

## 8:20-AP2 - Community Relations

### Fee Schedule for Facility Use

#### Auditorium Rental

The table below identifies the daily rental rate for the auditorium. There are two hourly rental blocks. The first is a four-hour block which is the minimum rental time allowed. The table includes cost of a ten-hour block and rates for additional time used. For example, if the Lessee wanted to set up 30 minutes early, the Lessee would be required to either end 30 minutes earlier than originally contracted for or pay an additional fee. Additionally, if the Lessee were to go even 5 minutes over the originally contracted time, the Lessee would be charged for an additional hour.

| <b>Categories</b> | <b>4 Hour Block<br/>(Minimum<br/>Rental Time)</b> | <b>Per Hour Fee<br/>After 4 Hours<br/>Up to 10</b> | <b>10 Hour Block<br/>(Full Day Rate)</b> | <b>Per Hour Fee<br/>After 10 Hours</b> |
|-------------------|---|--|--|--|
| CAT 1             | No Charge   | No Charge  | No Charge                                | No Charge                              |
| CAT 2             | No Charge   | No Charge  | No Charge                                | No Charge                              |
| CAT 3             | \$450   | \$75   | \$800                                    | \$150                                  |
| CAT 4             | \$600   | \$100  | \$1000                                   | \$150                                  |

Organizations eligible for use of facilities are assessed according to four categories:

- Category 1: Student And School Related Organizations: Approved student groups, booster clubs, parent association or other school-affiliated organizations may use District facilities without charge providing a custodial staff is normally scheduled to work. Charges may be made for out-of-pocket extraordinary expenses for booster and parent groups.
- Category 2: Municipalities: Public school districts, park districts, incorporated villages and their departments, and any other tax-supported body within the District may use available District facilities without rental charge. Charges will be made for out-of-pocket expenses including electricity, labor, and special equipment fees.
- Category 3: Not-for-profit organizations with at least 70% of their membership as District 230 residents: Boy/Girl Scouts groups, private schools, religious, cultural, recreational, civic, and other non-profit organizations within the District may be assessed a rental fee sufficient to cover direct cost to the District. Each organization will be required to submit its roster during the rental application process.
- Category 4: Private Ventures and Organizations or Individuals: This category includes all requesting groups who do not qualify for Category 1, 2, or 3 statuses. Such organization may be assessed rental fees.

The following equipment and areas are included in the basic rental of the auditorium.

|  |                                    |
|--|------------------------------------|
| House seating area                         | Access to Tech Booth w/supervision |
| Two dressing rooms                         | Lobby                              |
| Orchestra pit (if necessary)               | Scene shop for load-in / load-out  |
| General lighting-Overhead / Front of House | General audio playback-CD or Tape  |

#### Auditorium Additional Procedures

CONSOLIDATED HIGH SCHOOL DISTRICT 230 STRONGLY RECOMMENDS **LESSEE** RESERVE THE AUDITORIUM AT LEAST TWO MONTHS IN ADVANCE OF YOUR PROPOSED EVENT DATE.

Organizations interested in renting the auditorium or dance studio must contact the Auditorium Director to reserve the space. A reservation can be held for 2 weeks before a security deposit and contract will be required. Within those two weeks, if another organization is interested in your date, you will be given first right of refusal. However, if Lessee opts to keep the date, a security deposit and contract will be required immediately.

Either at the time of your reservation or before your two-week holding period, a non-refundable security deposit must be paid to permanently hold this date for your organization. This deposit must be paid upon signing the contract. The deposit amount will equal 50% of the total basic facility rental fee for your event as determined by Part I of this contract. Additional equipment/space/labor rentals are not factored into the initial deposit. A reservation is not complete **until** the deposit is received and contract signed. **Then** and only then will your event be placed on the permanent calendar. Please note these steps must be completed no later than two weeks after the initial reservation request was made.

#### Pre-Event Procedures

Once your booking is on the permanent calendar the Auditorium Director and an appropriate representative from your organization will need to negotiate technical and personnel needs. This must be done no later than 30 days prior to your event. At this time Lessee must also provide a tech rider to the Auditorium Director. The tech rider is a document composed by your organization detailing in writing all your technical needs and special requests. This rider should also include drawings and/or plots that Lessee might have for lighting, sound, riser configuration, etc. This will ensure proper set up before your event and will facilitate efficiency on the day of the event.

