

PUBLIC NOTICE

The Board of Education, Northfield Township High School District #225 has scheduled a Finance Committee Meeting on: **Wednesday, February 6, 2019 at 7:30 AM**. The agenda for the Finance Committee meeting is attached to this notice.

The meeting will be held in the Public Meeting Room, 100A, at the District Administration Building, 3801 W. Lake Avenue, Glenview, IL.

The meetings will be open to the public, with the exception of the closed sessions.

SKIP SHEIN
BOARD PRESIDENT

ROSANNE WILLIAMSON
BOARD SECRETARY

**BOARD OF EDUCATION
GLENBROOK HIGH SCHOOL DISTRICT 225
3801 W. LAKE AVENUE
GLENVIEW, IL 60026
Public Meeting Room - 100A
Wednesday, February 6, 2019 - 7:30 AM**

FINANCE COMMITTEE MEETING

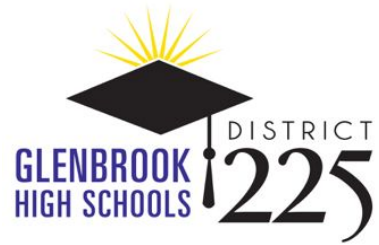
Members

Bruce Doughty	Kim Ptak
Lauren Fagel	Alice Rafloros
John Finan	Mike Riggle
Kris Frandson	Brad Swanson
Karen Geddeis	Vicki Tarver
R.J. Gravel	Joel Taub
Karen Hanley	Casey Wright

Agenda

1. (7:30 AM) Call to Order
2. (7:31 AM) Recognition of Community Visitors
3. (7:32 AM) School Operating Budgets for Fiscal Year 2019-20
4. (7:45 AM) Transportation Fee for the 2019-20 School Year
5. (8:15 AM) Student Fees for the 2019-20 School Year
6. (8:30 AM) Updates to Facility Rental Policy and Procedures
7. (8:45 AM) Other Topics
8. (9:00 AM) Adjournment

DRAFT



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel
Dr. Kimberly Ptak
Ms. Vicki Tarver

Date: Monday, February 11, 2019

Re: School Operating Budgets for Fiscal Year 2019-20

Recommendation

It is recommended that the Board of Education approve the school operating budgets for the 2019-20 fiscal year as follows:

- Glenbrook North High School - \$2,765,105.65;
- Glenbrook South High School - \$3,669,779.38.

Background

Each spring the Board of Education approves a school operating budget for the upcoming fiscal year for both Glenbrook North and Glenbrook South. The purpose of the school operating budget is to provide for the operational needs of each school which include:

- Department and Program Budgets
- Discretionary Student Activity Stipends
- Athletic Event Supervision Expenses
- Substitute Expenses for Professional Development Activities
- Employee Overtime Expenses
- Equipment and Capital Item Purchases
- Small Building Projects (including Carpet Replacement, Painting)
- Building Maintenance Supplies
- Charter Transportation Expenses (Athletics, Field Trips, Student Activities)

As we move toward further implementation of a zero-based budget model, school leadership teams will continue to work to identify the financial needs of each department and program area. Historically, the school operating budgets have been calculated based on three components: basic allocation, per student allocation, and facilities allocation (based on a per square foot value). The purpose of each component, and calculations for the 2019-20 fiscal year are described within this memo.

Basic Allocation

The basic allocation is for specific expenses that each school incurs, regardless of the size of the school. Examples of these expenses include athletic event supervision, employee overtime, professional development activities, additional student activity sponsors, and substitute teacher compensation.

The basic allocation is determined by taking the prior year's allocation, and increasing the amount by the value of the Consumer Price Index for All Urban Consumers (CPI-U) indicated on the prior year's tax levy. For the 2019-20 fiscal year, the basic allocation was increased by 2.1%.

After the basic allocation has been calculated, the amount is divided equally between Glenbrook North and Glenbrook South.

Change in Accounting Practice: Transition of Athletic Event Supervision and Peer Group Summer Training to Site Based Accounts

In the development of the 2019-20 tentative budget, we recognized that additional funds are made available to each school for the purpose of athletic event supervision and peer group summer training. These funds are assigned to each school, but are not part of the current school operating budget structure. Alternatively, they are part of the overall district operating budget, with expenditure reviews performed by the Athletic Director and/or the Associate Principal for Administrative Services at each school.

In an effort to align the placement of these accounts within the general ledger with the roles responsible for budgetary oversight of expenditures, the athletic event supervision and peer group summer training funds will be transitioned from a district-wide account, to a site-based account for each school. This change is reflected by increasing the basic allocation by \$250,000, which would equate to a \$105,000 per-school budget for athletic supervision, and \$20,000 per-school budget for peer group summer training. This change is technical in nature, and does not reflect a change in expenses in relation to either program.

Per Student Allocation

The per student allocation is to provide for instructional materials and other expenses related to the student experience in academics, athletics, and activities. Examples of expenditures include duplication expenses, assessment materials, intangible course materials, and non-capitalized equipment to support classroom needs.

The per student allocation is determined by taking the prior year's per student allocation, and increasing the amount by the value of CPI-U indicated on the prior year's tax levy. For the 2019-20 fiscal year, the basic allocation was increased by 2.1%, or \$14.84 per student.

After the per student allocation has been calculated, the amount is multiplied by the estimated student enrollment for the upcoming school year based on Dr. McKibben's enrollment forecast. For the 2019-20 school year, Dr. McKibben estimates that Glenbrook North will have a population of 2,060 students, and Glenbrook South will have a population of 3,190 students.

Facilities Allocation

The facilities allocation is to provide for expenses related to the operation of the physical plant of each school, as well as approved building projects. Examples of expenditures include the purchase of cleaning supplies, repair and upkeep of facilities, custodial overtime compensation, and capital expenditures such as carpet replacement and painting.

The facilities allocation is determined by taking the prior year's per square foot value, and increasing the amount by the value of CPI-U indicated on the prior year's tax levy. For the 2019-20 fiscal year, the per square foot value was increased by 2.1%, or \$0.02 per square foot.

After the per square foot value has been calculated, the amount is multiplied by the total amount of facility coverage to calculate each school's facilities allocation. Glenbrook North is comprised of 580,000 sq ft, and Glenbrook South is comprised of 670,000 sq ft, as validated by the District's architect.

