



METROPOLITAN SCHOOL DISTRICT
LAWRENCE TOWNSHIP

Fee Estimate:

Rental Fees: A listing of rental fees is attached. Organizations applying for the non-profit rate must attach documentation of current 503(c) status with the Application to Rent Facilities.

Utility Costs: A table of the hourly cost to operate facilities is attached and is to be used to calculate estimated utility costs.

Supply Costs: A table of supply costs based on the number of people attending the event and the length of the event is attached and is to be used to estimate supply costs.

Custodial/Grounds Costs: Custodial/Grounds services are \$40.00 per hour per Custodian and or Grounds staff member. This is not an optional fee.

Maintenance Cost: Services are \$50.00 per hour per Maintenance Technician.

Security Costs: Security Services, if required, are \$40.00 per hour per Officer. **Fifty people in attendance makes this a requirement.**

Auditorium Costs: Use of an auditorium at LCHS, LNHS or FCV middle school requires an auditorium technician to be present. The cost is \$60.00 per hour.

Kitchen Costs: Kitchen use requires the presence of a MSDLT Food Service Manager. The cost is \$40.00 per hour. A certified food handler is also required. The cost is \$30.00 per hour if provided by MSDLT.

Technology: Use of some technology equipment (sound systems) requires the presence of a technician. If required, the rate is \$40.00 per hour for Technician.

Class of Organization

The Superintendent or designee will have the authority to designate/approve the class of each organization.

Class 1 – Use of facilities by community groups and designated school related support organizations/activities

Community groups that request to use school facilities on a relatively limited basis such as homeowners groups, established community organizations and local service organizations, PTO, Academic/Athletic and Band Boosters and MSDLT Foundation. There will be no charge for this use.

Class 2 – Use of facilities by student organizations

Student related groups shall include such organizations as Scouts, 4-H, LTBBL, youth leagues that are 80% MSDLT kids, IHSA and ISSMA may be granted use of specific school facilities. Class 2 groups will have the rental fee waived but will pay any direct costs incurred by the school district associated with this use. These costs could include utility costs beyond those associated with un-occupied mode, operational supply costs, custodial fees and security costs.

Class 3 – Use of facilities by not-for-profit groups

Not-for-profit groups may be granted use of specific school facilities at the not-for-profit rental rate. In addition, Class 3 groups will pay any direct costs incurred by the school district associated with this use. These costs could include utility costs beyond those associated with un-occupied mode, operational supply costs, custodial fees and security costs.

Class 4 – Use of facilities by any private for-profit agency

For-profit agencies may be granted use of specific school facilities at the for-profit rental rate. In addition, any direct costs incurred by the school district associated with this use will be paid by the for-profit agency. These costs could include utility costs beyond those associated with un-occupied mode, operational supply costs, custodial fees and security costs.

Class 5 – Use of facilities by city, county, state or federal units

Governmental units shall be charged only direct cost to the school district that results from this use. These costs could include utility costs beyond those associated with un-occupied mode, operational supply costs, custodial fees and security costs. The rental fee is waived.

ADMINISTRATIVE GUIDELINES

1. Schedule of fees and charges must be followed.
2. Payment must be made prior to usage.
3. MSDLT employees may not accept any compensation from any organization using MSDLT facilities. Contributions may not be accepted by school district employees. Donations, however, may be made directly to the school district.

These are support document for your information and review. These do not need to be submitted with the application.