Lessee will also need to provide a certificate of insurance naming Consolidated High School District 230 as an additionally insured to your already existing policy. Lessee will not be allowed in the theatre until Lessor has received this certificate. (See 8:20-E1, page 4 paragraph X)

#### Event Procedure

On the date(s) of your event, Lessee will check in with the Auditorium Director at your scheduled time. Your load-in can begin after meeting with the Stage Manager. The Stage

Manager and pre-determined crew will be more than happy to help Lessee with your load-in and set up needs. Your main contact throughout your event will be the Auditorium Director and Stage Manager. They will be able to address all your concerns and questions. Please make sure that all equipment brought in by your organization is properly marked and/or labeled. Any equipment that is not labeled and left behind will become the property of the school district.

#### Post Event Procedures

After your event, the Auditorium Director and personnel will again be more than happy to help Lessee with your strike and load-out needs. Please note that the balance on your rental agreement and labor fees must be paid before your load-out is complete, unless previous arrangements have been made. Any additional overtime due to an extended strike, as per the original agreement, will be assessed to your final bill and payment must be received immediately.

#### Damage/Breakage Policy

It is to be understood that the renting organization is solely responsible for any breakage/destruction of auditorium property as a result of their accidental misuse. The Lessee will assume full responsibility for the full repair or replacement of the damaged property. In the case of full replacement the damaged equipment must be replaced by an item of equal or greater value and must be approved by the Auditorium Director **prior** to purchase.

#### Chaperone Policy

For any event involving children, there must be one adult within the organization and separate from the production team for every 10 children under the age of 13. An adult in this case is considered anyone 21 or over. This chaperone must be present at all times. Children are never to be unsupervised.

#### Fining Policy

The Lessee can and will be subject to fines for infractions of the following house rules. The Auditorium Director will determine the amount of these fines at the time of the infraction.

- A. No food or drink in any area other than the Green Room. This includes the entire auditorium, tech booths, dressing rooms, and scene shop. Water bottles only are permitted backstage and in the dressing rooms.
- B. No painting or major carpentry repairs on stage. All painting and scenic repairs must be done in the scene shop.
- C. Do not touch any equipment without receiving permission from the Auditorium Director. This includes sound, lighting, rigging, and scenery.
- D. No smoking or use of alcoholic beverages inside the building or on school grounds at any time. This does not pertain to the actual use of cigarettes or smoking materials

within a performance. If necessary to use such materials during your performance, please attain approval from the Auditorium Director.

- E. No pets allowed in the building unless Auditorium Director has granted prior approval.
- F. Renting parties will respect facilities at all times, ensuring that areas will be kept clean and tidy.

Concession/Ticket Revenue Policy

Rental organizations have the right to sell concessions and merchandise during events. The Lessee will provide staffing for these situations. Please note that the Lessee will pay 10% of all concession, merchandise, and ticket sales to the facility. These percentages must be paid before your load-out is complete. Consolidated High School District 230 and its representative Performing Arts Centers offer ticket printing for your event at the cost of the purchasing and printing the ticket stock.

**In the event that the renting organization is not providing concessions and/or merchandise for sale, each facility has the right to do so on its own. In this event, the facility will keep all revenue earned.**

Weather/Natural Disaster Policy

In the event of a weather or natural disaster emergency the facility staff will immediately interrupt the event and direct everyone to safety. It is to be understood that in an event such as weather or natural disaster emergency the facility is not responsible for any refunds or rescheduling. In any case, if the event can continue within one hour, it may do so without any time penalties being added to the final balance.

