

WOODSTOCK COMMUNITY UNIT SCHOOL DISTRICT NO. 200
BUILDING & EQUIPMENT UTILIZATION GUIDELINES & RENTAL FEE SCHEDULE
 Revised March 15, 2011

Class A: Groups Serving D200 Students (D200 staff charging fees, Scouts, 4-H, D200 youth feeder athletic programs, business partnerships)

Class B: Groups within D200 Boundaries Providing a Community Service (Non-profit agencies, religious, service organizations, recreation groups, social groups)

Class C: Commercial

In recognition of the cooperative agreement between the District and the City of Woodstock, no fees will be charged to the City for use of school facilities. This applies only to organized events conducted by the City of Woodstock. In lieu of charging a user fee, District 200 will have free access to City of Woodstock facilities for sponsored formal athletic programs.

Class A				Class B				Class C			
Class A				Class B				Class C			
Main Gymnasium - Practice w/o Lockers				Pool - D200 Does not supply lifeguards							
<i>Courts & lights only</i>				WHS				\$ 25.00 \$ 75.00 \$ 225.00			
WHS				\$ 6.00 \$ 20.00 \$ 60.00				WNHS			
WNHS				\$ 6.00 \$ 20.00 \$ 60.00				\$ 45.00 \$ 125.00 \$ 375.00			
EMS				\$ 6.00 \$ 20.00 \$ 60.00				Classroom*			
MS				\$ 6.00 \$ 20.00 \$ 60.00				WHS			
								\$ 10.00 \$ 15.00 \$ 45.00			
								WNHS			
								\$ 10.00 \$ 15.00 \$ 45.00			
								EMS			
								\$ 10.00 \$ 15.00 \$ 45.00			
								MS			
								\$ 10.00 \$ 15.00 \$ 45.00			
								ES			
								\$ 10.00 \$ 15.00 \$ 45.00			
Locker Fee - Additional \$10.00 per event				Computer Labs*							
Main Gymnasium - Events w/o Lockers				WHS				\$ 50.00 \$ 60.00 \$ 180.00			
<i>Courts, lights, scoreboard & bleachers</i>				WNHS				\$ 50.00 \$ 60.00 \$ 180.00			
WHS				\$ 11.00 \$ 30.00 \$ 90.00				EMS			
WNHS				\$ 11.00 \$ 30.00 \$ 90.00				\$ 50.00 \$ 60.00 \$ 180.00			
EMS				\$ 11.00 \$ 30.00 \$ 90.00				MS			
MS				\$ 11.00 \$ 30.00 \$ 90.00				\$ 50.00 \$ 60.00 \$ 180.00			
								ES			
								\$ 50.00 \$ 60.00 \$ 180.00			
Locker Fee - Additional \$10.00 per event				Kitchen & Culinary Kitchen							
Auxiliary/Elementary Gymnasium - Practice w/o Lockers				WHS				\$ 10.00 \$ 20.00 \$ 60.00			
<i>Courts & lights only</i>				WNHS				\$ 10.00 \$ 20.00 \$ 60.00			
WHS				\$ 5.00 \$ 15.00 \$ 45.00				EMS			
WNHS				\$ 5.00 \$ 15.00 \$ 45.00				\$ 10.00 \$ 20.00 \$ 60.00			
EMS				\$ 5.00 \$ 15.00 \$ 45.00				MS			
MS				\$ 5.00 \$ 15.00 \$ 45.00				\$ 10.00 \$ 20.00 \$ 60.00			
ES				\$ 5.00 \$ 15.00 \$ 45.00				ES			
								\$ 10.00 \$ 20.00 \$ 60.00			
Locker Fee - Additional \$10.00 per event				Multi-Purpose Room - w/o Set-up							
Auxiliary/Elementary Gymnasium - Events w/o Lockers				WHS				\$ 6.00 \$ 15.00 \$ 45.00			
<i>Courts, lights, scoreboard & bleachers</i>				WNHS				\$ 6.00 \$ 15.00 \$ 45.00			
WHS				\$ 10.00 \$ 25.00 \$ 75.00				EMS			
WNHS				\$ 10.00 \$ 25.00 \$ 75.00				\$ 6.00 \$ 15.00 \$ 45.00			
EMS				\$ 10.00 \$ 25.00 \$ 75.00				MS			
MS				\$ 10.00 \$ 25.00 \$ 75.00				\$ 6.00 \$ 15.00 \$ 45.00			
ES				\$ 10.00 \$ 25.00 \$ 75.00				ES			
								\$ 5.00 \$ 14.00 \$ 42.00			
Locker Fee - Additional \$10.00 per event				Multi-Purpose Room - w/Set-up							
Fields & Grounds - w/o Equipment				WHS				\$ 11.00 \$ 25.00 \$ 75.00			
WHS				\$ 7.50 \$ 15.00 \$ 45.00				WNHS			
WNHS				\$ 7.50 \$ 15.00 \$ 45.00				\$ 11.00 \$ 25.00 \$ 75.00			
EMS				\$ 7.50 \$ 15.00 \$ 45.00				EMS			
MS				\$ 5.00 \$ 10.00 \$ 30.00				\$ 11.00 \$ 25.00 \$ 75.00			
ES				\$ 2.50 \$ 5.00 \$ 15.00				\$ 11.00 \$ 25.00 \$ 75.00			
								\$ 10.00 \$ 24.00 \$ 72.00			
Tennis Courts - w/o Equipment				Auditorium							
WHS				\$ 5.00 \$ 10.00 \$ 30.00				<i>House lights & microphone</i>			
WNHS				\$ 5.00 \$ 10.00 \$ 30.00				WHS			
								\$ 12.50 \$ 25.00 \$ 75.00			
								WW - w/o equipment			
								\$ 5.00 \$ 10.00 \$ 30.00			
								For the Woodstock Performing Arts Center (WPAC) located at WNHS, please see the WPAC Rules, Rental Classifications, Rental Rates and Application for Use.			
								LCD Projector			
								\$11.00			
								FOIA B/W Copies			
								\$.10/copy			
								B/W Copies			
								\$.25/copy			
								Color Copies			
								\$1.00/copy			

- All use requests are subject to availability, D200 events take priority.
- All use requests must be approved by the principal and the Director of Buildings & Grounds on the Building Use Request form and must be received by the Buildings & Grounds Department 10 days prior to the event for processing.
- All groups/individuals must provide a Certificate of Insurance to Buildings & Grounds.
- All groups/individuals conducting physical activity must provide an Assurance of Indemnification (AED) to Buildings & Grounds.
- Determination of the class designation is made by the Director of Buildings & Grounds.
- Above rates are based on a one-hour period unless * which indicates per event rate. Actual billing is based on 1/2 hour increments.
- When custodial services are required beyond regular working hours, \$40/hour shall be charged to the user in addition to the basic fee and will be based on actual time plus 1/2 hour before and 1/2 hour after the actual time.
- Use of the kitchen includes an additional mandatory fee of \$40/hour for food service manager based on actual time plus 1/2 hour before and 1/2 hour after the actual time.
- Use of district technology includes an additional mandatory fee of \$40/hour for additional setup requirements.
- Use of the auditorium includes an additional mandatory fee of \$40/hour per technician and each service (lighting, sound, etc.) provided and requested hours must include set-up time.
- If special equipment is needed, a separate fee may be assessed.
- Hours billed will be based solely upon hours requested on the Building Use Request form.