be paid by the PTO, where applicable.
 - c. A PTO liability insurance certificate must be on file with the Facility Rental office.
 - d. The Principal or his/her designee is onsite for the PTO event.
 - e. The PTO does not engage with or contract with a vendor to market or sell their products to the general public, and/or expands the event beyond the school community.
 - f. The event is open to the school community only and not the general public.
 - g. PTO groups abide by all restrictions listed in the **RESTRICTIONS** and **SPECIAL EVENT CONSIDERATIONS** sections on the following page.

CHARGES AND CANCELLATIONS

1. A signed Building Utilization Contract, certificate of insurance and deposit must be on file in the Facility Rental Program Office 10 business days prior to the event. For first time Renters a 100% deposit is required, including a completed application, 5 business days prior to the rental event date. For returning Renters, the deposit will be 50% of the total estimated rental cost. If the total estimated rental cost is less than or equal to \$100, the full amount is due 5 business days prior to the rental event.
2. All cancellations must be received 2 business days prior to the event or charges may apply. If charges apply, a detailed invoice will be submitted to the group utilizing the facilities.
3. The Renter must read, understand and comply with all items in the **RESTRICTIONS** and **SPECIAL EVENT CONSIDERATIONS** sections.

REQUIREMENTS

1. Renter shall supply the District a “Certificate of Insurance” with the following minimum limits:
 - a. General Liability:
 - i. Bodily Injury Liability of \$100,000/\$300,000 each occurrence, with an aggregate of \$1,000,000
 - ii. Property Damage Liability of \$250,000 each occurrence, with an aggregate of \$250,000
 - iii. Bodily Injury and Property Damage Liability combined of \$1,000,000 each occurrence, and \$1,000,000 aggregate
 - b. Automobile Liability, if applicable:
 - i. Bodily injury each person of \$250,000
 - ii. Bodily injury each accident of \$500,000
 - iii. Property damage of \$100,000
2. The Renter is responsible and liable for all damages to School District property. All instances of damage must be reported to District personnel as soon as possible.
3. The Renter agrees to hold School District U-46 harmless as a result of any actions by the Renter, and further from any action or suit by any person, partnership, corporation, or association, or association for injury, damage, or loss to persons or property resulting from the rental of school facilities.
4. The School District will require District staff to open and close the building for Renters. District staff are assigned to the building for the duration of the rental period. Custodians will start one half hour before the scheduled rental and work as necessary after the rental. An additional half hour will be applied before and after to all rental events to cover this cost. Custodians will have a work assignment by the District to meet the District needs during the rental event.
5. Renters must have a **responsible adult present and in charge of the activity during the entire rental period**. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
6. At certain times and/or activities the School District may require additional adult supervision, chaperons, or police.

7. All additional expenses are the responsibility of the Renter.

USE OF SCHOOL/SPACE

1. Renters are restricted to the use of specific area(s) and times rented. All Renters and their participants shall confine themselves to those spaces and times. Charges will apply for extra time and space used.
2. Storage for rentals must be pre-arranged with the Facility Rental Program office. Specific arrangements must be made before the rental date. All storage is at the Renters' risk and must be removed immediately after the rental period. This is conditional upon availability of space.
3. Renters shall not attach any item to School District property or make any modifications to building structure or equipment, including any modular storage.
4. Limited movement of furnishings will be allowed with prior approval. If a special set-up is required it must be pre-arranged before use. The District's time involved in set-up will be charged to the Renter. The Renter is prohibited from bringing in and using any heavy equipment and/or items in the buildings that may damage floors, walls or any building systems. The Renter may make arrangements for doing set-ups themselves. It is important to note that adequate time for setting up and breaking down equipment/furnishings should be taken into account when reserving the space. This additional time should be communicated to the Rentals secretary when confirming the space rental. At the conclusion of the event, all equipment/furnishings must be returned to their original position.
5. The District reserves the right to restrict and remove specific areas of the school and grounds from the Rental Program.
6. Parking lots may be rented when available. No parking in restricted areas. All local and state laws will be followed. If parking lots are the only facility to be rented, a charge will apply.

