



Facility Rental Fee Schedule

INTEROFFICE ONLY

Tier 1

All approved student and employee organizations of Mundelein High School and community organizations within District 120 boundaries that are 100% directly affiliated with the school. Such organizations will include, but may not be limited to:

- 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.)

Tier 2

Tax-supported bodies within District 120 boundaries and their affiliated organizations; nonprofit community groups within District 120 boundaries; charitable, municipal, philanthropic, and civic organizations within District 120 boundaries. Such organizations will include, but may not be limited to:

- Mundelein Park District
- Mundelein Police and Fire Departments
- Village governmental bodies within District 120 boundaries
- Camps sponsored by District 120 sender schools
- Youth organizations exclusively serving District 120 students (AYSO, Little League, Special Olympics, Boy Scouts, Girl Scouts, etc.)
- Fremont Library
- Local homeowner associations within District 120 boundaries
- Nonprofit organizations within District 120 boundaries

Tier 3

Such organizations will include, but may not be limited to:

- Organized adult athletic leagues
- Business, fraternal, & social organizations
- Political parties
- All for-profit organizations
- Not-for-profit organizations outside District 120 boundaries
- Non-public schools within District 120 boundaries



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- Public schools outside District 120 boundaries
- Employees using the space for personal profit
- Community Performing Arts Groups (i.e. Kirk Players)
- Places of Worship

***Payment, contracts, and insurance must be current before building use is permitted.**



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FACILITIES RENTAL BASIC FEE SCHEDULE (PER HOUR)*

Location	Tier 1	Tier 2	Tier 3
Auditorium	\$0	\$100	\$225
Cafeteria	\$0	\$40	\$100
Staff Lounge	\$0	\$20	\$50
Conference Room	\$0	\$20	\$50
Classroom	\$0	\$30	\$60
Computer Lab	\$0	\$50	\$100
Media Center	\$0	\$40	\$100
Baseball/Softball Field**	\$0	\$50	\$80
Gym, Lower or Gymnastics	\$0	\$70	\$130
Gym, North or Main	\$0	\$80	\$150
Fieldhouse (Per Court)	\$0	\$80	\$150
Weight Room	\$0	\$70	\$130
Pool	See	Separate	Schedule
Tennis Courts	\$0	\$20	\$50
Track** Stadium/Indoor	\$0	\$80	\$150
Multi-Purpose Field**	0	\$100	\$175

* Plus additional custodial/security costs and police coverage

** Plus labor and materials needed to prepare fields

Fees can be adjusted at the discretion of the Superintendent or designee



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Location	Tier 1	Tier 2	Tier 3
Auditorium	\$0	\$100	\$225
Baseball Field**	\$0	\$50	\$80
Cafeteria	\$0	\$40	\$100
Classroom	\$0	\$30	\$60
Computer Lab	\$0	\$50	\$100
Gymnastics Gym	\$0	\$70	\$130
Lower Gym	\$0	\$70	\$130
Main Gym	\$0	\$80	\$150
Fieldhouse (Per Court)	\$0	\$80	\$150
Media Center	\$0	\$40	\$100
Conference Room	\$0	\$20	\$50
Weight Room	\$0	\$70	\$130
North Gym	\$0	\$80	\$150
Softball Field**	\$0	\$50	\$80
Staff Lounge	\$0	\$20	\$50
Pool	See	Separate	Schedule
Tennis Courts	\$0	\$20	\$50
Track** Stadium/Indoor	\$0	\$80	\$150
Multi-Purpose Field**	0	\$100	\$175



Facility Rental Fee Schedule

HOURLY CUSTODIAL/ SECURITY RATES

Additional hourly charges may be applied based on size of event

Custodial personnel will be assigned by the district and an hourly charge assessed. Set-up charges, as well as charges for supplies and equipment, may be assessed. It is understood that custodial personnel may work elsewhere in the building during the assigned period. The cost of one security person is included in the fee listed below.

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

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 period.

The following fees will be assessed on an hourly basis, per tier, should custodian, security, or police 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***

Weekend

- Custodial Rate: **\$68 per hour per custodian***
- Security Rate: **\$75 per hour per security person***
- Police Coverage: **\$125 per hour per officer***

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

HOURLY NATATORIUM (POOL) RATES



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Additional hourly charge may be applied based on size of event

There will be an initial scheduling charge as follows:

Tier 1: \$0
Tier 2: \$70
Tier 3: \$100

Custodial personnel will be assigned by the district and an hourly charge assessed. Set-up charges, as well as charges for supplies and equipment, may be assessed. It is understood that custodial personnel may be working elsewhere in the building during the assigned period. The cost of one security person is included in the fee listed below.

