

Evanston/Skokie School District 65

Building Use Fees

Discussion: March 9, 2020 – Finance Committee Meeting

Action: March 23, 2020 – Board Meeting

**Submitted By: Dr. Phil Ehrhardt and Dr. Heidi Wennstrom
Interim Superintendents of Schools**

Objective: ___ Information ___ Discussion ___ Follow-up **X** Decision

Overview & Background

(Board Policy 8:20 Community Use of School Facilities, attached.)

District 65 facilities are rented to community organizations and groups for fees which are determined by the Board of Education on an annual basis. The proposed District 65 Building Use Fees include a 2.3% increase for FY21 for general building use purposes, which begins July 1st, 2020 and a new fee structure for summer camps, which begins effective June 1st, 2020. (See attached proposed fees and a draft summer 2020 building use schedule).

Summary

Recommendation and Financial Implications:

The administration recommends that the Board of Education approve the Building Use Fees for FY21 and 2020 summer camps as presented. The proposed fees will help offset the costs related to building maintenance and rental.

Next Steps

Stakeholder Engagement:

Raphael Obafemi, Chief Financial and Operations Officer/CSBO

Don Stevenson, Buildings and Grounds Director

Kathy Zalewski, Business Manager/CSBO

Key Upcoming Dates:

Board of Education meeting March 23, 2020

BUILDING FEES FOR GROUPS BY CATEGORIES

All rates are determined by the Business Office annually based upon the nature, duration, and space requirements of the venture.

Group	Description	Time/Days	Hourly Cost (min charge 2 hr) (July 1st - June)
Group I	This group includes the City of Evanston, the Village of Skokie, School District 202, as well as programs conducted by or co-sponsored with the Evanston/Skokie Recreation Department, affiliated youth groups, e.g., Youth Baseball Association. The group is exempt from building fees unless special room set up is required during the weekend (min 2 hr) OR participants are charged participation fees.	Monday through Friday After School until 9:00 PM	No Charge
		Monday through Friday (set up / clean up fee)	\$ 40
		Saturdays (set up / clean up fee)	\$ 40
		Sundays (set up / clean up fee)	\$ 54
Group II	This group includes Parent Teacher Organization events and other not for profit organizations that serve D65 students at NO COST. This group pays only custodial fees during the weekend if special set-up is required (min 2 hr).	Monday through Friday Before and After School until 9:00 PM	No Charge
		Monday through Friday (set up / clean up fee)	\$ 40
		Saturdays (set up / clean up fee)	\$ 40
		Sundays (set up / clean up fee)	\$ 54
Group III	Other not-for-profit organizations who either charge students a fee or do not service students (e.g. religious organizations). These groups pay building fees and custodial fees.	Fees vary by schools and room type	See attached fee schedule
		Custodial Fees: Monday through Friday after 9:00 PM	\$ 40
		Saturdays	\$ 40
		Sundays/Holidays	\$ 54
Group IV*	For profit groups e. g. commercial enterprises book publishers, motion picture studios	Hourly Fee	\$ 158
		Honorarium (Daily Rate)	\$ 1,581
Group V**	2020 Summer Camps (June 1st - August 31st) 50 cents per square foot per week \$250 per use of field only per week \$500 per use of all outdoor spaces per week		

*Rates to be determined by the Business Office annually based upon the nature of the activity.

** Week constitutes 4 days + 1 day free

Group III: FY21 Fee Schedule for Use of District Facilities

School	Facility	Approx. Capacity	Square Footage	Regular	
				(Mon-Sat) Fee/Hr.	Holiday/Sunday Fee/Hr.
Dawes 440 Dodge Ave, Evanston 60202	Auditorium(*)	490	2838	\$ 159	\$ 184
	Gym / Cafeteria	689	4137	\$ 159	\$ 184
Dewey 1551 Wesley, Evanston 60201	Lower Level	54	1752	\$ 99	\$ 124
	MPR / Cafeteria	382	2213	\$ 159	\$ 184
	Gymnasium	601	3510	\$ 159	\$ 184
Kingsley 2300 Green Bay Rd, Evanston 60201	Auditorium(*)	425	2512	\$ 159	\$ 184
	Gym / Cafeteria	607	3820	\$ 159	\$ 184
Lincoln 910 Forest, Evanston 60202	MPR / Cafeteria	655	3654	\$ 159	\$ 184
	Gymnasium	573	3598	\$ 159	\$ 184
Lincolnwood 2600 Colfax , Evanston 60201	Auditorium(*)	706	3303	\$ 159	\$ 184
	Gymnasium	533	3401	\$ 159	\$ 184
	MPR / Cafeteria	320	1904	\$ 159	\$ 184
Oakton 436 Ridge Ave, Evanston 60202	Auditorium(*)	511	3135	\$ 159	\$ 184
	Gymnasium	400	2377	\$ 159	\$ 184
	MPR / Cafeteria	224	1404	\$ 159	\$ 184
Orrington 2636 Orrington , Evanston 60201	Auditorium(*)	329	1963	\$ 159	\$ 184
	Gym / Cafeteria	427	2564	\$ 159	\$ 184
Dr. Bessie Rhodes 3701 Davis, Skokie 60076	Auditorium(*)	475	2667	\$ 159	\$ 184
	Gymnasium	323	3863	\$ 159	\$ 184
	MPR / Cafeteria	278	1707	\$ 159	\$ 184
Walker 3601 Church St, Skokie 60203	Auditorium(*)	500	3030	\$ 159	\$ 184
	Gymnasium	638	3737	\$ 159	\$ 184
	MPR / Cafeteria	103	1507	\$ 159	\$ 184
Washington 914 Ashland , Evanston 60202	Auditorium(*)	528	3326	\$ 159	\$ 184
	Gymnasium	704	4320	\$ 159	\$ 184
	MPR / Cafeteria	111	1866	\$ 159	\$ 184
Willard 2700 Hurd , Evanston 60201	Auditorium(*)	424	2539	\$ 159	\$ 184
	Gymnasium	503	3017	\$ 159	\$ 184
	MPR / Cafeteria	449	2692	\$ 159	\$ 184
Chute 1400 Oakton, Evanston 60202	Auditorium(*)	618	7971	\$ 211	\$ 237
	Gym	1216	7237	\$ 211	\$ 237
	Cafeteria	229	3284	\$ 105	\$ 132
Haven 2417 Prairie , Evanston 60201	Auditorium(*)	522	3407	\$ 211	\$ 237
	Gymnasium (Large)	380	4616	\$ 211	\$ 237
	Gymnasium (Small)	338	3600	\$ 105	\$ 132
	Cafeteria	200	3445	\$ 105	\$ 132
Nichols 800 Greenleaf St , Evanston 60202	Auditorium(*)	488	1800	\$ 211	\$ 237
	Gymnasium	830	4711	\$ 211	\$ 237
	Cafeteria	255	3365	\$ 105	\$ 132
King Arts 2424 Lake Street , Evanston 60201	Auditorium(*)	637	4140	\$ 211	\$ 237
	Gymnasium	1200	7249	\$ 211	\$ 237
	Cafeteria	154	3166	\$ 105	\$ 132