RESTRICTIONS – PLEASE READ

1. Renters must comply with fire codes, life/safety codes and all other applicable local, State and Federal laws.
2. No alcohol, narcotics or firearms allowed on school property.
3. No violence or fighting of any sort.
4. No smoking is allowed on School District property.
5. No food or drink shall be sold or consumed on District property without prior approval.
6. Meetings shall not be political in nature, subversive to the U.S. Government, immoral or discriminate against race, color or creed.
7. No group shall attempt to raise funds or solicit contributions without prior approval.
8. No tipping of U-46 personnel is allowed.
9. Rentals are allowed during the holidays and spring vacations only under special circumstances and with the written approval of the Director of Plant Operations.
10. Rentals on school holidays will not be permitted.
11. Rentals are automatically canceled when emergency (snow) days are declared.
12. Rentals shall be to groups only, for educational or civic gain.
13. Profanity will not be tolerated.
14. No private parties.
15. No keys will be given to Renters, students or other unauthorized personnel.
16. The distribution of any literature or materials must have prior approval.
17. Rentals are for short time periods.

SPECIAL EVENT CONSIDERATIONS – PLEASE READ

1. CO2, Smoke Machines, Open Flames, Incense, Fireworks, Pyro & Imitation Fireworks are banned in U-46 buildings and on any property owned by the School District.
2. Bounce Houses & Inflatables: Install and anchor per manufacturers recommendations. At the time of final inspection the company that has been hired to set up will be required to have the structure well anchored to prevent from moving or tipping over in accordance with the manufacturer's guidelines. Ground anchor stakes shall be at least 12" in length, and must be capable of holding, in the opinion of the Plant Operations, the structure from moving more than 2' in any direction, and may not be used on irrigated fields, field turf or in any form of asphalt or hard surface. Setups on asphalt or hard surface require drums of water to be used as anchors and must be supplied by the vendor. A certificate of insurance must be on file with Plant Operations.

3. Confetti Cannons: Non-pyrotechnic, non-gas powered only. Glitter is not allowed. Confetti is banned at all outdoor events on school district property.
4. Electrical Requirements: Extension cords that cross over the path to the exit will need to be protected from becoming a tripping hazard and be protected from becoming damaged. Extension cords shall be protected to prevent from becoming damaged. Multi-plug adapters, such as cube adapters, unfused plug strips or any other device not complying with the electrical code are prohibited. Extension cords must only be plugged directly into: approved outlets or surge protectors.
5. Emergency Lighting: Emergency lighting must be on for the duration of the event.
6. Exits: Exits need to be free from obstructions. Door hold open devices are not allowed.
7. Fire Access: At no time shall emergency vehicles be unable to immediately access the fire lane. These areas will be identified by fire lane signs. The fire department fire lane must remain unobstructed by event parking, barricades. No vehicles shall be parked within 15 feet of a fire hydrant. All fire hydrants during the event must remain clear.
8. Fire Extinguishers: Portable fire extinguishers need to remain accessible at all times.
9. Finished Flooring: Floor protection is required on finished floors (i.e., wood gym floors) to prevent gouging, denting, or marring from any equipment used during the event or attendees. Please make arrangements with Plant Operations to determine availability of district-owned floor protection. Heavy carts, scissor lifts, cleats, high heels, or any other object with a high psi point load are not allowed.
10. Generators: Generators need to be at least 20 feet from buildings, tents, structures or combustible materials and need to be separated from the public by fencing, enclosure or other approved means, i.e. approved barricades to prevent public access. The storage of gas cans for the generator has to be in an approved container and at least 25 feet from any ignition source. All generators must have ground fault interrupters (GFI). Any gas or other chemicals spilled on school property shall be immediately reported to Plant Operations.
11. Maximum Occupancy: When utilizing areas of assembly during school hours or for any other purpose, the maximum capacity may not be exceeded. When arranging folding seats or chairs for programs, exit aisles must be maintained.
12. Sprinkler Components: Components to fire and life safety systems will need to remain unobstructed at all times.
13. Tents & Canopies: All tents and canopies shall be anchored or secured. The company contracted to set up the canopy is responsible for properly anchoring the structure. Depending on the size of the tent structure, some shall not be located within 20 feet of property lines, buildings, other tents, canopies or other structures. If a single tent or multiple tents are connected and cover an area of 700 square feet, there must be a 12 foot fire break on all sides, unless there are other extenuating circumstances.
14. Vehicles: Vehicles shall be driven in designated areas only. No vehicles shall be driven or parked on sidewalks or grass areas.
15. All rules, regulations, and laws of the local municipality shall be complied with at all times.