PERMIT FOR USE OF SCHOOL PROPERTY / **SCHEDULE OF ROOM RENTAL FEES AND CHARGES**

	Hourly Rate Non-Profit	Hourly Rate Commercial
ELEMENTARY		
a. Cafeteria	\$20.00	\$40.00
b. Kitchen	\$35.00	\$70.00
c. Gymnasium	\$20.00	\$40.00
d. Stage in Cafeteria/Gym	\$30.00	\$60.00
e. Classroom	\$10.00	\$20.00
f. Media Center	\$20.00	\$40.00
MIDDLE SCHOOL		
a. Cafeteria	\$30.00	\$60.00
b. Kitchen	\$40.00	\$80.00
c. Spectator Gymnasium (no Lockers)	\$25.00	\$50.00
d. Spectator Gymnasium w/ Lockers	\$40.00	\$80.00
e. Auxiliary Gym	\$25.00	\$50.00
f. Auditorium	\$100.00	\$200.00
g. Auditorium with Stage and Equip.	\$125.00	\$250.00
h. Little Theatre	\$80.00	\$160.00
i. LGI Room	\$20.00	\$40.00
j. Classroom	\$10.00	\$20.00
HIGH SCHOOL		
a. Cafeteria	\$100.00	\$200.00
b. Kitchen	\$40.00	\$80.00
c. Spectator Gymnasium (no Lockers)	\$100.00	\$200.00
d. Spectator Gymnasium w/ Lockers	\$150.00	\$300.00
e. Auxiliary Gym	\$75.00	\$150.00
f. Auditorium with Stage	\$125.00	\$250.00
g. Little Theatre	\$80.00	\$160.00
h. LGI Room	\$50.00	\$100.00
i. Classroom	\$10.00	\$20.00
j. Pool – Must provide own Lifeguard and documentation that you have done so.	\$250.00	\$500.00
CAREER CENTER		
a. Cafeteria	\$100.00	\$200.00
b. LGI room	\$50.00	\$100.00
c. Classroom	\$10.00	\$20.00
COMMUNITY AND ED CENTER		
a. Professional Development (200)	\$125.00	\$250.00
b. Conference Room (10-12)	\$40.00	\$80.00
c. Small Group / Classroom (25-30)	\$40.00	\$80.00
d. Cafeteria (125)	\$100.00	\$200.00
e. Auxiliary Gym – no Lockers	\$75.00	\$150.00
f. Spectator Gym – no Lockers	\$100.00	\$200.00
OUTSIDE AREAS-Event charge (per day)		
a. Tennis Court	\$150.00	\$300.00
b. Football Field LECC	\$300.00	\$600.00
c. Football Field Middle School	\$400.00	\$800.00
d. Football Field High School	\$2000.00	\$4000.00
e. Baseball Diamond	\$150.00	\$300.00
f. Soccer Field	\$150.00	\$300.00
g. Track	\$150.00	\$300.00
NO RESTROOM ACCESS Port-o- lets must be self-provided		

Building Usage Permits / Custodial Supply Fee Table

	<100	100-150	151-200	201-250	251-300	301-350	351-400	401-450	451-500
<4hrs	20	30	40	50	60	70	80	90	100
4-8hrs	30	45	60	75	90	105	120	135	150
8-12hrs	40	60	80	100	120	140	160	180	200
12-16hrs	50	75	100	125	150	175	200	225	250
16-20hrs	60	90	120	150	180	210	240	270	300
20-24hrs	70	105	140	175	210	245	280	315	350
24-28hrs	80	120	160	200	240	280	320	360	400
28-32hrs	90	135	180	225	270	315	360	405	450
36-40hrs	100	150	200	250	300	350	400	450	500
40-44hrs	110	165	220	275	330	385	440	495	550
44-48hrs	120	180	240	300	360	420	480	540	600
48-52	130	195	260	325	390	455	520	585	650
52-56	140	210	280	350	420	490	560	630	700
56-60	150	225	300	375	450	525	600	675	750
60-64	160	240	320	400	480	560	640	720	800
64-68	170	255	340	425	510	595	680	765	850
68-72	180	270	360	450	540	630	720	810	900
72-76	190	285	380	475	570	665	760	855	950
76-80	200	300	400	500	600	700	800	900	1000
80-84	210	315	420	525	630	735	840	945	1050
84-88	220	330	440	550	660	770	880	990	1100
88-92	230	345	460	575	690	805	920	1035	1150
92-96	240	360	480	600	720	840	960	1080	1200
96-100	250	375	500	625	750	875	1000	1125	1250
100-104	260	390	520	650	780	910	1040	1170	1300
104-108	270	405	540	675	810	945	1080	1215	1350
108-112	280	420	560	700	840	980	1120	1260	1400
112-116	290	435	580	725	870	1015	1160	1305	1450
116-120	300	450	600	750	900	1050	1200	1350	1500
120-124	310	465	620	775	930	1085	1240	1395	1550
124-128	320	480	640	800	960	1120	1280	1440	1600

Appendix B

These are support documents for your information and review. These do not need to be submitted with the application.