*Auditorium rental shall include use of two classrooms for dressing rooms.

Other Rates:

An extra room may be rented in conjunction with a larger facility if needed for a dressing room.	\$53/room
The operation of the kitchen and equipment requires cafeteria employee(s)	\$47/per hour
Security Officer	\$47/per hour
Set up and clean-up fee will be added to groups of 50 <u>in addition</u> to the regular hourly rate.	M-S: \$40/per hour
Fees depend on the day of the week.	Su: \$54/ per hour
Public Address System Charge	\$63
Grand Piano	\$105
Small Piano	\$63
Use of outside water -- <i>no garden hoses are furnished</i> --	\$105
Use of outdoor fields, per day	\$121

FACILITY WILL BE OPENED 15 minutes before the scheduled rental hour and will be closed 15 minutes after scheduled rental hour ends. All rentals must be concluded one hour prior to designated building closing time.

1. All requests for commercial use must be directed to and handled by the CFOO, (not the individual school principal).
2. Unless otherwise authorized by the Superintendent of Schools, all use shall be restricted to non-school days and/or non-school hours to avoid disruption or interference with the instructional program.
3. All commercial vendors shall provide District 65 with a <u>Certificate of Insurance</u> naming Evanston/Skokie CC School District 65 as an additional insured on a primary and non-contributory basis.
4. The honorarium shall be placed in the District 65 activity account to be used for student scholarships (i.e., Camp Timberlee, field trips, etc.).
5. Review and final approval for use shall be determined by the CFOO, as it relates to the need for student participation in activities such as filming, which shall be coordinated through the C&I and Communications Departments.
6. For any event in which food is being provided to the general public, whether for sale or not, a permit from the City of Evanston is required. The City's approved permit must accompany the Application for the Use of School Facilities. The District cannot process a permit to hold the requested space without the approved City permit.
7. Due to food safety regulations, the use of the District's refrigerators or freezers is not allowed unless the food is purchased through the Food and Nutrition Services Department.

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs in accordance with application procedures.

The District buildings have been equipped with electronic surveillance cameras. No expectation of privacy exists in the areas of surveillance. The passive use of electronic surveillance is primarily for the purpose of assisting in maintaining a safe and orderly educational environment for students and staff and the protection of school property. It should never be assumed that cameras will ensure the safety of any person or any property, or that all activities will be recorded. No expectation of privacy exists in the areas of surveillance. All persons present on school district property are subject to electronic surveillance, and appropriate disciplinary and/or legal action may be taken for misconduct which is recorded by or observed from any electronic system. Should the content of a surveillance recording become the subject of a disciplinary hearing or other enforcement proceeding, it will be treated like other evidence in the proceeding.

The District reserves the right to provide copies of surveillance recordings to law enforcement agencies in accordance with law and as deemed appropriate by the Superintendent.

All persons or organizations seeking use of school facilities shall sign a non-discrimination statement. The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Use of District Logos and Other Copyrighted/Trademarked Materials

The district reserves all rights to its logos and any other copyrighted/trademarked materials. Community members may not use the District's logos without permission, and the District will enforce its right to the full extent allowed by law.

LEGAL REF.: 20 U.S.C. §7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-22.10 and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141
(1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 5:170 (Copyright), 7:330 (Student Use of Building - Equal Access), 8:20-E
(Nondiscrimination Coordinator and Complaint Managers), 8:25 (Advertising
and Distributing Materials in Schools Provided by Non-School Related Entities),
8:30 (Visitors to and Conduct on School Property)

ADOPTED: June 18, 2007

AMENDED: November 19, 2007; May 17, 2010; December 13, 2010; October 24, 2011; May
20, 2013