Additional Equipment/Space Rates

▪ **Auditorium:**

| AREA                         | CATEGORY 4 CHARGES                   |  |  |
|------------------------------|--------------------------------------|--|--|
| Grand Piano                  | \$100.00 per event (tuning at cost)  |  |  |
| Piano                        | \$ 20.00 per event (tuning at cost)  |  |  |
| Band Shells                  | \$ 35.00 per unit per event          |  |  |
| Tables (lobby, commons)      | \$ 10.00 each per event              |  |  |
| Chairs                       | \$ 2.00 each per event               |  |  |
| Choral Risers                | \$ 25.00 each per event              |  |  |
| Music Stands                 | \$ 5.00 each per event               |  |  |
| Spotlight (Auditorium)       | \$ 10.00 per hour each per rehearsal |  |  |
| Spotlight (Auditorium)       | \$ 35.00 per performance             |  |  |
| Podium with Microphone       | \$ 50.00 per event                   |  |  |
| Corded Microphone with Stand | \$ 25.00 per event                   |  |  |
| Handheld Wireless Microphone | \$ 50.00 per event                   |  |  |
| Wireless Lapel Microphone    | \$ 50.00 per event                   |  |  |
| VCR and TV                   | \$ 30.00 per event                   |  |  |
| Slide Projector and Screen   | \$ 30.00 per event                   |  |  |
| 16mm Projector and Screen    | \$ 30.00 per event                   |  |  |

| AREA                       | CATEGORY 4 CHARGES                             |  |  |
|----------------------------|--|--|--|
| Classroom                  | \$50.00 per session                            |  |  |
| Ticket Printing            | TBD  |  |  |
| Monitors                   | \$ 50.00 each per event                        |  |  |
| Green Room                 | \$ 50.00 per event                             |  |  |
| Scene Shop Storage         | \$ 30.00 per event                             |  |  |
| <b>Other Areas:</b>        |  |  |  |
| Computer labs              | \$50.00 per session                            |  |  |
| Empty Commons              | \$50.00 per hour                               |  |  |
| Empty Gymnasiums           | \$75.00 per hour                               |  |  |
| Climbing Wall              | TBD (+ mandatory certified labor costs)        |  |  |
| Kitchen (Food Preparation) | \$45.00 per event (plus mandatory labor costs) |  |  |
| Food Serving Area          | \$50.00 per session                            |  |  |
| Locker Room                | \$50.00 per event                              |  |  |
| Media Center               | No group use available                         |  |  |
| Choir Room                 | No group use available                         |  |  |
| Dance Studio               | \$40.00 per hour (minimum one hour)            |  |  |
| Pool                       | \$50.00 per hour (plus mandatory labor costs)  |  |  |

| <b>Grounds:</b>  |                              |  |  |
|--|------------------------------|--|--|
| Track  | \$100.00 per day             |  |  |
| Baseball/Soccer Field  | \$150.00 per field per day*  |  |  |
| Football Field   | \$500.00 per field per game* |  |  |
| *Field lining will be charged additionally for time and material |                              |  |  |

Note: Varsity Baseball and Softball Fields are not available during IHSA Season.

### Labor Costs

- **Custodial Staff:**

Custodial/maintenance staff will be required at the conclusion of each event for the purposes of vacuuming the Performing Arts Centers, cleaning the lobbies and maintaining washroom facilities. The number of custodial staff hired is dependent upon the expected audience size for the event. A three-hour minimum is required for all custodial/maintenance work.

| Craft                | Straight-Time Hourly Cost   | Overtime Hourly Cost | Shift |
|----------------------|---|----------------------|-------|
| Custodian            | \$18.94   | \$25.94              | 1 & 2 |
| Skilled Maintenance  | \$30.67   | \$43.51              | 1     |
| District Maintenance | \$52.31   | \$75.97              | 1     |
| Asst. Groundskeeper  | \$32.31   | \$45.97              | 1     |
| Head Groundskeeper   | \$40.73   | \$58.60              | 1     |
| Security Personnel   | \$15.50   | N/A                  | All   |
| Police               | Lessee will be charged the current cost of the local police department if police security is required by school administration or Lessee. |                      |       |

▪ **Food Services Staff:**

| Craft                | Straight-Time Cost | Hourly | Overtime Hourly Cost | Shift |
|----------------------|--------------------|--------|----------------------|-------|
| Head Cook            | \$27.48            |        | \$38.72              | 1     |
| Assistant Cook/Baker | \$22.74            |        | \$31.61              | 1     |
| Cashier/General      | \$17.07            |        | \$23.11              | 1     |

▪ **Auditorium Staff:**

| Craft                  | Straight-Time Cost | Hourly | Overtime Hourly Cost |  |
|------------------------|--------------------|--------|----------------------|--|
| Auditorium Director    | \$38.82            |        | \$55.73              |  |
| Student Technician     | \$ 9.50            |        | NA                   |  |
| Stage Manager          |                    |        |                      |  |
| Rigging Crew Chief     |                    |        |                      |  |
| Sound Crew Chief       |                    |        |                      |  |
| Lighting Crew Chief    |                    |        |                      |  |
| Spotlight Crew Chief   |                    |        |                      |  |
| House Manager          |                    |        |                      |  |
| General Crew (up to 4) | \$ 9.50            |        |                      |  |

All rates will be adjusted annually.