School Operating Budgets - FY 2019-20 - Recommendation

		<i>Historical</i>										<i>Recommendation</i>	<i>Year-Over-Year % Increase</i>	
		FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20		
Consumer Price Index for All Urban Consumers (CPI-U)*		1.7%		1.5%		0.8%		0.7%		2.1%		2.1%		
Basic Allocation	Total Budget	\$1,149,641.18		\$1,166,885.80		\$1,176,220.88		\$1,184,454.43		\$1,209,327.97		\$1,484,723.86	22.77%	
	Glenbrook North High School	50%	\$574,820.59	50%	\$583,442.90	50%	\$588,110.44	50%	\$592,227.21	50%	\$604,663.99	50%	\$742,361.93	
	Glenbrook South High School	50%	\$574,820.59	50%	\$583,442.90	50%	\$588,110.44	50%	\$592,227.21	50%	\$604,663.99	50%	\$742,361.93	
Per Student Allocation	Per Student Budget	\$663.46		\$635.86		\$641.57		\$646.06		\$706.68		\$721.52	2.10%	
	Glenbrook North High School	2,038	\$1,352,140.00	2,057	\$1,294,217.00	2,033	\$1,289,007.00	2,023	\$1,306,981.90	2,053	\$1,450,811.02	2,060	\$1,486,328.69	0.34%
	Glenbrook South High School	2,895	\$1,920,729.00	3,002	\$1,922,595.00	3,070	\$1,984,926.00	3,106	\$2,006,666.23	3,146	\$2,223,210.66	3,190	\$2,301,644.91	1.40%
Facilities Allocation	Per Square Foot (sq ft)	\$1.01		\$1.02		\$1.03		\$1.04		\$1.06		\$1.08	2.10%	
	Glenbrook North High School	580,000	\$585,440.00	580,000	\$594,221.00	580,000	\$598,975.00	580,000	\$601,871.03	580,000	\$614,510.32	580,000	\$627,415.03	
	Glenbrook South High School	670,000	\$673,571.00	670,000	\$683,675.00	670,000	\$689,144.00	670,000	\$695,264.81	670,000	\$709,865.37	670,000	\$724,772.54	
Glenbrook North High School	Glenbrook North High School Subtotal	\$2,512,400.59		\$2,471,880.90		\$2,476,092.44		\$2,501,080.14		\$2,669,985.33		\$2,856,105.65		
	Reduction - Field Turf Contribution	\$125,000.00												
	Reduction - District Technology Budget			\$91,000.00				\$91,000.00		\$91,000.00		\$91,000.00		
	Grand Total	\$2,387,400.59		\$2,380,880.90		\$2,476,092.44		\$2,410,080.14		\$2,578,985.33		\$2,765,105.65		7.22%
Glenbrook South High School	Glenbrook South High School Subtotal	\$3,169,120.59		\$3,189,712.90		\$3,262,180.44		\$3,294,158.25		\$3,537,740.01		\$3,768,779.38		
	Reduction - Field Turf Contribution	\$85,000.00		\$165,000.00										
	Reduction - Parking Lot / Maintenance Bldg.	\$15,000.00		\$235,000.00										
	Reduction - District Technology Budget			\$99,000.00				\$99,000.00		\$99,000.00		\$99,000.00		
Grand Total	\$3,069,120.59		\$2,690,712.90		\$3,262,180.44		\$3,195,158.25		\$3,438,740.01		\$3,669,779.38		6.72%	
Total School Operating Budgets		\$5,456,521.18		\$5,071,593.80		\$5,738,272.88		\$5,605,238.38		\$6,017,725.34		\$6,434,885.03		6.93%

* Historically the school operating budget has used the CPI-U level indicated on the prior year's tax levy. For example, the 2019-20 school operating budget will be calculated based on the CPI-U level indicated on the 2018 Tax Year levy (adopted in December 2018).

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Current Year

Student To/From School Transportation - FY2018-19 - Estimated Fixed Expenses

	# of Routes	Daily Rate	Daily Cost	Annual Cost (178 School Days)
Purchased Services	AM To/From School Routes	26	\$80.62	\$ 373,100.57
	PM To/From School Routes	26	\$80.62	\$ 373,100.57
	Late Activity To/From School Routes	5	\$80.62	\$ 71,750.11
				\$ 817,951.24

Subtotal \$ 817,951.24

Contingency Budget for To/From School Transportation Expenses (1 AM/PM Route, 178 Days) \$ 28,700.04
Total Student To/From School Transportation Estimated Purchased Services Expenses **\$ 846,651.29**

Student To/From School Transportation Expense - FY2018-19 - Estimated Fee Calculation

Total Number of Riders (Includes All Students Regardless of Payment Tier)	1,000	
Calculated Cost Per Rider (Total FY2019 Expenses / Total Number of Riders)	\$ 846.65	
Board Subsidy Per Rider to Minimize Fee Impact to Households	\$ 71.65	Total Cost \$ 71,650.00

Cost Per Rider	\$ 775.00
Cost Per Day (Cost Per Rider / 178 School Days)	\$ 4.35
Cost Per Trip (Cost Per Rider / 356 Trips)	\$ 2.18

Current Year

Transportation Fees - Estimated FY2018-19

Base Regular Individual Rate: \$775.00
Late Purchase Surcharge (20% of Regular Individual Rate): \$155.00
Sibling Discount (off Individual Rate) 50%

		Full Pay	Financial Assistance (Reduced)*	Financial Assistance (Free)
Registration Process		Pass Cost	Pass Cost	Pass Cost
Regular Purchase (By June 2nd)	Individual Rate	\$775.00	\$387.50	\$0.00
	Sibling Rate	\$387.50	\$0.00	
Late Purchase (June 3rd and Later)	Individual Rate	\$930.00	\$465.00	\$0.00
	Sibling Rate	\$465.00	\$0.00	

* Board Policy 8320 Procedures provide a bus pass at 50% of the Board-approved fee for one student in the qualifying household; subsequent students in the qualifying household will be provided a bus pass at no charge. Online purchase discount is applied at the sibling rate.

Proposal

**Student To/From School Transportation Expense
2019-20 School Year**

		# of Routes	Daily Rate	Daily Cost	Annual Cost (178 School Days)
Purchased Services	AM To/From School Routes	24	\$85.60	\$2,054.40	\$ 365,683.20
	PM To/From School Routes	24	\$85.60	\$2,054.40	\$ 365,683.20
	Late Activity To/From School Routes	8	\$85.60	\$684.80	\$ 121,894.40
					\$ 853,260.80
Contingency Budget for To/From School Transportation Expenses					\$ - Elimination of Contingency Route
Total Student To/From School Transportation Purchased Services Expenses					\$ 853,260.80

Bus Pass Fee Calculation

Total Number of Riders (Includes All Students Regardless of Payment Tier)	1,000
Calculated Cost Per Rider (Total FY2019 Expenses / Total Number of Riders)	\$ 853.26
Board Subsidy Per Rider to Minimize Fee Impact to Households	\$ 3.26 Phase-Out of Rate Subsidy

