

Community Relations

Administrative Procedure – Facility Rental Category and Fee Schedule

Category 1

The following activities will not be charged for the use of school facilities:

- District sponsored activities for students
- District sponsored activities for employees

Category 2

The following organizations will not be charged for the use of school facilities when a custodian is on duty.

See “Custodial Fees” below for fees when a custodian is not normally on duty.

- D41 Kids Foundation
- District 41 Parent-Teacher Association general meetings, social functions and/or money making projects
- Scout groups, Indian Guides and other youth organizations sponsoring meetings and activities of elementary school age children consisting of predominantly school district students.
- District 41 Collective Bargaining Associations for meetings during non-duty hours.
- Colleges and organizations sponsoring workshops, seminars or classes for the benefit of School District 41 personnel only at no cost to District 41 personnel.
- Glen Ellyn Park District activities authorized by intergovernmental agreement.
- Glen Ellyn Children’s Resource Center program as outlined by agreement.
- BRyall YMCA activities authorized by agreement.
- League of Women Voters when sponsoring candidates’ nights.
- Other governmental units serving the community within the boundaries of District 41.

Category 3

The following organizations will be charged for the use of school facilities pursuant to the Classification and Fee Schedule:

- Organizations and groups specifically requesting facilities for fund-raising or for-profit events.
- Nongovernmental organizations or individuals providing activities on a fee basis to school aged students living predominantly in Glen Ellyn.
- Church groups, whose membership is affiliated with a Glen Ellyn church, for meetings and member activities.
- Civic groups for meetings and recreational activities.
- Recreational groups for meetings and recreational activities.
- Cultural and educational groups for meetings and recreational activities.

Category 4

Any organization not included in “1” through “3”.

Rental Fees

The following rental fees will be assessed for Category 3 & 4 organizations:

Rental CategoryFee

All fees are assessed on a three (3) hour minimum. \$10 per hour additional assessment after the initial charge.

Elementary Classroom	\$35
Elementary Gym	\$50
Elementary Library Media Center	\$35
Elementary Lunchroom/MPR	\$50
Jr. High Small Gym	\$40
Jr. High Large Gym	\$60
Jr. High Auditorium	\$100
Jr. High Cafeteria	\$50
Jr. High Classroom	\$35
Jr. High Lab Classrooms	\$50
Jr. High Library Media Center	\$35
Jr. High Musical Spaces (Band/Choir)	\$50
Jr. High Common Spaces	\$35
Outdoor spaces	\$50
Parking Lots used for commercial purpose	\$50
Piano*	\$20

Custodial Fees

Custodial fees are calculated 30 mins prior to the start of an event and 30 minutes after the event. Applicable custodial fees will be charged according to the following schedule:

Monday - Friday	\$27/hour - Per custodian
Saturdays	\$40/hour - Per custodian
Sundays	\$54/hour - Per custodian

Subject to change based on collective bargaining agreements

Technology Fees

Technology fees are determined by the technology administrator and/or Assistant Superintendent of Finance, Facilities and Operations. Fees can include, but are not limited, to equipment rental, replacement and/or staff support.

All Non-District 41 organizations and any third party vendors are required to provide appropriate proof of insurance and/or certificate of insurance naming the District as an additional insured.

Reviewed:

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