

SCHOOL USER CATEGORIZATION

Group A: District 97 Schools

Group B: District 97 Partner Organizations

Group C: Oak Park Governmental/Municipal Groups

Group D: Oak Park Based Not for Profit Organizations

Group E: Non-Oak Park Based Not for Profit Organizations

Group F: Private, for profit groups and groups located outside of Oak Park

Please note that intergovernmental agreements will supersede pricing structure below based on the conditions specified therein:

PAYMENT FOR SERVICES BY CATEGORY

User Category	Charge Facility Usage Fee	Charge Custodial Fee during regular hours	Charge Custodial Fee for Overtime Hours	Charge use of District Equipment	Other Staff Charges	Required to submit an insurance certificate per District Requirements	Percentage Charged to Facility Usage Fee
A							0%
B			X			X	0%
C			X	X	X	X	0%
D	X	X	X	X	X	X	100%
E	X	X	X	X	X	X	150%
F	X	X	X	X	X	X	200%

Section VI

RENTAL STAFF CHARGES

The renters are primarily responsible for the supervision of those using the facility. Rental groups will identify the primary person responsible for supervision for each time and location. Rental groups will be responsible for any damage or excessive mess made by those participating, attending, and observing their event as well any person tangentially associated with the rental. Full reimbursement for all expenses incurred by the district due to repair or clean-up will be

provided by the renter. Failure to make such a reimbursement may result in the loss of renting privileges.

Fixed Custodial Fee

	Regular Time Fee	Saturday, Holiday or K-8 after 3:00 p.m. During Summer,	Sunday Fee (If Double Time Is Required)
Rentals 2 hours or less with less than 25 attendees. (one custodian)	\$32	\$47	\$64
Rentals more than 2 hours and less than or equal to 4 hours with less than 50 attendees OR rentals 2 hours or less with 25 to 49 attendees. (two custodians)	\$64	\$94	\$128
Rentals between 4 hours and 8 hours with less than 50 attendees. (three custodians)	\$128	\$188	\$256
Rentals over 8 hours OR with more than 50 attendees.	Rentals over 8 hours or with an anticipated peak attendance of 50 or more will be quoted and billed based on the actual scope and requirements of the rental request.		

Other Staff Charges

Position	Rate/Hour
AV Tech	\$25.00

CHARGES FOR USE OF EQUIPMENT (PER DAY)¹

Equipment, fixtures, furniture, or materials shall not be brought into Facilities without written permission by the District, at the discretion of the superintendent. Exceptions may be granted at the time of approval of the request to use the Facilities. Such equipment, furniture, or materials brought into the Facilities must be removed from the premises at the conclusion of the time granted or the conclusion of the use agreement, and those items remaining must be stored. The storage must be in a manner prescribed by the District so as to prevent any interference of normal school operations or the use of the Facilities by the District or other organizations or individual(s). School equipment, fixtures, furniture, or materials shall not be moved within or removed from the area of normal use without written permission granted at a time of approval of the request for use of the Facilities. Movable equipment shall not be used outside the Facilities. User groups shall be held responsible for any damage or loss to school property.

FACILITY USAGE FEES

<u>Rental Area</u>	<u>Hourly Fee</u>
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¹ Subject to availability

		Middle Schools	Elementary Schools
Auditoriums	Up to four hours per date:	\$165.00	\$ 82.50
	Each additional hour:	\$ 33.00	\$ 16.50
	Event (per hour)	\$ 33.00	N/A
Gymnasiums	Up to two hours per date:	\$ 66.00	\$ 33.00
	Each additional hour:	\$ 33.00	\$ 16.50
Commons	Up to two hours per date:	\$ 66.00	\$33.00
	Each additional hour:	\$ 22.00	\$16.50
Multi-Purpose Room	Up to two hours per date:	N/A	\$ 30.00
	Each additional hour:		\$ 15.00
Classrooms	Up to two hours per date:	\$ 60.50	\$ 60.50
	Each additional hour:	\$ 22.00	\$ 22.00

Above rates apply on dates when school is in session for a full day until 9:30 p.m. Additional charges for custodian overtime are applicable at all other times.