Cost Per Rider for the 2019-20 School Year	\$ 850.00
Cost Per Day (Cost Per Rider / 178 School Days)	\$ 4.78
Cost Per Trip (Cost Per Rider / 356 Trips)	\$ 2.39

Potential Subsidy Scenarios

Based on Student Fee

<i>Cost Per Rider</i>	\$775.00	\$800.00	\$825.00
<i>Board Subsidy Per Rider</i>	\$ 78.26	\$ 53.26	\$ 28.26
<i>Total Cost of Subsidy</i>	\$ 78,260.80	\$ 53,260.80	\$ 28,260.80

Proposal

**Bus Pass Fees
2019-20 School Year**

Base Regular Individual Rate: \$850.00
Late Purchase Surcharge (20% of Regular Individual Rate): \$170.00
Sibling Discount (off Individual Rate) 50%

		Full Pay	Financial Assistance (Reduced)*	Financial Assistance (Free)	
		Pass Cost	Pass Cost	Pass Cost	
Regular Purchase (By June 2nd)	Individual Rate	\$850.00	\$425.00	\$25.00	Charge a \$25.00 Processing Fee; Can Be Paid Incremently Throughout the School Year
	Sibling Rate	\$425.00	\$25.00		Charge a \$25.00 Processing Fee; Can Be Paid Incremently Throughout the School Year
Late Purchase (June 3rd and Later)	Individual Rate	\$1,020.00	\$510.00	\$30.00	Eliminate "Late Purchase"; Routing <u>Will Be</u> Based on Passes Purchased by July 15th
	Sibling Rate	\$510.00	\$30.00		

* Board Policy 8320 Procedures provide a bus pass at 50% of the Board-approved fee for one student in the qualifying household; subsequent students in the qualifying household will be provided a bus pass at no charge. Online purchase discount is applied at the sibling rate.

Proposal

**Estimated Student To/From School Transportation Expense and Bus Pass Sales
2019-20 School Year**

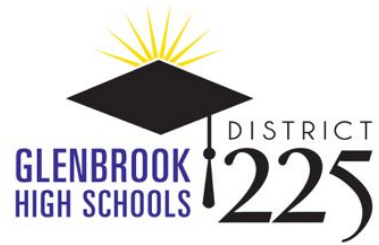
		<u>Full Pay</u>			<u>Financial Assistance (Reduced)</u>			<u>Financial Assistance (Free)</u>		
		<u>Pass Cost</u>	<u>Count</u>	<u>Revenue</u>	<u>Pass Cost</u>	<u>Count</u>	<u>Revenue</u>	<u>Pass Cost</u>	<u>Count</u>	<u>Revenue</u>
Regular Purchase (By June 2nd)	Individual Rate	\$ 850	478	\$ 406,300	\$ 425	65	\$ 27,625	\$ 25	415	\$ 10,375
	Sibling Rate	\$ 425	42	\$ 17,850	\$ 25	9	\$ 225			
Late Purchase (June 3rd and Later)	Individual Rate	\$ 1,020	0	\$ —	\$ 450	0	\$ —	\$ 30.00	0	\$ —
	Sibling Rate	\$ 540	0	\$ —	\$ 30	0	\$ —			
			520	\$ 424,150		74	\$ 27,850		415	\$ 10,375.00

Total Bus Passes	1009
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Collected Revenue	\$ 462,375	<i>This is bus pass revenue from collected student fees.</i>
Board Subsidy Per Rider to Minimize Fee Impact to Households	+ \$ 3,289	<i>This is not revenue, this is an expense.</i>
District Subsidy for Full-Pay Sibling Riders	+ \$ 17,850	<i>This is not revenue, this is an expense.</i>
District Financial Assistance Expense for Reduced Benefits	+ \$ 35,050	<i>This is not revenue, this is an expense.</i>
District Financial Assistance Expense for Free Benefits	+ \$ 342,375	<i>This is not revenue, this is an expense.</i>
Total Collected Revenue and Financial Assistance Expenses	\$ 860,940	
Less Transportation Expenses	- \$ 853,261	
Surplus/Deficit	\$ 7,679	

Total Board Expense
\$398,565

DRAFT



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 10, 2019

Re: Student Fees for the 2019-20 School Year

Recommendation

It is recommended that the Board of Education approve student fees for the 2019-20 school year as presented.

Background

In accordance with Board Policy 4040, the Board of Education is presented each year with a list of recommended student fees for approval. Several of the fees presented in this document will be reviewed in detail by the Board of Education and/or the Finance Committee separately, and are simply summarized here. These fees, **indicated with a yellow cell**, include the Chromebook and transportation fee.

General Fees

All students attending Glenbrook High Schools, or receiving educational services through the school district are assessed two general fees: Chromebook fee, registration fee.

	Historical				Proposed
	2015-16	2016-17	2017-18	2018-19	2019-20
Chromebook Fee	\$110.00	\$110.00	\$100.00	\$100.00	\$100.00
Registration Fee				\$25.50	\$25.50
Materials Fee	\$15.00	\$15.00	\$15.00		
Towel Fee	\$10.50	\$10.50	\$10.50		
<i>Total per Student</i>	\$135.50	\$135.50	\$125.50	\$125.50	\$125.50

User Fees

Additional user fees are assessed to students and families upon request. These fees are deposited into District revenue accounts and used for the purpose designated. The majority of our user fees are calculated based on the total amount of estimated expenses for the upcoming school year.

Please note that the transportation fee proposed represents an increase that corresponds to a 3% increase in service costs for next fiscal year from our provider, and adjustments to our current bus pass rate structure. This amount was discussed and recommended by the Finance Committee on February 6, 2019.

	Historical				Proposed
	2015-16	2016-17	2017-18	2018-19	2019-20
Driver Education Behind the Wheel	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Instrument Rental	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Parking Fee	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Transportation Fee (Regular) Individual Rate	\$700.00	\$700.00	\$750.00	\$775.00	\$850.00
Transportation Fee (Regular) Sibling Rate	\$350.00	\$350.00	\$375.00	\$387.50	\$425.00
Transportation Fee (Regular) Free Rate or Reduced Sibling Rate	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Transportation Fee (Late - 20%) Individual Rate	\$830.00	\$830.00	\$900.00	\$930.00	
Transportation Fee (Late - 20%) Sibling Rate	\$415.00	\$415.00	\$450.00	\$465.00	

Preschool Tuition

Historically pre-school tuition fees have been calculated at a rate of \$160.00 per day of enrollment in the program. Fees are assessed twice a year for each child. Children enrolled in Glenbrook's program benefit from a 2-hour laboratory preschool experience supervised by a full-time instructional assistant, with the assistance and support of students enrolled in child development courses.