GROUNDS

1. Use of athletic and play fields for recreational activities are allowed when there is no conflict with school activities. Reservations can be made by visiting the [Facility Rentals](#) portion of the School District U-46 webpage and register (if they are a non-district user) and then request a facility using the appropriate links.
2. Stadiums, varsity fields and certain outside areas are restricted from rentals such as Millennium, Memorial, Bartlett High School and South Elgin High School Stadiums. Stadium fields will be restricted to School District activities and events only.
3. Running Tracks at Bartlett HS, Larkin HS, and South Elgin HS are rented, but not the football fields inside the running tracks. All Renters will abide by the [School District U-46 Movable Soccer Goal Safety Act](#).
4. No field work allowed, such as mowing, raking and dragging of fields.
5. Soccer rentals will provide their own soccer goals/nets, and will remove them after their games/practices.
6. No motorized vehicles are allowed on school athletic fields other than emergency vehicles.
7. School grounds close at dusk.
8. If outdoor lighting is needed, an additional charge will be incurred.
9. All debris and litter must be removed from school grounds after use. Failure for the Renter to do so will result in additional charges.

EQUIPMENT

1. Kitchen facilities must be operated by U-46 Food Service staff during rental events. All costs for Food Service workers will be assessed to the renter.
2. Certain stages, AV equipment, etc. require special handling. Only U-46 staff are allowed to operate auditorium AV equipment for rentals. All AV costs including AV technology workers' time will be assessed to the renter.
3. Equipment innate to an area will be part of the rental agreement with applicable charges. The renter must be qualified in the use of the equipment before use. No movement or changes of the equipment may occur without prior approval.
4. Special arrangements for the use of equipment may be possible with prior approval.
5. The district will not lend or rent equipment for use outside of the school.

SPECIAL CONSIDERATIONS

1. The school district will encourage and endeavor to rent facilities on a shared basis thus lessening the energy cost impact to the school district. Likewise where possible, the school district will rent in special heating/cooling zones of buildings.
2. Auditoriums will not be available for rentals during the summer.

BUILDING ADMINISTRATOR'S ROLE FOR SUPERVISION DURING INTERNAL EVENTS

Principals manage all programming and are required to be onsite during internal events. In their absence, principals may appoint an Administrator who has been trained on building policies and has access to the security system. Staff management in support areas are coordinated in partnership with supervision from district offices such as Plant Operations. Custodian, Auditorium Manager, and Maintenance Technician schedules are developed by Plant Operations in conjunction with Building Administration. These schedules are based upon District standards and specific building needs. Schedules include time for set up and break down, cleaning, building operations, and routine maintenance. The Plant Operations Department serves as a resource to the principal on all facility and grounds operations and should be contacted if questions or concerns arise.

BUILDING ADMINISTRATOR'S ROLE FOR SUPERVISION DURING EXTERNAL EVENTS

Principals are required to approve all facility use within their buildings in conjunction with the Plant Operations department. Plant Operations staff or their contracted custodial staff must be present during external rental events and are responsible for opening and closing the building. Renters must also have **a responsible adult present and in charge of the activity during the entire rental period**. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.

FIELD RENTALS

The Facility Rental program of School District U-46 is responsible for making facilities and athletic fields available to the communities it serves on a fair and equal basis. All community groups or persons seeking to use School District fields are required to visit the [Facility Rentals](#) portion of the School District U-46 webpage and register (if they are a non-district user) and then request a facility using the appropriate links. High School Athletic Directors and coaches will direct all athletic facilities rental requests, including fields and swimming pools, from outside groups to the rental program.

The Facility Rental Program office is located within the Plant Operations office at:

Facility Rental Program
1460 Sheldon Drive
Elgin IL. 60120
847-888-5000 x4200
847-888-7177 - FAX

FIELD EXCLUSIONS

School District U-46 reserves the right to allocate certain athletic fields and facilities for the exclusive use of the schools, where the fields are located, and thereby removing them from the Facility Rental Program. These fields

include the following:

1. All High School Varsity Fields
2. Millennium, Memorial, Bartlett High School and South Elgin High School Stadiums

FIELD RENTAL CONTRACTS

Upon completion of all Rental Program requirements, Renters will be provided with a field rental contract. For verification purposes, the contract must be kept readily available while on the field in case a local police officer, or school district employee asks to see it. If the renter(s) cannot present the contract, they will be asked to vacate the field.

If a league rents a field for multiple dates and times and then divides up the time among several coaches; the league must ensure their individual coaches have a valid contract with the corresponding dates and times rented.

The contract does not grant the renter permission or authority to modify or upgrade the field in any way. The contract only grants time for using the playing field. Renter must vacate the field when their rented time has expired to minimize the possibility of interrupting the field use of another possible renter.