Personal Use Fees

Based on priority use, areas of the facilities can be made available for group and individual use for recreation and education purposes. The Board of Education will establish a rental or membership fee for individuals which will recover expenses for operation and maintenance of these facilities and for required staffing. Individual fees will be established annually.

**A. Swimming Pool**

- (1) The pool and facility will be scheduled by the Aquatic Director and approved by the Building Principal.
- (2) The Aquatic Director shall be responsible for the complete management and supervision, including maintenance, of the entire swimming pool area, i.e., natatorium, control room, locker rooms, shower and drying rooms, filter room and laundry.
- (3) "Lifeguards" will be used to augment the supervisory staff as needed. All lifeguards must have a current Lifesaving Certificate or pass an equivalent test given by the Aquatic Director.
- (4) There must be one water safety instructor assigned for supervision for each event. In addition, there must be one lifeguard assigned for every 40 swimmers or fraction thereof.
- (5) **No one** is to swim without a lifeguard or aquatic staff member present, regardless of the swimmer's experience, qualifications, or staff position.

**B. Fitness Centers**

- (1) Fitness Centers shall be open for public use by individuals according to a schedule set annually by the Athletic Director and approved by the Building Principal.
- (2) The Athletic Director shall be responsible for the complete management and supervision, including maintenance, of the entire Fitness Center.

- (3) A CHSD 230 Fitness Center Supervisor must be present at all operating times.
- (4) All individuals using the Fitness Center must become members by paying the required fee, and they must abide by the regulations provided to them upon becoming members. All memberships require a waiver and release of claims. Membership fees will be reviewed annually and approved by the Board of Education.

**C. Media Centers (Including Computer Access)**

Annually each building (Andrew, Sandburg, Stagg High Schools) shall develop a plan for community computer instruction and for student access to computers after school hours. The results of the plan shall be reported to the Board each May

**Custodial/Groundskeeping Rental Staffing\***

Inside Event

# attending

|              | Number of Custodians Required |   |   |   |   | Number of Maintenance Required |   |   |   |
|--------------|-------------------------------|---|---|---|---|--------------------------------|---|---|---|
|              | 2                             | 3 | 4 | 5 | 6 | 1                              | 2 | 3 | 4 |
| 0-100        | x                             |   |   |   |   | x                              |   |   |   |
| 101-200      | x                             |   |   |   |   | x                              |   |   |   |
| 201-300      | x                             |   |   |   |   | x                              |   |   |   |
| 301-400      |                               | x |   |   |   | x                              |   |   |   |
| 401-1,000    |                               |   | x |   |   | x                              |   |   |   |
| 1001 – 2,000 |                               |   |   | x |   | x                              |   |   |   |

Outside Event

# attending

|             | Number of Custodians Required |   |   |   |   | Number of Maintenance Required |   |   |   |
|-------------|-------------------------------|---|---|---|---|--------------------------------|---|---|---|
|             | 1                             | 2 | 3 | 4 | 5 | 1                              | 2 | 3 | 4 |
| 0-100       | x                             |   |   |   |   |                                |   |   |   |
| 101-200     | x                             |   |   |   |   | x                              |   |   |   |
| 201-300     |                               | x |   |   |   |                                | x |   |   |
| 301-400     |                               | x |   |   |   |                                | x |   |   |
| 401-1,000   |                               | x |   |   |   |                                |   | x |   |
| 1001– 2,000 |                               |   | x |   |   |                                |   |   | x |
| 2,000+      |                               |   | x |   |   |                                |   |   | x |

\*The number of staff members required is based on an average event, actual numbers may vary, depending on the size and special needs of the scheduled event.

Male and female custodians will be assigned to the events

DATED: August 2003

REVISED: December 2004; July 2006; July 2009; December 2010; September 2010;  
November 2014; September 2016 (rate changes only)