	Historical				Proposed
	2014-15	2015-16	2017-18	2018-19	2019-20
Preschool Tuition (5 Days / Week) Per Semester - GBN	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
Preschool Tuition (4 Days / Week) Per Semester - GBS	\$640.00	\$640.00	\$640.00	\$640.00	\$640.00
Preschool Tuition (3 Days / Week) Per Semester- GBS	\$480.00	\$480.00	\$480.00	\$480.00	\$480.00

Financial Fees

The Board of Education has historically approved two financial fees to be charged on an as-needed basis.

Credit Card Convenience Fee

The credit card convenience fee is assessed to all credit card transactions that are processed in-person or online. Beginning with the 2017-18 school year, the Board of Education determined that any credit card processing expenses would be passed-on to consumers choosing to use a credit card. This transition was communicated to parents prior to the start of the school year, and has resulted in a significant cost savings to the District. As a result of not incurring credit card processing expenses, we have been able to keep student fees as low as possible for our families.

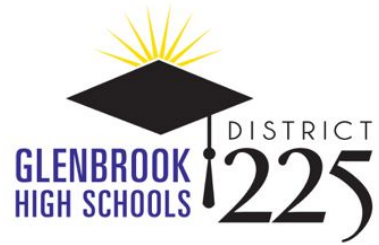
Non-Sufficient Funds (NSF) Check Fee

The non-sufficient funds (NSF) check fee is assessed to a student account in the event that a check provided has been returned back our bank due to insufficient funds. Only the amount that is charged by the bank will be passed on to a student.

	Historical				Proposed
	2014-15	2015-16	2017-18	2018-19	2019-20
Credit Card Convenience Fee Online Transactions	\$2.50	\$2.65	\$2.65 per \$100.00 Increment	\$2.65 per \$100.00 Increment	\$2.65 per \$100.00 Increment
Credit Card Surcharge Fee In-Person Transactions *			3.2% + \$0.20	3.2% + \$0.20	3.2% + \$0.20
NSF Check Fee	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

* Due to bank agreements with MasterCard and Visa, credit card processing expenses passed-on to consumers for in-person transactions must be calculated on a percentage basis, as opposed to a flat-fee.

DRAFT



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 11, 2019

Re: Updates to Facility Rental Policy and Procedures

Recommendation

It is recommended that the Board of Education approve the following updates as presented:

- Board Policy 5030: Community Use of School Facilities;
- Board Policy Procedures 5030: Community Use of School Facilities;
- Facility Rental Rates and Hourly Personnel Rates for the 2018-19 Fiscal Year.

Background

Board Policy 5030 provides for the use of designated areas of school facilities by the community, when they are not in use by school activities or programs. The policy, first adopted 1990, has been revised on two occasions, most recently in February 2000. On an annual basis, there are approximately 50 rentals within the school district. While the vast majority of rentals are not charged for the use of the facilities, they are often assessed out-of-pocket expenses (e.g. custodial and security expenses).

As part of an ongoing review process of existing Board Policy and Board Policy Procedures, it was identified that both of documents regarding community use of school facilities are in need of revision, to reflect changes in how facility rentals are managed today. At the time the documents were last revised, our school district had not implemented the digital billing, contract, or room reservation systems that are in place today. Additionally, positions and responsibilities have evolved throughout the school district, resulting in changes to titles that are referenced in both policy and procedures. Given the financial and operational nature of facility rentals, these changes will be presented for review and discussion by the Finance Committee on February 6, 2019.

- **Board Policy 5030**

- **Section C - Rental Rates**

The current policy uses the letters "A, B, C, and D" to reflect different rental rates that would apply for each group classification. While (4) rates are implied, only (3) rates types are used. As a result, it is recommended that we update the chart included in the policy to reflect the following rates: A - No Charge B - 1x Rates C - 1.5x Rates.

Additionally, the definition of these rental rates are not included in the policy document, they are included in the accompanying procedures documents. It is recommended that we provide clarity regarding the rates to be assessed to each group classification within this section.

- **Section D - Miscellaneous**

Several minor grammatical changes are recommended.

It is also recommended that the condition that references special auditorium rental rates during the summer months be eliminated. The current facility rental request procedures provide for the ability to rent the auditorium at the appropriate rates at any time during the school year.

- **Board Policy Procedures 5030**

- **Section A - Procedures**

The Associate Principal for Administrative Services is responsible for coordinating all aspects of facility rentals at Glenbrook North and South. One of the revisions included is an addition to designate the Business Services department at the district office as the entity responsible for rentals that are not part of the Glenbrook North or South campuses.

A second series revisions add a reference that a valid certificate of liability insurance must be accompany all facility rental contracts. This has been a requirement of the school district for over 10 years, but was not previously part of the procedures.

Adjustments have also been made to procedures relating to the distribution and collection of contracts, as well as the preparation of a quotation for estimated rental charges. These revisions incorporate the use of updated communications methods (e.g. e-mail), and current payroll and billing procedures that have been implemented since the last revision of the document (e.g. business services creates invoices to record rental payments due, and is responsible for the collection of outstanding liabilities).

- **Section B - Rental Rates**

The definition of rental rates has been removed from the procedures document, as it is part of the policy document (Section C).

- **Section C - Out-of-Pocket Expenses**

The reference to a non-refundable processing fee has been removed. Processing fees are no longer assessed for facility rentals.

- **Section D - Liability Insurance Requirements**

The liability insurance requirements have been updated based on feedback from SSCRM's pool manager, Mike Nugent.

- **Section E - Submission of Building Rental Requests**

This section has been removed, as it is a restatement of content stated in Sections A and C.

- **Appendix - Facility Rental Rates Exclusion of Out of Pocket Expenses and Out of Pocket Expenses**

These sections have been removed as it is outdated. The facility rental rates and out of pocket expense schedules are presented to the Board of Education on an annual basis , at least 60 days prior to the start of the fiscal year. An example of these schedules are attached. Given that the rates are approved annually, inclusion of a rate chart in the

procedures creates confusion regarding the rates currently in effect.

- **Appendix - Application of Use/Rental of Facilities**
This section has been removed as it is outdated. An updated form has been created (see attached). It is recommended that forms not be included within procedures, as they are routinely updated based upon ongoing review of processes.
- **Appendix - Use/Rental Contract**
This section has been removed as it is outdated. The school district implemented a digital contract system several years ago which auto-generates contracts, that follow an updated format, as reviewed by legal counsel and SSCMP.
- **Facility Rental Rates**
 - The rates presented would be effective upon approval, through June 30, 2019. These rates reflect a simplified pricing schedule that is based on an hourly rate, compared to a half day, evening, or full day structure. The proposed rates are inclusive of appropriate cooling/heating for the season, as well as lighting as necessary.
- **Hourly Personnel Rates**
 - The rates presented would be effective upon approval, through June 30, 2019. The chart presented includes two columns: employee rates, rental rates. The employee rates reflect the amount for which an employee will be paid. The rental rates reflect the amount for which the employee will be paid, and the employer-paid benefit portion of payroll expenses (e.g. FICA, Medicare, IMRF).