FIELD USAGE RULES (as listed on the field rental contract)

1. Only the area of the playing field for which this request has been made shall be used and as stated in the U-46 Rental Confirmation. Special permission must be obtained to use any other space.
2. Proper care must be given to the grounds and district property. Renter assumes all financial responsibility individually, and on behalf of said organization for any damage caused by participants during the hours the organization is using the property. Any damage or theft must be reported to School District U-46 personnel as soon as possible.
3. The renter is required to provide a Certificate of Insurance providing liability coverage for the event and naming School District U-46 as an additional insured. See rental contract for insurance amounts.
4. A responsible adult must be present for all activities involving youth. The responsible adult in charge of the activity must be present during the duration of the activity. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
5. No items shall be attached to School District property or any modifications made to building structure, equipment or grounds. All field maintenance will be done by School District employees only, no group will in any way alter any School District property. Examples of grounds alterations: NO group will mow, drag, stripe, water, fertilize fields, install goal posts, work on mounds, or connect to school district power receptacles etc., hand raking on baseball fields will only be acceptable. No storage of equipment is allowed.
6. The organization will comply with life safety codes and all other applicable local, state and federal codes.
7. Alcohol, Narcotics, firearms, and fighting or physical violence on school property are a violation of the law. They are strictly prohibited.
8. The renter will assume responsibility for clean up the area after each use and will properly dispose of all garbage. If clean up is required by School District staff, additional charges will be assessed.
9. No motorized vehicles are to be driven on school athletic fields. All vehicles must remain on paved parking lots, except for emergency vehicles.
10. The Board of Education of School District U-46, or a representative thereof, can revoke the privilege of using the playing fields should it deem it necessary to do so for any reason.
11. Renter understands any school sponsored activity takes precedence over any other outside scheduled activity.
12. All cancellations must be received 2 business days (48 hours) prior to the building being used or charges may apply. If charges apply, a detailed invoice will be submitted to the group utilizing the facilities.
13. Renter understands that for certain activities School District U-46 may require additional adult supervision, chaperons, police, deposit for clean up costs, etc. All additional expenses are the responsibility of the renter.
14. No meetings shall be political in nature, or be subversive to the U.S. Government, immoral, or discriminate against any race, color or creed, etc.
15. The distribution of any literature or materials, such as signs or flyers, must have prior approval from the Community Relations Department in School District U-46 (847-888-5000).
16. Consideration will be given to groups who reside within the U-46 School District boundaries.

PORTABLE TOILET SERVICE

Field rental events with a duration of one or more days and with each day lasting 2 or more hours will be required to pay for a rented portable toilet. The School District will be responsible for the ordering, placement and servicing schedules. Portable toilet rates are determined by the vendor rates.

FIELDS UNDER INTERGOVERNMENTAL AGREEMENTS (IGA)

Fields under an IGA are not included in the Rental Program. Contact the Rental Program office for a list of fields under an IGA.

FIELD RENTAL PROCESS

1. The field rental process begins with the renter visiting the [Facility Rentals](#) portion of the School District U-46 webpage and registering (if they are a non-district user) and then requesting a facility using the appropriate links.
2. After reviewing the application and the field schedule, the rental program will approve or deny the request.
3. If approved, the renter will be contacted to submit a signed rental contract, a copy of their Insurance certificate, and deposit or full payment.
4. Once all documentation is received a Confirmation letter and Field Permit will be sent to the renter.
5. Once the rental event period has expired, the renter will have 30 days to submit the final payment of all outstanding balances.

PAYMENT PROCEDURES

The Facility Rental Program accepts the following payment methods:

- Credit Card payments (MC, Visa, and Discover) No AMEX
- Checks
- Cash

NOTE: A Deposit of 50% is required prior to the rental event for recurring Renters. A new renter is required to pay 100% of the rental event cost.

PRELIMINARY COST ESTIMATE FORM

Renters should use this form to help calculate an estimated cost for their rental. The form is updated annually with fee adjustments based on union labor contracts and the Consumer Price Index (CPI). Once Renters have an estimated cost for their rental they may go to the [Facility Rentals](#) portion of the School District U-46 webpage and register (if they are a non-district user) and then request a facility using the appropriate links.

