



Facility Rental Information

The Board of Education recognizes the community's investment in District facilities. It is the policy of the School Board to make school facilities available to the community for appropriate civic, cultural, educational, recreational, and other non-commercial uses. However, no organization shall be allowed to use the District's facilities if such use would interfere with any school functions, the safety of students or school personnel, or affect the District's property or liability.

Users of District facilities are currently categorized into three (3) categories. Permit priorities shall follow the order below, beginning with Category 1, having the highest priority when scheduling events.

CATEGORY 1: School Affiliated Organizations

All approved student, staff, and alumni organizations of Mundelein High School, as well as educational organizations that are directly affiliated with the school. Also included are Electoral Management Bodies.

- High School athletic camps/programs sponsored by the school
- Band-sponsored events
- Booster organizations associated with Districts 75 and 120
- IHSA meetings and events
- Lake County Clerk's Office (elections only)
- Mundelein Education Association
- Mundelein Education Support Association
- Mundelein High School alumni organizations
- North Suburban Conference activities
- Other public schools within District 120 boundaries
- Other educational facilities that serve District 120 students (CLC, ROE, etc.)

CATEGORY 2: Community Groups as Determined by the School Board

Community organizations recognized by the School Board for providing meaningful opportunities that support students and align with the District's mission and vision. Eligibility is by [application](#) and determined using a points-based [rubric](#).

CATEGORY 3: Other Non-School Affiliated Organizations

All other organizations, including, but not limited to:

- Organized adult athletic leagues
- Business, fraternal, & social organizations
- Political parties
- Employees using the space for personal profit
- Places of worship



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FACILITIES RENTAL BASIC FEE SCHEDULE

(Per Hour)

Location	Category 1	Category 2	Category 3
Auditorium	\$0	\$0 ^{1,2}	\$225 ^{1,2}
Cafeteria	\$0	\$0 ¹	\$100 ¹
Staff Lounge	\$0	\$0 ¹	\$50 ¹
Conference Room	\$0	\$0 ¹	\$50 ¹
Classroom	\$0	\$0 ¹	\$60 ¹
Computer Lab	\$0	\$0 ¹	\$100 ¹
Media Center	\$0	\$0 ¹	\$100 ¹
Baseball/Softball Field	\$0	\$0 ^{1,3}	\$80 ^{1,3}
Gym, Lower or Gymnastics	\$0	\$0 ¹	\$130 ¹
Gym, North or Main	\$0	\$0 ¹	\$150 ¹
Fieldhouse (Per Court)	\$0	\$0 ¹	\$150 ¹
Weight Room	\$0	\$0 ¹	\$130 ¹
Pool	See Separate Schedule ¹		
Tennis Courts	\$0	\$0 ¹	\$50 ¹
Indoor Track /Outdoor Track	\$0	\$0 ^{1,3}	\$150 ¹
Multi-Purpose Field	\$0	\$0 ^{1,3}	\$175 ^{1,3}

Fees can be adjusted at the discretion of the Superintendent or designee.
Additional charges apply for rentals on holidays.

¹ [Plus additional custodial/security costs and police coverage](#)

² [Plus additional sound and lighting costs](#)

³ Plus labor and materials needed to prepare fields



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HOURLY CUSTODIAL/ SECURITY/ OTHER RATES

Applicable to Category 2 and 3 groups. See [Fee Schedule](#).

Custodial personnel will be assigned by the district, and an hourly charge assessed. Set-up, take-down, and supplies and equipment charges may be assessed. It is understood that custodial personnel may work elsewhere in the building during the assigned period.

Security will be provided by the district and will consist of trained staff members assigned to a particular schedule or activity. It is understood that security personnel may be canvassing the entire building during the designated time.

Police coverage may be required for any event with an audience of 100 or more. Two officers are required for audiences of 500 or more. Additional coverage may be assigned at the District's discretion and billed accordingly.

Auditorium sound and lighting support is available for events and will be assigned by the District based on the technical needs of the performance or activity.

The following fees will be assessed on an hourly basis should custodial, security, police, or sound/lighting coverage be needed before, during, or after an event:

Weekday

- Custodial Rate: \$45 per hour per custodian*
- Security Rate: \$50 per hour per security person*
- Police Coverage: \$125 per hour per officer*
- Sound/Lighting: \$20 per hour per support person*

Weekend

- Custodial Rate: \$68 per hour per custodian*
- Security Rate: \$75 per hour per security person*
- Police Coverage: \$125 per hour per officer*
- Sound/Lighting: \$40 per hour per support person*

Holidays (if approved – see [Holiday Rates](#))

- Custodial Rate: \$135 per hour per custodian*
- Security Rate: \$150 per hour per security person*
- Police Coverage: \$250 per hour per officer*
- Sound/Lighting: \$60 per hour per support person*

****Annual facility rental increases for custodial, security, police, and sound/lighting staff will equal District 120 negotiated/approved wage and benefit increases plus 2%.***



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HOURLY NATATORIUM (POOL) RATES

An additional hourly charge may be applied based on the size of the event

There will be an initial scheduling charge as follows:

- Category 1: \$0
- Category 2: \$0
- Category 3: \$100

The following fees will be assessed on an hourly basis per category:

Monday through Friday, 8:00 am to 11:00 pm (including summers)

- Category 1: \$50 per hour (includes overhead, custodial, security)
- Category 2: \$150 per hour (includes overhead, custodial, security)
- Category 3: \$250 per hour (includes overhead, custodial, security)

Saturday and Sunday, 8:00 am to 11:00 pm (including summers)

- Category 1: \$75 per hour (includes overhead, custodial, security)
- Category 2: \$175 per hour (includes overhead, custodial, security)
- Category 3: \$300 per hour (includes overhead, custodial, security)

Holidays, 8:00 am to 11:00 pm (if approved – see [Holiday Rates](#))

- Category 1: \$150 per hour (includes overhead, custodial, security)
- Category 2: \$350 per hour (includes overhead, custodial, security)
- Category 3: \$600 per hour (includes overhead, custodial, security)



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HOLIDAY RATES

It is understood that building access on holidays will be limited to exceptional situations and available only if approved by the District.

In addition to the rates listed elsewhere, there will be an additional initial scheduling charge for all approved holiday activities, including use of the pool:

Category 1	\$0
Category 2:	\$75
Category 3:	\$150