BOARD POLICY: COMMUNITY USE OF SCHOOL FACILITIES**5030**

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Section A - Introduction

The Board of Education of District #225 believes that the facilities of the Glenbrook High Schools have been constructed and are maintained primarily for the purpose of educating the students of the high school district. However, when not in use for that purpose, the Board of Education believes it is in the public interest to make some of the district's facilities available to non-school organizations for the conduct of activities which:

1. are consistent with state statutes,
2. are consistent with the purposes of the school,
3. do not interfere with the regular operation of the school, and
4. are of benefit to the district.

School programs and activities shall always have priority for use of school facilities over non-school organizations. However, when not in use by the school, designated areas of the school buildings and grounds may be temporarily rented as provided in this policy.

Section B - Approval Authority

1. The school principal or the principal's delegated representative shall have the authority to approve use-of-facilities requests provided the following criteria are satisfied:
 - 1) The sponsor is a not-for-profit organization pursuant to the State of Illinois law,
 - 2) The sponsor's headquarters lies within the district's boundaries,
 - 3) 50% or more of the sponsor's membership reside within the district's boundaries, and
 - 4) The use shall be for one of the following purposes:
 - a) Charitable
 - b) Civic
 - c) Cultural
 - d) Educational
 - e) Governmental
 - f) Political
 - g) Recreational, and
 - h) Religious

2. Superintendent's Authority - The superintendent shall have the authority to recommend that the Board of Education approve use-of-facilities requests which the principals do not have the authority to approve. The superintendent shall unilaterally approve or disapprove requests from institutions of higher education, which make a significant contribution to the cultural or educational life of the community. In all other situations the superintendent has the discretion to either (a) unilaterally disapprove the request, or (b) recommend that the Board approve the request. Board of Education approval is required for all requests other than principal-approved requests and higher education requests approved by the superintendent. In approving requests, the superintendent and the Board shall base their decision on the following criteria.

The activity being sponsored shall make a significant contribution to the charitable, civic, cultural, educational, or recreational life of the community served by the Glenbrook High School District.

3. Requests for use-of-facilities from institutions of higher education which make a significant contribution to the cultural or educational life of the community shall require only the approval of the superintendent.
4. Requests from profit-making organizations for corporate business purposes shall not be approved.
5. Substitute or surrogate sponsors shall not be approved as a sponsoring organization for another organization or activity.
6. Prior approval of the principal or the principal's designated representative shall be required before a school organization agrees to sponsor an activity which involves the use of the district facilities by a non-school organization.

Section C - Rental Rates

Rental rates, hourly rates for personnel services, and other charges shall be submitted by the assistant superintendent for business ~~affairs-services~~ no later than 60 days prior to the start of each fiscal year and approved by the Board annually. Rates for the use of facilities shall be determined based on the following classifications:

Organizations	Activity Purpose:	
	Non-Fund-raising	Fund-raising*
	Fee Rate:	Fee Rate:
<p>CLASS I:</p> <p>Glenbrook District affiliated organizations: approved student activity groups, parent associations, Dads Club, Booster Club <u>auxiliary adult organizations, and the</u> Glenbrook Caucus.</p>	A	BA
<p>CLASS II:</p> <p>Public elementary schools, park districts, boy & girl scout groups, fire & police departments, and other tax supported organizations.</p>	BA	CB
<p>CLASS III:</p> <p>Any other organization authorized under this policy which is not an organization listed above in Class I & II.</p>	CB	DC

* Fund-raising is defined to be any activity for which a fee or contribution is required for admission.

Category A – No charges will be assessed for facility rentals. Organizations will only be assessed out-of-pocket expenses incurred by the District (e.g. personnel services, additional equipment or supplies required for the rental).

Category B – Organizations will be assessed the current facility rental rates, and will also be assessed any out-of-pocket expenses incurred by the District (e.g. personnel services, additional equipment or supplies required for the rental).

Category C – Organizations will be assessed 1.5 times the current facility rental rates, and will also be assessed any out-of-pocket expenses incurred by the District (e.g. personnel services, additional equipment or supplies required for the rental).

BOARD POLICY: COMMUNITY USE OF SCHOOL FACILITIES

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Section D - Miscellaneous

1. The superintendent or their designee is directed to develop procedures for the use of school facilities consistent with this policy and to prepare a schedule of fees for approval by the Board of Education on an annual basis.
2. Use of facilities by non-school organizations shall be limited to a maximum of one week at any one time except during the summer months when longer periods may be considered.
- ~~3. Use of the two auditoriums during the summer months may be under separate contract with an alternate fee schedule approved by the Board of Education.~~
4. The Board of Education and the administration may at any time deny or refuse to grant any application or cancel without liability any contract whenever, in the reasonable judgment of the Board or its administration, the use presents or may present a clear and present danger to persons or property.
5. The Board of Education and the administration reserves the right to interrupt any use-of-facilities contract should an emergency arise. In such an event, the Board and the administration shall make every effort to provide an acceptable substitute date or space.
6. ~~Assignment of calendar dates for the~~Requests to use ~~of~~ school facilities by non-school organizations shall not receive final approval prior to July 1st for the following school year. Exceptions to this policy may be made by the Board of Education.
7. The superintendent or their designee shall have the authority to reduce or to waive facility rental fees (excluding additional expenses which would not normally be incurred by the district) when in the superintendent's judgment the activity is in the best interest of the school district and the community. The superintendent shall inform the Board of Education of all reductions or waivers of facility rental fees.
8. The Board of Education shall be the final authority in any request for deviation in policy or questions relative to use of facilities.

