



Facility Rental Information

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: \$48 per hour per custodian*
- Security Rate: \$53 per hour per security person*
- Police Coverage: \$132 per hour per officer*
- Sound/Lighting: \$21 per hour per support person*

Weekend

- Custodial Rate: \$72 per hour per custodian*
- Security Rate: \$79 per hour per security person*
- Police Coverage: \$132 per hour per officer*
- Sound/Lighting: \$42 per hour per support person*

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

- Custodial Rate: \$143 per hour per custodian*
- Security Rate: \$158 per hour per security person*
- Police Coverage: \$265 per hour per officer*
- Sound/Lighting: \$64 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)



Facility Rental Information

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



Facility Rental Information

INSURANCE REQUIREMENTS

- Commercial General Liability Coverage
 - \$1,000,000 Per Occurrence
 - \$1,000,000 Personal & Advertising Injury
 - \$5,000 Medical Expenses
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products/Completed Operations Aggregate
 - The District and its Board of Education, both individually and collectively, and all agents, representatives, volunteers, and employees should be named as an additional insured on a primary & non-contributory basis
- Commercial Automobile Liability Coverage (**if the entity's operations involve vehicles**)
 - \$1,000,000 Combined Single Limit
 - The District and its Board of Education, both individually and collectively, and all agents, representatives, volunteers, and employees should be named as an additional insured
- Umbrella or Excess Liability (**if the entity's operations involve athletic activities**)
 - \$1,000,000 Per Occurrence
 - \$1,000,000 General Aggregate
 - Coverage provided should follow form
- Workers Compensation Coverage (**if the entity has employees that will be on premises – does not apply to volunteers**)
 - Statutory limits
 - Employers Liability Limits of \$500,000/\$500,000/\$500,000
- Above coverages shall be from a company authorized to do business in Illinois and with at least an "A VII" rating from A.M. Best Company
- If requested, the organization must provide copies of applicable policy endorsements



Facility Rental Information

Rules, Regulations, and Policies Regarding the Use of School Facilities

- *Rental charges shall be paid in advance to the Business Office. The opening of the building for use shall be contingent upon the user presenting a receipt for payment of fees to the custodian in charge.*
- *Rental fees are due in full upon approval of the application. Cancellations made prior to the scheduled rental date will be eligible for a refund of any deposit or prepaid rental fees, less a \$100.00 flat administrative fee. Cancellations made on the day of the scheduled rental or after the rental start time will not be eligible for a refund. The District reserves the right to cancel any rental due to school needs, weather, or safety concerns. In such cases, all rental fees will be refunded.*
- *School premises shall not be available on such occasions or during such hours as have been scheduled for school exercises or functions in connection with the school program.*
- *Persons or organizations using school premises, which include a stage and stage equipment, shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except by authorized school personnel.*
- *Access to rooms or facilities other than those approved by the application shall not be permitted.*
- *There shall be NO SMOKING in school buildings or on school grounds, nor shall intoxicants or narcotics be used, nor shall profane language, quarreling, fighting, or gambling be permitted. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.*
- *The programs offered in or during the use of any school premises shall at no time contain any matter which might tend to cause breach of the peace, or which constitutes subversive doctrine or seditious utterances, or which agitates for the changes in our form of government or social order by violence or unlawful methods.*
- *Organizations with membership under 21 years of age must have adult sponsorship.*
- *Any person applying for the use of school property on behalf of any society, group or organization shall be a member of such applicant group, and must present written authorization from such group to make application.*
- *This application is subject to cancellation only if a facility is needed for school use.*
- *A certificate of insurance naming the school district as an additional insured with the specified limits of insurance must be submitted with each rental application.*
- *Organization is responsible for leaving the facilities in the same condition in which they were found and will be responsible for any damages to the facility that occur as a result of the Event.*
- *Organization may not attach or install any signs, banners, or other items to school property without written approval from the school.*
- *The Organization's use of the designated facility shall also include those areas that provide ingress or egress to the facility, such as bathrooms, hallways, outdoor walkways, and parking areas designated for the Event.*
- *Organization is responsible for inspecting the facility and the ingress and egress areas prior to the scheduled Event, and shall notify the school district of any safety concerns prior to the Event.*
- *Organization shall be responsible for providing supervision of all persons who participate or attend the Event.*
- *Organization is responsible for ensuring that no weapons or firearms of any type are brought onto school property by any participants or attendees of the Event.*
- *No painting is allowed on the premises.*
- *Only authorized, trained school personnel may operate lighting, sound, and other equipment without direct consent. Please ask school personnel if there are any questions.*
- *All start and finish times are to be strictly adhered to.*
- *Failure to adhere to any of the above may result in additional charges and/or the loss of future usage privileges.*