UTILITY COST/CHARGES FOR USE OF SCHOOL PROPERTY / (Electric, HVAC, Gas, Water, Sewer)

Rental Utility Rates	0-4hrs	4+ to 8hrs / 8+ to 12hrs
ELEMENTARY		
a. Cafeteria	\$18.74	\$37.48 / \$56.22
b. Kitchen	\$16.78	\$33.56 / \$50.34
c. Gymnasium	\$21.42	\$42.84 / \$64.26
d. Stage in Cafeteria/Gym	\$5.20	\$10.40 / \$15.60
e. Classroom	\$4.46	\$8.92 / \$13.38
f. Media Center	\$18.74	\$37.48 / \$56.22
MIDDLE SCHOOL		
a. Cafeteria	\$20.65	\$41.30 / \$61.95
b. Kitchen	\$16.78	\$33.56 / \$50.34
c. Spectator Gymnasium (no Lockers)	\$32.29	\$64.58 / \$96.87
d. Spectator Gymnasium (w/ Lockers)	\$51.69	\$103.38 / \$155.07
e. Auxiliary Gym	\$25.44	\$50.88 / \$76.32
f. Auditorium	\$19.88	\$39.76 / \$59.64
g. Auditorium with Stage and Equip.	\$26.00	\$52.00 / \$78.00
h. Little Theatre	NA	NA / NA
i. LGI Room	\$11.22	\$22.44 / \$33.66
j. Classroom	\$4.94	\$9.88 / \$14.82
HIGH SCHOOL		
a. Cafeteria	\$46.50	\$93.00 / \$139.50
b. Kitchen	\$16.78	\$33.56 / \$50.34
c. Spectator Gymnasium (no Lockers)	\$54.89	\$109.78 / \$164.67
d. Spectator Gymnasium (w/Lockers)	\$60.89	\$121.78 / \$182.67
e. Auxiliary Gym- Fieldhouse	\$78.55	\$157.10 / \$235.65
f. Auditorium with Stage	\$40.65	\$81.30 / \$121.95
g. Little Theatre	\$31.91	\$63.82 / \$95.73
h. LGI Room	\$14.29	\$28.58 / \$42.87
i. Classroom	\$6.10	\$12.20 / \$18.30
j. Pool	\$32.29	\$64.58 / \$96.87
CAREER CENTER (MCIT)		
a. Cafeteria	\$17.01	\$34.02 / \$51.03
b. LGI Room	\$9.31	\$18.62 / \$27.93
c. Classroom	\$4.94	\$9.88 / \$14.82
COMMUNITY AND ED CENTER		
a. Professional Development (200)	\$14.25	\$28.50 / \$42.75
b. Conference Room (10-12)	\$2.84	\$5.68 / \$8.52
c. Small Group / Classroom (25-30)	\$4.88	\$9.76 / \$14.64
d. Cafeteria (125)	\$11.26	\$22.52 / \$33.78
e. Auxiliary Gym-(no Lockers)	\$13.06	\$26.12 / \$39.18
f. Spectator Gym – (no Lockers)	\$19.92	\$39.84 / \$59.76
OUTSIDE AREAS-Event Charge (per day)		
a. Tennis Court (with Lights)	\$50.00	\$100.00 / \$150.00
b. Football Field LECC	NA	NA / NA
c. Football Field Middle School	NA	NA / NA
d. Football Field High School – Lights	\$100.00	\$200.00 / \$300.00
e. Baseball Diamond	NA	NA / NA
f. Soccer Field (with Lights)	\$100.00	\$200.00 / \$300.00
g. Track (with Lights)	\$100.00	\$200.00 / \$300.00