Revised: March 3, 1975

Revised: December 15, 1980

Revised: July 23, 1984

Revised: January 25, 1988

Revised: January 8, 1990
Revised: August 23, 1993
Revised: February 28, 2000

Section A - Procedures

1. ~~All~~ Requests for the use or rental of the Glenbrook High Schools by outside organizations shall be directed to the ~~student activities office~~ Associate Principal for Administrative Services at the designated school, or the business services department for rentals not part of the Glenbrook North or South campus.
2. The ~~assistant principal for student activities~~ Associate Principal for Administrative Services shall ~~mail~~ provide an application a facility request form to the outside organization, asking for specific dates, times, etc. Upon receipt of the ~~application~~ completed request, the assistant principal for student activities shall determine whether or not the organization is eligible to use the facilities under the Board of Education policy. The classification to be assigned to the use for fee purposes shall also be determined.
3. The ~~assistant principal for student activities~~ Associate Principal for Administrative Services or their designee shall verify space availability, times, etc., and shall check possible conflicts with other activities in the building, including parking arrangements. If disapproved, the applicant shall be contacted and notified that the space is not available. If approved, ~~the student activities calendar shall be marked with the dates,~~ and a contract and estimated quotation shall be prepared to be signed by the using organization.
4. The contract and estimated quotation inclusive of all rental charges shall be ~~mailed to the applicant~~ provided to the outside organization for review and approval ~~signature~~, and it shall be returned to the student activities office along with a valid certificate of liability insurance. ~~At the same time, the following people shall be notified of the coming event by a Space Service Request sent by the student activities office:~~
 - 1) ~~building plant operator~~
 - 2) ~~auditorium supervisor (auditorium use only)~~
 - 3) ~~audio visual department (if required)~~
5. Upon receipt of a signed contract and valid certificate of liability insurance, it shall be signed by the assistant principal for student activities and one copy shall be returned to the applicant.
6. ~~The user organization shall be required to sign time sheets nightly for the auditorium supervisor, stage crew personnel and pool supervisors. These time sheets shall be forwarded to the student activities office immediately after the event. Time~~

~~sheets~~Hourly wages for ~~audio visual and custodial~~ personnel performing services exclusively for the facility rental are to be sent to ~~the~~ be reviewed and processed student activities office in accordance with current payroll procedures through their immediate supervisors. Time spent on outside rentals is to be clearly marked.

7. Upon receipt of the hours worked and other costs involved, the ~~assistant principal for student activities~~Associate Principal for Administrative Services or their designee shall notify the business services department to prepare and issue an invoice to ~~prepare bills for~~ the outside rental organization. Follow up collection procedures shall be handled in partnership by the business services department and student activities office.

Section B - Rental Rates

Proposed building rental rates shall be submitted to the Board of Education by the assistant superintendent for business ~~affairs-services~~ no later than sixty days prior to the start of each fiscal year.

- ~~1. Category A No charge.~~
- ~~2. Category B No charge.~~
- ~~3. Category C Rates shown in Section F.~~
- ~~4. Category D 1.5 times rates shown in Section F.~~

Section C - Out-of-Pocket Expenses

Proposed rates for out-of-pocket expenses shall be submitted to the Board of Education by the assistant superintendent for business ~~affairs-services~~ no later than sixty days prior to the start of each fiscal year.

1. Out-of-pocket expenses fall into two categories:
 - a. Personnel expenses incurred by the school district to supervise, set-up, clean and/or secure the facilities while rented, and
 - b. Expenses for equipment rental, ~~air-conditioning~~, etc.
- ~~2. Contracts for building rentals shall not be valid unless accompanied by a non-refundable \$10 processing fee.~~
- ~~23.~~ 23. Out of-pocket expenses cannot be reduced or waived without the approval of the Board of Education.

Section D - Liability Insurance Requirements

1. All organizations renting facilities shall be subject to an executed contract and demonstration of required liability insurance, ~~required to execute a hold harmless agreement indemnifying the high school district, the Board of Education and individual members thereof.~~
2. All organizations renting facilities shall be required to submit ~~to the school district~~ a certificate of insurance naming Northfield Township Glenbrook High School District 225 ~~as an additional insured. The certificate of insurance shall indicate general liability coverage in an amount not less than \$1,000,000 and shall be~~ from a carrier which has a Best's rating of A and -6 or better.

~~Section E - Submission of Building Rental Requests~~

~~Organizations are required to submit building rental requests in accordance with the provisions contained herein. Any waiver of rental or out-of-pocket fees shall only be valid for the fiscal~~

year in which the waiver was granted.

Facility Rental Rates Exclusive of Out-of-Pocket Expenses

(Approved by School Board: _____)

_____ Facility Rental Rates	Half Day or Evening	Full Day	Full Day & Evening
Athletic Stadium w/o Lights	\$180	\$360	\$450
Athletic Stadium with Lights	\$225	\$450	\$560
Auditorium/CPA --rehearsal	-\$50	\$100	\$150
Auditorium/CPA --performance	\$150	\$300	\$450
Cafeteria without Kitchen	-\$50	\$100	\$125
Cafeteria with Kitchen	\$100	\$200	\$250
Classroom	-\$25	-\$35	-\$45
Fieldhouse	\$200	\$400	\$600
Gymnasium (Main)	\$110	\$220	\$330
Gymnasium (Small)	-\$50	\$100	\$135
Little Theater/Lyceum	\$40	\$80	\$100
Swimming Pool	\$110	\$220	\$330

Air Conditioning:

Air conditioning is available at a rate of \$12 per hour plus the hourly rate of maintenance personnel.

Definitions:

Half Day: _____ Either 7:00 a.m. to noon or noon to 6:00 p.m.

Evening: _____ 6:00 p.m. to midnight

Full Day: _____ 7:00 a.m. to 6:00 p.m.

Out-of-Pocket Expenses
(Approved by School Board: _____)

1. _____ Personnel Services Per Hour	<u>Hourly Rate</u>
Auditorium, A/V, Kitchen, Swimming Pool and Video Taping Supervisors _____	\$48
Grounds/Maintenance Staff _____	41
Custodial Staff _____	37
A/V, Kitchen, Security Staff _____	27
PA, Scoreboard Operators _____	24
Parking Attendants _____	18
Students _____	9
Other Personnel _____	By Quote

2. _____ Equipment

Equipment rates will be quoted on an individual basis since it is impossible to list all equipment. Charges for equipment vary from \$15 for half day/evening for A/V equipment to \$35 for gymnasium equipment.

|

~~GLENBROOK HIGH SCHOOL~~
~~APPLICATION FOR USE/RENTAL OF FACILITIES~~

~~NAME OF ORGANIZATION:~~ _____

~~TYPE OF PROGRAM:~~ _____

~~PURPOSE:~~ _____

~~USE/RENTAL OF:~~ _____

~~DATES & TIMES:~~ _____

~~(1st Choice)~~

~~(2nd Choice)~~

~~(3rd Choice)~~

~~ANTICIPATED ATTENDANCE:~~ _____ ~~ADMISSION PRICE:~~ _____

~~DETAIL REQUIREMENTS (PUBLIC ADDRESS, AUDIO VISUAL EQUIPMENT, LIGHTING, PORTABLE STAGE, PARKING LOT ATTENDANTS, PIANO, ETC.):~~ _____