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

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

Tier 1: \$50 per hour (including overhead, custodial, security)
Tier 2: \$200 per hour (including overhead, custodial, security)
Tier 3: \$250 per hour (including overhead, custodial, security)

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

Tier 1: \$75 per hour (including overhead, custodial, security)
Tier 2: \$250 per hour (including overhead, custodial, security)
Tier 3: \$300 per hour (including overhead, custodial, security)



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HOLIDAY RATES

Additional hourly charge may be applied based on size of event

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

In the event of holiday activity, there will be an initial scheduling charge as follows for all activities, including the pool:

Tier I: \$0
Tier II: \$100
Tier III: \$150

Custodial personnel will be assigned by the district and an hourly fee charged. Set-up charges, as well as charges for supplies and equipment, may be assessed. It is understood that custodial personnel may be working elsewhere in the building during the assigned period. The cost of one security person is included in the fee listed below.

The following fees for overhead, custodial and security will be assessed on an hourly basis per Tier:

Holidays (except pool):

Tier I: \$75
Tier II: \$150
Tier III: \$180

The following fees for overhead, custodial and security will be assessed on an hourly basis for Holiday pool use:

Tier I: \$100
Tier II: \$175
Tier III: \$225



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Insurance Requirements

- Commercial General Liability Coverage
 - o \$1,000,000 Per Occurrence
 - o \$1,000,000 Personal & Advertising Injury
 - o \$5,000 Medical Expenses
 - o \$2,000,000 General Aggregate
 - o \$2,000,000 Products/Completed Operations Aggregate
 - o 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)**
 - o \$1,000,000 Combined Single Limit
 - o 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)**
 - o \$1,000,000 Per Occurrence
 - o \$1,000,000 General Aggregate
 - o Coverage provided should be follow form
- Workers Compensation Coverage **(if the entity has employees that will be on premises – does not apply to volunteers)**
 - o Statutory limits
 - o 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, organization must provide copies of applicable policy endorsements



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MUNDELEIN HIGH SCHOOL DISTRICT 120 FACILITY USE APPLICATION AND AGREEMENT

I. Information

Name of Organization:

Event:

Names of Event Supervisors:

Purpose of Event: ☐ Recreational

☐ Academic

☐ Other -

describe

Special Requirements For Event:

Organization Contact Person:

Organization Mailing Address: _____

City/Zip:

Organization Phone: _____

Cell Phone:

Organization Email Address: _____

Anticipated

Attendance: _____

Facility Requested:

Date(s) of Use: _____

Use Hours:

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 Insurance



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requirements detail above. In addition, Organization shall obtain such additional insurance as school district may require in its discretion from time to time. Certificates of insurance in form acceptable to school district shall be provided to 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 school district, and shall cover occurrences on any part of school district property. The insurance carriers providing such insurance shall have no less than an "A" rating according the 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 supplied for the Event shall be primary to and not contributing with any other coverage available to the additional insureds, whether said other coverage be primary, contributing 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.



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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.

AUTHORIZED SIGNATURE OF APPLICANT: _____

DATE: _____

PRINTED NAME OF APPLICANT: _____

FOR SCHOOL USE ONLY

Facility Use Fee: \$_____ per hour X _____ hours = \$_____

Other Services: \$_____ per hour X _____ hours = \$_____

Total Fees must be paid at time of application

Approved by: _____

Date

Title

See reverse side for use rules, regulations and policies



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RULES, REGULATIONS AND POLICIES REGARDING THE USE OF SCHOOL FACILITIES

- Rental charges shall be paid in advance to the Business Office. Opening of the building for use shall be contingent upon the showing of a receipt of payment of fees by the user to the custodian in charge.
- 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 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 those areas of ingress and egress prior to the scheduled Event and Organization shall notify school district of any safety concerns prior to the Event.



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- Organization shall be responsible for providing supervision of all persons who participate or attend the Event.
- Organization is responsible for insuring 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 are allowed to operate lighting equipment, sound equipment, 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.

ACKNOWLEDGEMENT

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

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 rules, regulations and policies in connection with the Event.

Signature

Printed Name

Date



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