RENTAL POLICY AND RATES

The goal of this policy is to provide facility usage and services to individual groups and charge a fee that will, at a minimum, cover all costs for services, heating, cooling, electric, cleaning, security and overhead.

You must meet the following criteria to rent our facilities:

- The event should be youth focused (ages 4-18 years old).
- You must provide proof of insurance up to $1,000,000 stating MICDS as a certificate holder.
- You must provide payment, insurance, waivers and rental agreement one week prior to the event.
- No rental of outdoor venues on Sunday are allowed.
- We may require a non-refundable deposit up to 10% for cancellations.

No spaces at MICDS are available during the school day.

Outdoor Athletic Venues are not available during the following times:

- Monday – Friday: No venue will be available during school hours 7:30 am-3:30 pm.
- Saturday: 8:00 am – 12:00 pm
- Sunday: Unless approved by City of Ladue
- During MICDS athletic competitions and events

Faculty/Staff:

Summer Sport Camps – Coach sponsored sports camps that run from May 20 – August 31. Rental fee is based on a percentage of registered participants (registered through Veracross) 12% - 20%. MICDS personnel will not be used to set up or break down these camps. Any use of overtime accrued by MICDS personnel will be charged separately. All facility usage needs are entered into Veracross (by organizer) and approved to reserve the space needed.

Sport Clinics and Programs – Held during September 1 – May 31. If a fee is charged, the cost for renting the space is full price.

If all participants are current MICDS students and a fee is charged, a 50% discount is charged. If all participants are current students and no fees are charged, there are no fees unless the operations staff accrues overtime. All participants will register through Veracross.

All requests will follow the approval process and the space will not be reserved without following protocol. Failure to follow protocol will not guarantee the space. All participants must sign additional waiver.

Affiliates of the School; MICDS Employees, alums, student-sponsored events receive a 50% discount rate on rentals (unless it is a revenue generating event or a fee is charged to participants. Full rental fees apply if these conditions exist).
All external candidates will pay full rental price. Each event will have a minimum of one (1) General Maintenance technician and one (1) housekeeper on campus. Any additional services will be charged separately from the rental rates.

**Rental Rates**

**Athletic Facilities:** (Only the facilities listed will be available to rent)

- **Orthwein Pool** – Must contact Director of Aquatics for availability and rates. Khannie Dastgah; (314) 995-7450 Ext. 7346
- **Dewitt Baseball Field** – Must obtain approval from the Director of Athletics, Josh Smith; (314) 995-995-7477.
- **McCreary Field** – Usage: Football, Lacrosse, Soccer, Baseball
  Rate: $250 base fee (includes first two hours), $100 for each additional partial/full hour
- **McDonnell Athletic Center (MAC)** – Usage: Basketball, Volleyball, Track, Baseball, Large Events, Wrestling.
  Rate: Each court - $250 base fee (includes first two hours), $100 for each additional hour
  Indoor Track - $250 base fee (includes first two hours), $100 for each additional hour
  Entire Facility - $1,000 base fee (includes first two hours), $400 each additional hour

**All Day Rentals**
- Each Court - $800
- Entire Facility - $3,000

- **McDonnell Gymnasium (Upper School Gym)** – Usage: Basketball, Volleyball
  Rate: $250 base fee (includes first two hours), $100 for each additional hour

- **Lower/ Middle School Gym** - Usage: Basketball, Volleyball, and Wrestling.
  Rate: Each court - $250 base fee (includes first two hours), $100 for each additional hour

- **Tennis Courts**
  Rate: $50 per bank per hour.

- **Squash Courts**
  Rate: $250 base fee (includes first two hours), $100 for each additional hour

**Non-Athletic Facilities**

Rate: $250 base fee (includes first two hours), $100 for each additional hour

- Classrooms $50 base fee (includes first hour), $25 each additional hour
- Presentation Room
- Alumnae Room
- Mary Eliot Chapel
- Brauer Hall/Auditorium
- Orthwein Theater

**Theaters and Auditoriums** - If audio/visual is requested, MICDS will provide.
  Rate: $75 per hour

**All Dining Halls (Lower, Middle & Upper)** - Usage: Only the dining section; Kitchen is not available
  Rate: $150 base fee (includes 1- hour) $50 for each additional hour

Additional charges may be applied to the rental fees at the discretion of MICDS given the nature of the event, and to cover additional expenses (if necessary).