~~YOUR INSURANCE POLICY LIMITS:~~ _____

~~PERSON IN CHARGE:~~ _____ ~~PHONE NO.~~ _____

~~FOR OFFICE USE ONLY~~

~~Indicate available dates with~~ _____

~~YES or NO~~ _____ ~~Name of Applicant~~ _____

~~1st Choice~~ _____

~~2nd Choice~~ _____

~~3rd Choice~~ _____

~~Comments:~~ _____ ~~Address~~ _____

_____ ~~Date~~ _____ ~~Phone No.~~ _____

~~RETURN APPLICATION TO:~~

~~Mr. Blaine Royer~~ _____ ~~Mr. James Shellard~~ _____

~~Glenbrook North High School~~ _____ ~~Glenbrook South High School~~ _____

Signature _____ 2300 Shermer Road _____ 4000 West Lake Avenue
_____ Northbrook, IL 60062 _____ Glenview, IL 60025

Date _____

NOTE: PLEASE SEE OTHER SIDE FOR CONDITIONS OF USE

Application: Page 1 of 3

~~CONDITIONS OF USE/RENTAL OF FACILITIES~~

- ~~1. The Board of Education through the administration shall determine suitability of activity, availability of space, and group classification. Charges shall be determined according to the schedule of fees approved by the Board.~~
- ~~2. Use of facilities for school activities shall always take precedence over use by outside organizations, and no outside booking shall be guaranteed until the Glenbrook North/South calendar has been established and publicly announced.~~
- ~~3. The Board of Education and administration reserve the right to interrupt any contract for space should an emergency arise. In such an event, every effort shall be made to provide temporary substitute space.~~
- ~~4. The organization using the facility shall be responsible for the conduct of the persons present and for damage, loss, disappearance or breakage of school property during the use/rental period.~~
- ~~5. The Board of Education and its employees shall not be held responsible for damages to property or loss of material brought onto Glenbrook North/South High School property, nor shall any of them be held responsible for injuries to anyone which may occur on school property as a result of the activity. A certificate of insurance shall be a requirement of the use/rental contract.~~
- ~~6. Intoxicating liquors shall not be permitted on the premises; smoking shall be allowed only in approved areas (cafeterias, faculty lounge, auditorium lobby).~~
- ~~7. Advertising of the activity shall clearly indicate the sponsoring organization with Glenbrook North/South High School listed only as the place of activity.~~
- ~~8. The administration reserves the right to determine the need for parking lot attendants, police, extra custodians, depending on the nature of the activity, and the organization shall be billed for these additional services.~~
- ~~9. A complete explanation and description of the activity shall be provided to the administration upon request.~~
- ~~10. Only non-profit organizations shall be allowed the use of the Glenbrook North/South High School facilities except as approved by the Board of Education as exceptions to the policy.~~
- ~~11. The school district shall not be held responsible for loss or theft of equipment left in the building.~~

~~CONDITIONS OF USE/RENTAL OF FACILITIES (Continued)~~

~~AUDITORIUM~~

- ~~1. The auditorium supervisor shall be present at all times when people are in the area, and the costs shall be billed to the organization.~~
- ~~2. Sound and lighting requirements shall be handled only by school trained personnel, and the costs shall be billed to the organization.~~
- ~~3. Time granted to any community group for a production shall be limited to one week to include rehearsals and performances.~~
- ~~4. Exceptions to the above procedures for auditorium use must be approved by the Board of Education.~~

_____ Northfield Township District #225
_____ 1835 Landwehr Road
_____ Glenview, Illinois 60025

_____ USE/RENTAL CONTRACT

This agreement entered into this _____ day of _____, 19____,
between the Board of Education of Northfield Township High School District #225, Cook
County, Illinois, and

_____ (name and address)

hereinafter provides:

1. For _____ the _____ use _____ of

_____ (area/s to be used)
at the Glenbrook _____ High School on

_____ (date/s)

at _____ for

_____ (time/s)

_____ (type of program)

2. For fees to be paid based on CLASS _____ of the attached schedule.

AREA FEES

_____ () Rehearsals
_____ \$ _____
=
_____ () Performances

=

=

=

SALARIES

=

=

=

OTHER

=

=

=

~~3. OTHER:~~

=

SPECIAL CONDITIONS

- ~~1. All groups using the facilities on weekends shall be assigned one custodian or one supervisor to open the doors, to be with the group throughout the performance or rehearsal and be responsible for locking all doors and turning out all lights. The custodian or supervisor shall be paid at an overtime rate and the total cost shall be paid by the using organization.~~
- ~~2. Custodial staff shall be paid for one half hour before a performance in order to allow time to open doors, turn on lights, etc.~~
- ~~3. Whenever custodial staff is called back to work after leaving the building, the renting organization shall be charged a minimum of two hours wages.~~
- ~~4. When more than one custodian is required, as determined by the school staff, the contract shall contain the additional cost.~~
- ~~5. In most cases, clean up after a large event shall require additional custodial staff for a limited number of hours. These costs shall be billed to the using organization.~~
- ~~6. When, in the opinion of the school staff, a custodian must be on duty for a week night activity, it shall be a contract requirement to be billed to the using organization.~~
- ~~7. Parking attendance and security men are available and shall be scheduled through the student activities office, as required. The renting organization shall be charged the out of pocket expenses.~~
- ~~8. Auditorium
 - ~~(a) The auditorium supervisor shall be on duty at all times during which outside organizations are using the facility.~~
 - ~~(b) The renting organization shall meet with the auditorium supervisor at least 48 hours before use of the auditorium to determine the number of people needed and the services required.~~
 - ~~(c) The auditorium equipment shall be operated only by school district employees. Time sheets for these employees are to be signed each night by the person in charge for the renting organization.~~
 - ~~(d) The auditorium supervisor and the stage crew shall be paid for one half hour before each rehearsal and one hour before each performance. Estimated clean up time is two man hours after each rehearsal and six man hours after each performance.~~~~

~~9. Pool~~

~~(a) The pool will not be used for fund raising purposes by outside organizations.~~

~~(b) Whenever the pool is in use, the following district staff members shall be present:~~

~~1 - 30 people 1 staff member~~

~~31 - 70 people 2 staff members or 1 staff member and 2 guards~~

~~10. Pianos. The cost for moving the grand piano and the cost for tuning any piano after use shall be paid by the organization renting the facility.~~

~~The undersigned certifies that the above organization is non-profit and that funds raised by this rental shall not accrue to the benefit of a profit making organization.~~