Facility Rental Information

MUNDELEIN HIGH SCHOOL DISTRICT 120 FACILITY USE APPLICATION AND AGREEMENT

I. Information

Name of Organization: _____

Event: _____

Facility Requested: _____ Anticipated Attendance: _____

Date(s) Requested	Hours of Use

Purpose of Event: ☐ Recreational ☐ Academic

☐ Other (Describe): _____

Special Requirements For Event: _____

Names of Event Supervisors: _____

Organization Contact Person: _____ Cell: _____

Organization Mailing Address: _____ City/Zip: _____

Organization Phone: _____ Organization Email: _____



Facility Rental Information

II. Insurance Requirements

In consideration of the school district's approval of the Use Application and Agreement, Organization agrees, at its sole expense, to obtain and retain throughout the duration of the Event broad form comprehensive general liability insurance including: Premises/operations; products/completed operations hazard; broad form contractual; and personal injury. This general liability insurance shall include limits of liability of not less than \$2 million combined single limits for bodily injury and property damage as listed in the Insurance requirements detail above. In addition, Organization shall obtain such additional insurance as the school district may require in its discretion from time to time. Certificates of insurance in a form acceptable to the school district shall be provided to the school district at least thirty (30) days prior to the commencement of the Event. The insurance policy shall provide that the policies may not be cancelled or materially altered until at least thirty (30) days prior to written notice being given to the school district, and shall cover occurrences on any part of the school district property. The insurance carriers providing such insurance shall have no less than an "A" rating according to A.M. Best's rating and shall be authorized to do business in Illinois.

The Organization agrees to name the following as additional insureds on the Organization's insurance policies: the school district, including all elected and appointed officials; all employees and volunteers; all boards and their members. The Organization's insurance coverage provided for the Event shall be primary and noncontributory with any other insurance available to the additional insureds, whether such other coverage is primary, contributory, or excess.

III. Indemnity/Hold Harmless Agreement

In consideration of the school districts approval of this Use Application and Agreement, the Organization and its individual members also agree to defend, indemnify and hold the school district, the Board of Education, as well as their officers and employees harmless against all suits, actions, claims and demands, legal proceedings, and against all damages, losses, costs and attorney's fees in any manner caused by, arising from, incident to, connected with or arising out of the Organization's use of the school facility.

IV. Waiver

In consideration of the school district's approval of the Use Application and Agreement Organization and its individual members hereby release, waive, discharge, agree, and covenant not to sue the school district, its Board Members, officers, agents, employees, students, and volunteers ("Releasees") from any and all liability, claims, demands, losses, costs, actions, and causes of action of any kind or nature arising out of or related to any loss, damage or injury, including death, that Organization may sustain or cause resulting from, or in any way connected with, the Organization's use of the school facility, regardless of whether such loss is caused by the negligence of any of the Releasees and regardless of whether such liability arises in tort, contract, strict liability or otherwise.

V. Use Affidavit

The undersigned states that to the best of his/her knowledge, the school facility use for which application is hereby made, will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence, or other unlawful means. That this organization does not advocate the overthrow of the Government of the United States or State of Illinois by force, violence, or other unlawful means, and that, to the best of his/her knowledge, it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States.

VI. Governing Law

This Agreement shall be construed in accordance with the laws of the State of Illinois without regard to any conflict of laws provisions, and that any lawsuit or other proceeding relating to this Agreement and any activities covered hereby must be filed or entered into in the federal or state courts of Lake County, Illinois. Any portion of this Agreement deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the Agreement as a whole to the full extent authorized by law.



