

## **BILLING HELP/ASSISTANCE**

### **Class A – School-Related Organizations**

- Any group affiliated with the School District such as a PTO, Park District, Curriculum groups, band groups, etc. Required fees will apply.
- Any school related youth organizations, such as Boy Scouts, Girl Scouts, Brownies, Y.M.C.A., Blood Drive, etc. Required fees will apply.

### **Class B – Community Service Organizations**

Civic organizations, service organizations, churches, social organizations, etc. **within the district.**

### **Class C – Service Organizations**

Civic organizations, service organizations, churches, social organizations, etc. **outside the district.**

### **Class D – Commercial Organizations**

Any profit making organizations, business groups, political organization, etc. **within the district.**

### **Class E – Commercial Organizations**

Any profit making organizations, business groups, political organization, etc. **outside the district.**

	Class B		Class C		Class D		Class E	
	Facility	Utility	Facility	Utility	Facility	Utility	Facility	Utility
Aspen	\$ 8.79	\$18.00	\$10.60	\$21.25	\$13.09	\$23.83	\$15.79	\$27.05
Middle North	\$ 9.00	\$18.00	\$10.91	\$21.25	\$14.35	\$23.83	\$16.35	\$27.05
Middle South	\$10.79	\$18.00	\$12.94	\$21.25	\$16.21	\$23.83	\$17.94	\$27.05
Elem North	\$ 8.79	\$18.00	\$10.35	\$21.25	\$14.08	\$23.83	\$15.29	\$27.05
Elem South	\$ 8.83	\$18.00	\$10.85	\$21.25	\$13.93	\$23.83	\$16.12	\$27.05
Townline	\$10.79	\$18.00	\$12.94	\$21.25	\$16.21	\$23.83	\$17.94	\$27.05

### **CUSTODIAL FEES - \$31.50 per hour during usage times**

Plus a standard fee of an additional hour for ½ before & ½ hour after for setup/takedown.

If there is an extensive setup and takedown involved beyond 30 minutes for setup and 30 minutes for takedown, additional custodial fees will apply.

**INVOICES ARE EMAILED  
IF YOU WOULD LIKE TO KNOW WHAT YOUR BILL WILL BE,  
SEE WORKING DOCUMENT & EXAMPLE.**

**USAGE BUILDING** \_\_\_\_\_ **Note CLASS** \_\_\_\_\_ **Total Usage Hours** \_\_\_\_\_

Usage Hours \_\_\_\_\_ x Per Hour Utility Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_ **TOTAL UTILITY FEES (+)**

Usage Hours \_\_\_\_\_ x Per Hour Room Fee \$ \_\_\_\_\_ x \_\_\_\_\_ # Rooms = \$ \_\_\_\_\_ **TOTAL ROOM FEES (+)**

Usage Hours \_\_\_\_\_ + 1 ( ½ before & ½ hour after for setup/takedown) = \_\_\_\_\_ Total custodial hours

\_\_\_\_\_ Total custodial hours x \$31.50 per hour custodial fee = \$ \_\_\_\_\_ **TOTAL CUSTODIAL FEES (+)**

**ADD/TOTAL the noted (+) dollar amounts = COST TO RENT/USE FACILITIES**

\$ \_\_\_\_\_ **TOTAL UTILITY FEES**

\$ \_\_\_\_\_ **TOTAL ROOM FEES**

\$ \_\_\_\_\_ **TOTAL CUSTODIAL FEES**

\$ \_\_\_\_\_ **TOTAL COST**

**CHECKS MADE PAYABLE TO HAWTHORN SCHOOL DISTRICT #73  
DUE UPON AGREED OR NOTED PAYMENT TERMS IN INVOICE**

Invoices are emailed, quarterly, or dates agreed upon.

MAIL OR DROP OFF:  
Hawthorn School District #73  
Attention: Building Schedule/Jennifer Heavrin  
841 West End Court  
Vernon Hills, IL 60061

### **Sample Invoice Calculations – CLASS B**

Saturday – 8am-12pm – Townline – East & West Gym  
Certificate of Insurance Requirement

- 4 hours of utility fees (\$18 per hour) – **\$72.00** (\$18x4 hours)
  - 4 hours of facility usage (\$10.79 per hour) x 2 gym rooms – **\$86.32** (4 x \$10.79 x 2)
  - 4 hours of custodial + 1 custodial setup/take down hour – **\$157.50** (5 total hours x \$31.50 per hour)
- Adding/Total of all charges – \$315.82**