

Calculating Your Facility Rental Cost (School year or One Day Summer Events)

There are two possible types of costs for renting a District 65 facility:

- 1. Facility Rental Fees: This is a fee that is assessed for using school facilities.
- 2. Personnel Costs: This is a cost that is paid to cover the cost of personnel who must be at work during your event.

Please refer to our District 65 Buildings and Grounds webpage or our [rental agreement](#) to answer questions or learn more about our process and fee structures.

Class 1A: District 65 events - PTA, PEP and Foundation 65.
<p>Internal District 65 events during the school day or after hours that are led by D65 groups and are free of charge including PTA sponsored events.</p> <p>Facility Fees: Waived</p> <p>Personnel Costs: Waived as long as the event is during the windows of time below:</p> <ul style="list-style-type: none"> ● School days between 7:00 AM - 9:00 PM or ● Summer (Monday - Friday, non-holiday) between 8:00 AM - 4:00 PM <p>If the event is beyond the times listed above or requires additional staff due to the demand of the event, personnel costs will be charged at the rates below - the cost for the first two hours will be waived for Class 1A.</p> <ul style="list-style-type: none"> ● Custodian - \$50 per hour ● Safety - Concierge - \$50 an hour <p>Please refer to Notes on Custodial Services below for holiday rates, set-up, etc.</p> <p>The staff is required to report 30 minutes prior to the event and is paid for 30 minutes after the event to finalize, clean up and close the building.</p>
Class 1B: Evanston Park District, Skokie Park District, and long term District 65 partners that are local non-profits
<p>Facility Fees: Waived</p> <p>Personnel Costs: Waived as long as the event is during the windows of time below:</p> <ul style="list-style-type: none"> ● School days between 7:00 AM - 9:00 PM or ● Summer (Monday - Friday, non-holiday) between 8:00 AM - 4:00 PM

If the event is beyond the times listed above or requires additional staff due to the demand of the event, personnel costs will be charged at the rates below:

- Custodian - \$50 per hour
- Head Custodian - \$75 per hour
- Safety - Concierge - \$50 an hour

Please refer to [Notes on Custodial Services](#) below for holiday rates, set-up, etc.

The staff is required to report 30 minutes prior to the event and is paid for 30 minutes after the event to finalize, clean up and close the building.

Note: District 65 and the Evanston Park District have an MOU outline building usage. The terms are aligned with the exception of events that are led by the Evanston Park District in partnership with District 65 (ie. elementary school athletics). In the case of these partnership events, facility fees and personnel costs are waived.

Class 2: Non-profit organizations/groups servicing District 65 students and families.

Registered charitable/civic organizations servicing District 65 students and families. The organization or event needs to be at least 51% District 65/202 residents to be considered servicing the District.

Facility Fees: Your organization is subject to paying an hourly facility rental fee. Please refer to the [rental fee table](#) below.

Personnel Costs: Your organization is subject to paying personnel costs for personnel required to support the hosting of your event. Please refer to [Notes on Custodial Services](#) below for holiday rates, set-up, etc.

The staff is required to report 30 minutes prior to the event and is paid for 30 minutes after the event to finalize, clean up and close the building.

Class 3: All Other Organizations

Facility Fees: Your organization is subject to paying an hourly facility rental fee. Please refer to the [rental fee table](#) below.

Personnel Costs: Your organization is subject to paying personnel costs for personnel required to support the hosting of your event. Please refer to [Notes on Custodial Services](#) below for holiday rates, set-up, etc.

The staff is required to report 30 minutes prior to the event and is paid for 30 minutes after the event to finalize, clean up and close the building.

Facility Rental Fees

Room	Class 1A ¹	Class 1B ¹	Class 2	Class 3
Facility Fees by the Hour				
Auditorium - Elementary			\$50	\$100
Auditorium - Middle and Magnet			\$70	\$200
Gymnasium - Elementary			\$50	\$100
Gymnasium - Middle/Magnet			\$70	\$200
Cafeteria			\$50	\$100
Library			\$25	\$50
Classroom			\$25	\$50
Parking Lot - Elementary			\$50	\$100
Parking Lot - Middle School			\$70	\$100
Outdoor Fields and Play Space			\$50	\$100
Room	Class 1A	Class 1B	Class 2	Class 3
Personnel Costs by the Hour				
Custodian ¹	\$50	\$50	\$50	\$50
Safety - Concierge	\$50	\$50	\$50	\$50

Notes on Custodial Services:

- Support for event set up should be requested in the application with information on what is needed and estimated time. If the team is able to support set up it will be billed at the custodial rate.
- If an event is significant enough to require additional custodial staffing for set up and/or clean up, the group will be charged at the proper hourly rate.
- When outside of regular school or work hours,
 - Custodians arrive 30 minutes prior to event rental time and remain for a minimum of 30 minutes after the event to ensure the building is clean and

secure. If additional cleaning is required, the organization will be billed in ½ hour increments. Custodians will sweep and remove trash, recycling and compost.

- Sunday and holiday personnel rates are charged at twice the regular hourly rate.