			Group 1 School-Specific	Group 2 Groups Serving SD- U46 Students/Schools	Group 3 U-46 Community Organizations Municipalities	Group 4 Not-for-Profit Non-School Related	Group 5 For Profit & Others
Building	Facility Type	Cost Per Hour	0.6	1	1.2	1.8	2.5
High School	Gym	\$37.00	\$22.20	\$37.00	\$44.40	\$66.60	\$92.50
	AUX Gym / Wrestling	\$26.50	\$15.90	\$26.50	\$31.80	\$47.70	\$66.25
	Auditorium	\$96.00	\$57.60	\$96.00	\$115.20	\$172.80	\$240.00
	Commons / Cafeteria	\$29.00	\$17.40	\$29.00	\$34.80	\$52.20	\$72.50
	Classroom	\$14.50	\$8.70	\$14.50	\$17.40	\$26.10	\$36.25
	Pool	\$72.00	\$43.20	\$72.00	\$86.40	\$129.60	\$180.00
	Kitchen	\$20.50	\$12.30	\$20.50	\$24.60	\$36.90	\$51.25
Middle School	Gym	\$31.50	\$18.90	\$31.50	\$37.80	\$56.70	\$78.75
	AUX Gym	\$23.00	\$13.80	\$23.00	\$27.60	\$41.40	\$57.50
	Auditorium (ESC)	\$40.00	\$24.00	\$40.00	\$48.00	\$72.00	\$100.00
	Commons / Cafeteria	\$20.50	\$12.30	\$20.50	\$24.60	\$36.90	\$51.25
	Classroom	\$14.50	\$8.70	\$14.50	\$17.40	\$26.10	\$36.25
	Kitchen	\$17.50	\$10.50	\$17.50	\$21.00	\$31.50	\$43.75
Elementary School	Gym	\$23.00	\$13.80	\$23.00	\$27.60	\$41.40	\$57.50
	Commons / Cafeteria	\$17.50	\$10.50	\$17.50	\$21.00	\$31.50	\$43.75
	Classroom	\$14.50	\$8.70	\$14.50	\$17.40	\$26.10	\$36.25

Please locate the School District U-46 Rental Group Categories on Page 1 to identify which group your organization falls under.

		In District Cost Per Hour	Out of District Cost Per Hour
High School Fields	Running Track	\$58.00	\$86.50
	Baseball/Softball (freshman fields only)	\$18.00	\$26.50
Middle School Fields	Football	\$18.00	\$26.50
	Baseball	\$15.00	\$22.00
	Soccer	\$15.00	\$22.00
Elementary School Fields	Football	\$12.00	\$18.00
	Baseball	\$12.00	\$18.00
	Soccer	\$12.00	\$18.00

All Buildings	Parking Lots	\$173.00 flat fee	\$259.00 flat fee
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Additional Participants Charge: For every 100 participants over the first 100 participants add \$3.50 per hour. This pricing covers the cost of the Facility Charge only; labor rates and any other additional equipment costs will be covered on Page 8.

SCHOOL DISTRICT LABOR RATES

Events with 15 or more participants require a custodian present for the duration of the rental.

District Employees	Rate per Hour
Custodial Overtime (M-F after 3:30 p.m., Saturdays)	\$59.70
Custodial Double Time (Sundays)	\$79.80
Audio Visual Tech Overtime	\$51.45
Audio Visual Tech Double Time	\$68.60
Audio Visual Tech Helper Overtime	\$20.34
Audio Visual Tech Helper Double Time	\$26.51
Food Service Tech Overtime	\$42.98
Food Service Tech Double Time	\$57.32
Groundskeeper Overtime	\$58.38
Groundskeeper Double Time	\$76.30
Security Workers Overtime	\$29.30
Security Workers Double Time	\$47.27

District Equipment	Rate per Event
Tables / Chairs Setup	\$27.35
Microphones (per item)	\$27.35
Choral Risers	\$27.35
Bleachers	\$34.00
Volleyball Nets	\$17.00
Other	\$17.00

REQUIRED

DEPOSIT:

50% of the Total Estimated Cost is required as a deposit 5 business days prior to the rental event date. If the Total Estimated Cost is less than or equal to \$100, the full amount is due 5 business days prior to the rental event date. If there is no record of the Renter on file, 100% payment is due 5 business days prior to the rental event date.

NOTES:

- All requests are considered tentative until a signed rental contract, deposit, and certificate of insurance are on file.
- One hour extra for setup/takedown charge is required (30 minutes before and 30 minutes for after) (based on Custodial Rate) for all events.
- Any rental involving food or hosting 150 or more participants requires 2 custodians present at the event.
- All school kitchen rentals will require a Food Service employee present for the event.