



Subject: Facilities Rental Fees Discussion
Date: April 14, 2026

As a result of the failed referendum, the District is carefully evaluating alternative approaches to maintain the quality of programs and facilities while addressing ongoing financial needs.

One of the adjustments currently under consideration is a revision to the structure of the facilities rental fees. In reviewing our practices, it has become clear that a more consistent and equitable approach is needed. Moving toward a model in which all groups are charged the same rate for facility use would ensure fairness, transparency, and sustainability in how we manage and maintain our spaces.

This potential change is not a reflection of any one group, but rather an effort to establish a uniform system that treats all users equally while helping offset operational costs.

CURRENT:

Building Rentals

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When not in use by the District or other unit of government pursuant to an intergovernmental agreement, school grounds and/or facilities may be used by other community organizations.

Reservation Procedures

During the school year, building reservations should be made no less than seven (7) days prior to the requested date of use. Cancellations less than 48 hours before the reserved date and time are subject to a \$50 cancellation fee. Reservations for the following school year will be accepted beginning July 1st. A completed insurance form must accompany each request. The organizations and groups eligible to apply for use of District facilities and their priority of use are as follows:

Category A

1. Boy Scouts, Girl Scouts, Campfire groups, and other recognized non-sports youth groups involving District 45 students whose primary purpose and activities promote the development of citizenship, knowledge, and skills that reinforce the educational program, as determined by the Superintendent or designee.

Category B

1. Village of Villa Park, Village of Lombard, and Lombard Park District
2. District 45 employee groups, employees, youth athletic groups, students and/or groups of parents.

Category C

1. Churches, colleges, universities, non-public elementary and secondary schools having any portion of their boundaries within District 45.
2. Community groups within District 45 which are organized as non-profit organizations.
3. Groups of adults who reside within District 45 and are not covered under category C.2, above.
4. Any group or organization outside of District 45 boundaries.

Buildings & Athletic Fields

To reserve a room in one of District 45's buildings or an athletic field, please

1. Complete the District 45 Rental Application below.
2. Upon completion, please forward the application and current Certificate of Liability Insurance to: Rentals by mail, 255 W. Vermont Street, Villa Park, IL 60181, by email, or by fax to 630-530-1624.

D45 Rental Application

Rental Fees

The following fee schedule applies to all building rentals. Field rentals are not assessed as an hourly rental fee. Activities requiring the use of custodial services on the weekends may be charged for the actual cost of custodial services in addition to the rental fee.

Group	Room	Non-School Weekday Hourly Fees	Weekend Hourly Fees
Category A	gym, classroom or all-purpose room; baseball, soccer field	\$0.00	\$0.00; \$30.00 per hour custodial time
Category B	gym, classroom or all-purpose room; baseball, soccer field	\$0.00	\$0.00; \$30.00 per hour custodial time

Category C	gym, classroom or all-purpose room	\$30.00 w/additional rooms at \$25 per hour	\$100.00 Minimum 3-hour period/\$25.00 each additional hour \$100.00 per hour additional classroom fees Minimum 3-hour period/\$25.00 each additional hour \$30.00 per hour custodial time
Category C	baseball, soccer field	\$75.00 per hour	\$75.00 per hour

PROPOSED:

The current categories will still be maintained to determine the order of reservations. However, the fee structure will be standardized for all groups. See the table below:

Group	Room	Current Non-School Weekday Hourly Fees	Proposed Non-School Weekday Hourly Fees	Weekend Hourly Fees	Proposed Weekend Hourly Fees
Category A	gym, classroom or all-purpose room; baseball, soccer field	\$0.00	\$30.00 w/additional rooms at \$25 per hour	\$0.00; \$30.00 per hour custodial time	\$100.00 Minimum 3-hour period/\$25.00 each additional hour \$100.00 per hour additional classroom fees; Minimum 3-hour period/\$25.00 each additional hour \$30.00 per hour custodial time

Category B	gym, classroom or all-purpose room; baseball, soccer field	\$0.00	\$30.00 w/additional rooms at \$25 per hour	\$0.00; \$30.00 per hour custodial time	<p>\$100.00 Minimum 3-hour period/\$25.00 each additional hour</p> <p>\$100.00 per hour additional classroom fees; Minimum 3-hour period/\$25.00 each additional hour</p> <p>\$30.00 per hour custodial time</p>
Category C	gym, classroom or all-purpose room	\$30.00 w/additional rooms at \$25 per hour	\$30.00 w/additional rooms at \$25 per hour	<p>\$100.00 Minimum 3-hour period/\$25.00 each additional hour</p> <p>\$100.00 per hour additional classroom fees Minimum 3-hour period/\$25.00 each additional hour</p> <p>\$30.00 per hour custodial time</p>	<p>\$100.00 Minimum 3-hour period/\$25.00 each additional hour</p> <p>\$100.00 per hour additional classroom fees; Minimum 3-hour period/\$25.00 each additional hour</p> <p>\$30.00 per hour custodial time</p>
Category C	baseball, soccer field	\$75.00 per hour	\$75.00 per hour	\$75.00 per hour	\$75.00 per hour