

# MICDS

MARY INSTITUTE AND SAINT LOUIS COUNTRY DAY SCHOOL

## RENTAL POLICY

### You must meet the following criteria to rent our facilities:

- The event must be youth focused ONLY (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 and rental agreement one week prior to the event
- No rental of outdoor venues on Sundays

### All spaces at MICDS are unavailable during the School day

**Affiliates of the School; MICDS Employees, Alums, students sponsored events receive a 50% discount rate on rentals (unless revenue generating event or a fee is charged to participants. Full rental fees apply if these conditions exist).**

### Standard Unavailable Times for Athletic Venues:

- Monday – Friday: **No venues will be available during school – after 6:00p.m. only**
- Saturday: 8:00a.m. -12:00p.m.
- Sunday: Emergency only
- During MICDS athletic competitions and events

**Athletic Facilities: (Only facilities listed will be rentable; indoor spaces will only be used for expressed purposes; grass fields will not be rented.)**

- **Weiss Track – Two hour minimum rental**  
Usage: Running (only on track, not on football field) Includes hurdles, high jump pit, etc.  
**Rate:** \$250 base fee (includes first two hours), \$100 for each additional partial/full hour
- **McCreery Field #8 – only for small events, no large groups**  
Usage: Football, Boys Lacrosse, Soccer, Baseball  
**Rate:** \$250 base fee (includes first two hours), \$100 for each additional partial/full hour
- **Thomas Field #7**  
Usage: Field Hockey, Girls Lacrosse  
**Rate:** \$250 base fee (includes first two hours), \$100 for each additional partial/full hour
- **McDonnell Athletic Center (MAC) – Three courts, Two hour minimum rental**  
Usage: Basketball, Volleyball, Track/running, Cheerleading, Baseball  
**Rate:** Each Court = \$250 base fee (includes first two hours), \$100 for each additional partial/full hour  
Indoor Track = \$250 base fee (includes first two hours), \$100 for each additional partial/full hour  
Entire Facility = \$1000 base fee (includes first two hours), \$400 for each additional partial/full hour

### All Day Rentals

- Entire Facility = \$3000
- Each Court = \$800

- **McDonnell Gymnasium (Upper School Gym)**  
Usage: Basketball, Volleyball  
**Rate:** \$250 base fee (includes first two hours), \$100 for each additional partial/full hour  
All Day Rental: \$500
- **Lower/Middle School Gym**  
Usage: Basketball, Volleyball, Wrestling  
**Rate:** \$250 base fee (includes first two hours), \$100 for each additional partial/full hour
- **Tennis Courts**  
Rate: Bank of five courts - \$250 base fee (includes first hour), \$100 for each additional partial/full hour
- **Squash Courts**  
**Rate:** \$250 base fee (includes first hour) \$100 for each additional partial/full hour

### **Non-Athletic Facilities**

**Rate:** \$250 base fee (includes first two hours), \$100 for each additional partial/full hour

- Presentation Room (Olson Hall)
- Danforth Chapel (Upper School)
- Harris Reading Room (Middle School)
- Alumnae Room (Middle School)
- Mary Eliot Chapel (Middle School)  
Plus \$50 light fee, \$100 lighting person fee (if needed)
- Classrooms  
\$50 base fee (includes first hour), \$25 for each additional partial/full hour

### **All Dining Halls (Lower, Middle, & Upper)**

Usage: Only dining section, kitchen unavailable

**Rate:** \$150 base fee (includes 1st hour), \$50 for each additional partial/full hour

Additional charges may be applied to the rental fee at the discretion of MICDS given the nature of the event and to cover additional expenses such as facility supervision or housekeeping services (if necessary).

For more information, contact Bob Jett, Director of Operations at 314.995.7188 or [rjett@micds.org](mailto:rjett@micds.org)