



The Winnetka Public Schools

Facility Rental

Third Party Vendors

THIRD PARTY VENDOR (Non-District employee) - FACILITY RENTAL

- a) **Definition:** Activities that are offered by entities outside of the District (i.e. Non-District Employees)
- b) **Sponsor:** Sponsors for this category are entities that are **not affiliated with the District**, who have completed the application process and are approved by the Superintendent or designee.
- c) **Application Process:** Prospective sponsors must complete a **School Club/Activity Request Form (A) and a Contract for Use of School Facilities by an Independent Third Party Vendor (Non-District employee) Form** . The completed contract & supporting documentation (required per the contract) should be submitted to Maria Perez, Registrar, who will approve your request and forward to the CFO for final approval.
 - i) Third Party Vendors are responsible for providing evidence of insurance, as follows: \$1,000,000 general liability per occurrence/\$1,000,000 personal injury/\$2,000,000 general aggregate, as well as umbrella liability insurance of \$1,000,000.
 - ii) District 36 should be named as 'additional insured on a primary and non-contributory basis' on proof of Insurance certificates.
 - iii) If the Third Party Vendor has employees, the District must be provided with evidence of \$500,000 of Workman's Compensation Insurance, for those employees.
 - iv) Potential Third Party Vendors and their employees, must submit to - and pay for - a criminal background check by the Illinois State Police & FBI, coordinated by the District's Registrar/Receptionist.
 - v) The facility rental charge for Non-District employees will be at the "Outside Group" rate. Additionally,
 - IF the activity/event takes place during the normal work hours of our custodians, and additional custodial services are not requested, additional custodial fees will not be assessed.
 - IF the activity/event takes place during the normal work hours of our custodians, and additional custodial services are requested, additional custodial fees will be assessed. Depending on the time requirements for the services requested, the additional fees would begin at a minimum ½ hour custodial rate and assessed incrementally, thereafter.
 - IF the activity/event takes place during a weekend day or a holiday - an additional fee will be assessed for custodial staffing/ services for the event.
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- d) **Participant Fees:** Fees for the activity are established by the Third Party Vendor and paid directly to - the Third Party Vendor.
- e) **Pay Rate/Pay Process:** Third Party Vendors set their own pay rate and pay themselves and any of their employees. The Vendor and/or employees are solely responsible for any applicable tax reporting.
- f) **Additional Responsibilities:** Third Party Vendors are required to have each student's Registration Form available at every session.

RENTAL CHARGES FOR SCHOOL FACILITIES

	<u>Local & Educational</u> Per session up to 4 hours	<u>Outside Groups</u> Per session up to 4 hours
<u>Washburne</u>		
Classroom	\$ 11.50	N/A
Cafeteria/Lunchroom	\$ 43.75	\$ 86.50
Resource Center	\$ 51.75	\$103.50
Gymnasium	\$ 51.75	\$103.50
CW Little Theater	\$ 89.75	\$178.00
<u>Skokie</u>		
Classroom	\$ 11.50	N/A
Cafeteria/Lunchroom	\$ 43.75	\$ 86.50
Resource Center	\$ 51.75	\$103.50
Gymnasium	\$ 51.75	\$103.50
SK Auditorium	\$115.00	\$230.00
SK Community Room	\$ 40.50	\$ 81.00
<u>Elementary Schools</u>		
Classroom	\$ 11.50	N/A
Cafeteria/Lunchroom	\$ 43.75	\$ 86.50
Resource Center	\$ 43.00	\$ 86.50
Gymnasium	\$ 89.75	\$178.00
Custodial Fee	N/A	\$45.00/hour