~~The undersigned further agrees that:~~

- ~~1. The organization shall abide by all rules, regulations, and conditions listed in the APPLICATION FOR USE/RENTAL OF FACILITIES.~~
- ~~2. The organization shall be responsible for the conduct of persons present and for damage, loss, disappearance or breakage of school property during the use/rental period.~~
- ~~3. The user agrees to save harmless, defend and indemnify the high school district, the Board of Education and the individual members thereof and its employees against all loss, liability, damage and expense, including attorneys' fees, incurred by any of the above named parties on account of any injury to or death of any person or persons while on the premises as a result of the user's activities regardless of whether a claim is made that the district, the Board or any of the above named persons were negligent or acted in a wanton or wilful manner or with a wanton or wilful disregard for the injured party.~~
- ~~4. User shall provide a certificate of insurance to the district certifying that the high school district, the Board of Education and the individual members thereof and its employees are named insureds in a general liability policy in an insurance company acceptable to the district, insuring the above named persons against claims for bodily injury or death to any person who is on the school property as a result of user's activities, said insurance to cover the above named as insureds regardless of whether a claim is made that the above named insureds, or any of them, were guilty of negligence or wanton or wilful actions or failure to act.~~
- ~~5. The district may at any time deny or refuse to grant any application or cancel, without liability, any USE/RENTAL CONTRACT whenever the use, in the reasonable judgment of the Board, presents or may present a clear and present danger to persons or property, or may be in violation of or contrary to applicable federal, state, or local law or ordinance.~~
- ~~6. Advertising for the activity shall clearly indicate the name of the sponsoring organization with Glenbrook North/South High School listed only as the place where the activity shall be held.~~
- ~~7. It is understood that whenever regular Glenbrook North/South staff members are not present, the school district shall require a custodian to be on duty during the use/rental. Custodians hourly wages shall be charged to the users as well as the cost for additional cleanup.~~

Signature of Representative

Name of Organization

Address

Date Phone No.

APPROVED:

Signature of School Official

Date

IMPORTANT: This agreement is not binding unless it has been signed, returned to:

Mr. Blaine Royer	Mr. James Shellard
Glenbrook North High School	Glenbrook South High School
2300 Shermer Road	4000 West Lake Avenue
Northbrook, Illinois 60062	Glenview, Illinois 60025

AND SIGNED BY THE SCHOOL OFFICIAL.

Contract: Page 5 of 5

Revised: January 8, 1990
Revised: August 23, 1993
Revised: June 24, 1996
Revised: February 28, 2000

DRAFT

Facility Rental Rates

Updated: February 10, 2019

New Structure

Rate Category B *

Rate Category C *

Facility Type	Hourly Rate	Half Day	Evening	Full Day	Hourly Rate	Half Day	Evening	Full Day
		5 Hours	6 PM - 12 AM	7 AM - 6 PM		5 Hours	6 PM - 12 AM	7 AM - 6 PM
Indoor Athletic/Performance Spaces	\$50				\$75			
Indoor Classroom Spaces	\$25				\$38			
Outdoor Athletic/Performance Spaces	\$50				\$75			

Old Structure

Rate Category C *

Rate Category D *

Facility Type	Hourly Rate	Half Day	Evening	Full Day	Hourly Rate	Half Day	Evening	Full Day
		5 Hours	6 PM - 12 AM	7 AM - 6 PM		5 Hours	6 PM - 12 AM	7 AM - 6 PM
Athletic Stadium with Lights		\$225	\$450	\$560		\$338	\$675	\$840
Auditorium (GBS) / CPA (GBN) - Rehearsal		\$50	\$100	\$150		\$75	\$150	\$225
Auditorium (GBS) / CPA (GBN) - Performance		\$150	\$300	\$450		\$225	\$450	\$675
Cafeteria		\$50	\$100	\$125		\$75	\$150	\$188
Cafeteria and Kitchen		\$100	\$200	\$250		\$150	\$300	\$375
Classroom		\$25	\$35	\$45		\$38	\$53	\$68
Fieldhouse		\$200	\$400	\$600		\$300	\$600	\$900
Gymnasium - Main		\$110	\$220	\$330		\$165	\$330	\$495
Gymnasium - Small		\$50	\$100	\$135		\$75	\$150	\$203
Little Theatre (GBN) / Lyceum (GBS)		\$40	\$80	\$100		\$60	\$120	\$150
Swimming Pool		\$110	\$220	\$330		\$165	\$330	\$495

* Rates are inclusive of appropriate cooling/heating for the season; other equipment rates will be quoted upon request (e.g. A/V equipment).

Facility Rental Classifications

Updated: February 10, 2019

Classification *	Organizations	Non-Fundraising Rate Category	Fundraising Rate Category **
Class I	Glenbrook Affiliated Organizations (Approved student groups, parent associations, Glenbrook Caucus.)	A No Charge	A No Charge
Class II	Public elementary schools, park districts, boy and girl scout groups, fire and police departments, and other tax-supported organizations.	A No Charge	B 1x Rates
Class III	Any other organization authorized under Board Policy 5030 which is not listed in Class I or II.	B 1x Rates	C 1.5x Rates

* Classifications and defined by Board Policy 5030; Rate Categories are defined by Board Procedures 5030.

** Fund-raising is defined to be any activity for which a fee or contribution is required for admission.

Hourly Personnel Rates for Facility Rentals

Updated: February 10, 2019

				<u>Primary Role</u>	<u>Temp Role</u>
		Current Rental Rate	Proposed Rental Rate	Employee Rate	Employee Rate
Audio/Visual, Technology, Theatre	Technology Technician	\$58.00	\$65.50	\$56.70	N/A
	Theatre Supervisor	\$58.00	\$60.00	Reg/OT Rate	\$52.06
	Theatre Student Worker	\$12.00	\$12.22	\$11.35	\$11.35
	Video Recording Supervisor	\$58.00	\$67.00	\$58.00	\$58.00
	Video Recording Student Worker	\$12.00	\$12.22	\$11.35	\$11.35
Athletics	PA Operator	\$24.00	\$27.25	\$23.59	\$23.59
	Scoreboard Operator	\$24.00	\$27.25	\$23.59	\$23.59
Plant Operations	Custodian	\$54.00	\$60.00	Reg/OT Rate	N/A
	Grounds / Maintenance	\$54.00	\$60.00	Reg/OT Rate	N/A
Pool	Lifeguard		\$27.25	\$23.59	\$23.59
	Pool Supervisor		\$27.25	\$23.59	\$23.59
Management / Security	Facility Supervisor / Administrator		\$86.64	\$75.00	\$75.00
	Hallway Security	\$27.00	\$42.00	Reg/OT Rate	\$23.59
	Parking Lot Attendant	\$18.00	\$42.00	Reg/OT Rate	\$23.59
Other	Other Personnel	By Quote *	By Quote *	By Quote *	By Quote *

* Quotation to be provided by the Director of Business Services / CSBO in consultation with the Human Resources Department.

Estimated Equipment Usage Rates for Facility Rentals

Updated: November 24, 2018

		Current Rental Rate	Proposed Rental Rate
Audio/Visual, Technology, Theatre	Permanent A/V Equipment		\$50
	Temporary 'Stock' A/V Equipment		\$100
	Grand Piano Tuning		\$75