

## Calculating Your **Summer** Facility Rental Cost (Longer Term Summer Rentals) (As of 7/1/25)

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.

<b>Class 1A: District 65 events - PTA, PEP and Foundation 65.</b>
<b>Facility Fees:</b> Waived  <b>Personnel Costs:</b> Waived as long as the event is during the windows of time below: <ul style="list-style-type: none"><li>● School days between 7:00 AM - 9:00 PM or</li><li>● Summer (Monday - Friday, non-holiday) between 8:00 AM - 4:00 PM</li></ul> 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. <ul style="list-style-type: none"><li>● Custodian - \$50 per hour</li><li>● Head Custodian - \$75 per hour</li><li>● Safety - Concierge - \$50 an hour</li></ul> Please refer to <a href="#">Notes on Custodial Services</a> below for holiday rates, set-up, etc.
<b>Class 1B: Evanston Park District, Skokie Park District, and long term District 65 partners that are local non-profits</b>
<b>Facility Fees:</b> Waived  <b>Personnel Costs:</b> Waived as long as the event is during the windows of time below: <ul style="list-style-type: none"><li>● School days between 7:00 AM - 9:00 PM or</li><li>● Summer (Monday - Friday, non-holiday) between 8:00 AM - 4:00 PM</li></ul> 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: <ul style="list-style-type: none"><li>● Custodian - \$50 per hour</li><li>● Head Custodian - \$75 per hour</li><li>● Safety - Concierge - \$50 an hour</li></ul>

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

**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.

- Rate includes up to 5 classrooms and shared access to the gym or auditorium, cafeteria fields/play space. Space is scheduled collaboratively with other organizations using the space.

**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.

**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.

- Rate includes up to 5 classrooms and shared access to the gym or auditorium, cafeteria fields/play space. Space is scheduled collaboratively with other organizations using the space.

**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 - Summer Rates - Camps/Extended Engagements**

<b>District 65 Facility Rental Fees and Personnel Costs</b> Updated December, 2024 All rates listed below are by the hour unless otherwise stated.				
Room	Class 1A <sup>1</sup>	Class 1B <sup>1</sup>	Class 2	Class 3
<b>Facility Fees by the Week</b>				
Half Day Camp			\$1,500	\$3,000
Full Day Camp			\$3,000	\$6,000
Room	Class 1A	Class 1B	Class 2	Class 3
<b>Personnel Costs by the Hour</b>				
Custodian (2 hours daily for half day camp)	\$50	\$50	\$50	\$50
Custodian (3 hours daily for full day camp)	\$50	\$50	\$50	\$50

- Rate includes up to 5 classrooms and shared access to the gym or auditorium, cafeteria fields/play space. Space is scheduled collaboratively with other organizations using the space.

**Notes on Custodial Services:**

- 2 hours of custodial time is billed daily for half day camps to support the cleaning and maintenance of spaces including classrooms, bathrooms, and common areas.
- 3 hours of custodial time is billed daily for full day camps to support the cleaning and maintenance of spaces including classrooms, bathrooms, and common areas.