Facility Rental Information

ACKNOWLEDGEMENT

I, the undersigned, on behalf of the _____ acknowledge that I have
(Printed Name of Organization)

reviewed the above-stated rules, regulations, policies, and that the Organization will abide by said rules, regulations, and policies as well as any other that may be applicable in connection with the Event, and that the Organization will make reasonable efforts to ensure that all Event participants and attendees will abide by said

Signature of Applicant

Printed Name of Applicant

Date

rules, regulation,s and policies in connection with the Event.

Total Fees must be paid at the time of application

-
For District Use Only

Fee Type: _____: \$_____ per hour X _____ hours = \$_____

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Fee Type: _____: \$_____ per hour X _____ hours = \$_____

Fee Type: _____: \$_____ per hour X _____ hours = \$_____

Fee Type: _____: \$_____ per hour X _____ hours = \$_____

Fee Type: _____: \$_____ per hour X _____ hours = \$_____

TOTAL \$_____

APPROVAL



D120 Facility Rentals

Updated: October 2026

Facility Rental Information

Signature of Approver

Approver's Title

Approval Date



Category 2 Community Group Application

Name of Organization: _____ Date: _____

Organization Mailing Address: _____ City/Zip: _____

Organization Phone: _____ Organization Email: _____

Contact Name: _____ Cell: _____

Year Established: _____ Type: ☐ 503(c)(3) ☐ Government ☐ Other: _____

Total Students Served: _____ % Living Within D120 Boundaries: _____

List all costs associated with participation in your organization, including dues, fees, required equipment, etc.

Describe any assistance available to students who are unable to cover the costs of participation.

Describe how your organization supports the Mission and/or Vision of Mundelein High School:

- **Mission:** Mundelein High School is dedicated to academic excellence for all learners through the core values of equity, growth, and collaboration.
- **Vision:** To prepare students to navigate the multicultural, global society with confidence and resilience.

FOR INTERNAL USE ONLY

Points: Years _____ + Type _____ + %D120 _____ + Cost _____ + Alignment _____ = TOTAL _____

Status as Category 2 Community Group: ☐ Approved ☐ Denied Date of Board Decision: _____



Category 2 Community Group Rubric

Category 2 Community Groups are organizations recognized by the School Board for providing meaningful opportunities that support students and align with the District's mission and vision. The following are not eligible for Category 2 status: organized adult athletic leagues; business, fraternal, and social organizations; political parties; and places of worship.

The rubric below will determine eligibility for Category 2 Community Group status. A School Board committee will review applications quarterly and assign points. Applicants receiving eight (8) or more points will be designated as a Category 2 Community Group and notified of the Board's decision.

The committee may periodically require existing Category 2 Community Groups to submit a new application to confirm ongoing eligibility.

Points:	0	1	2	3
Years Established	0-9 Years	10+ Years		
Organization Type	Government		501(c)(3)	
% D120 Residents	Less than 25%	26% - 50%	51% - 75%	More than 75%
Cost of Participation	Cost presents a substantial barrier to participation for many students. Participation requires significant financial investment, and financial assistance is minimal, inconsistent, or unavailable.	Cost presents a substantial barrier to participation for some students. Participation involves moderate costs, and financial assistance is available to students with demonstrated need, but it may cover only part of the expense or require an application process.		Cost is never a barrier to participation. There are no participation costs, or costs are fully offset through accessible financial assistance. Assistance is clearly communicated, sufficient to meet all financial needs, and available to every student who requires it.
Alignment with District Mission/Vision	The group has little to no connection to the District's mission or vision. It does not meaningfully promote the values enumerated in the D120 mission/vision: <i>Equity</i> <i>Collaboration</i> <i>Growth</i> <i>Confidence/Resilience</i> <i>Multiculturalism</i>	The group's primary focus is not academic excellence, but promotes at least one of the values enumerated in the D120 mission/vision: <i>Equity</i> <i>Collaboration</i> <i>Growth</i> <i>Confidence/Resilience</i> <i>Multiculturalism</i>	The group's primary focus is not academic excellence, but promotes 3 or more of the values enumerated in the D120 mission/vision: <i>Equity</i> <i>Collaboration</i> <i>Growth</i> <i>Confidence/Resilience</i> <i>Multiculturalism</i>	The group's primary focus is academic excellence. This is promoted through the values enumerated in the D120 mission/vision: <i>Equity</i> <i>Collaboration</i> <i>Growth</i> <i>Confidence/Resilience</i> <i>Multiculturalism</i>