

BEATRICE PUBLIC SCHOOLS USE OF FACILITIES REQUEST FORM

(revised 9/09)

Name of Organization \_\_\_\_\_

Name of Individual Requesting Facility \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

request the use of \_\_\_\_\_

for the purpose of \_\_\_\_\_

on \_\_\_\_\_ date between the hours of \_\_\_\_\_ to \_\_\_\_\_

on \_\_\_\_\_ date between the hours of \_\_\_\_\_ to \_\_\_\_\_

**NOTE:** Include in the hours the time you want the door open and the approximate closing time. See reverse side for Board of Education Policy.

Admission will be charged: YES \_\_\_\_\_ NO \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signed by \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**REQUEST FOR CUSTODIAN**

Custodians are available to assist with the activity listed above. In order to request this assistance, please note the times and dates when a custodian is to be on duty. **Custodial charges will apply if additional setup/cleanup is necessary.**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*  
The individual in charge will be \_\_\_\_\_

The charge for the facility will be \$ \_\_\_\_\_ per hour with a minimum two hour charge of \$ \_\_\_\_\_

APPROVAL Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Director of Business Affairs \_\_\_\_\_ Date \_\_\_\_\_

- A. Original copy to person signing request.
- B. Second copy to custodian in charge. Custodian to complete this portion of form and return to Board Office.
- C. Third copy to Board Office.

\_\_\_\_\_ hours @ \_\_\_\_\_ rate Custodian \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ hours @ \_\_\_\_\_ rate Custodian \_\_\_\_\_ = \_\_\_\_\_

Charge for Facility \_\_\_\_\_ = \_\_\_\_\_

TOTAL \_\_\_\_\_ = \_\_\_\_\_

## HEVELONE CENTER RENTAL POLICY

Application for use of the Hevelone Center must be made to the High School Principal. The use of school buildings and grounds shall be limited to meetings open to the public.

The use of buildings and grounds shall not be granted for:

- Activities that interfere with the regular day or night programs of the District.
- The promotion of partisan politics or individual candidates for political offices.
- Any event in which food is served from the kitchen unless a member of the staff is present.

Any damage to the building, fixtures, and equipment is the responsibility of persons or organizations using the facility. The authorized representative of the person or organization using the facility must sign an application for the use of any facility.

The superintendent or his/her designee will determine the appropriate category (A, B, or C) an organization will be placed in regarding payment of rental charges. In addition, the District reserves the right to deny the use of the facility to any person or organization at any time.

### RENTAL FEES

#### HOUSE MANAGER

In order to coordinate all activities associated with a typical performance, a House Manager must be used for all events. The House Manager will be responsible for opening and closing the High School areas needed; will be responsible for the operations of the Hevelone Center, including lights and sound system. The fee is \$200 and is to be paid directly to Jamie Ulmer at least three days before the date of the event. *It is the responsibility of the person or group seeking to use the Hevelone Center to secure the service of a House Manager.* Jamie Ulmer is the contact person for securing a House Manager. Work telephone number is: 228-1801.

#### RENTAL/OTHER FEES

All use of personnel for preparation or clean-up after use, shall be paid for at the actual rate of pay or at the overtime rate of pay, whichever is appropriate.

The District reserves the right to increase fees on rental agreements at any time. All rates reflect a minimum rate fee of two hours of time and are subject to change per District policy.

After rental fees reach \$750, the rates charged above \$750 will be reduced 50% for non-profit organizations.

	Hourly Rate	Minimum Rate	Daily Rate
High School Hevelone Center for Performing Arts	\$40	\$80	\$320
High School Commons/Kitchen	30	60	240
High School Library	20	40	160
High School Classroom	10	20	80
Piano Tuning	Actual Cost		

Rev (9/09)

## RENTAL CATEGORIES

### CATEGORY A (NO CHARGE)

- \* Building or District-wide school events, activities, and programs.
- \* NSAA and conference sponsored or sanctioned activities or meetings.
- \* Events or activities (which charge no admission/fee or request for a freewill donation) designed to serve Beatrice students and are directed by non-profit organizations that are not directly affiliated with the school district.
- \* Veterans Day Programs (which charge no admission/fee or request for a freewill donation).
- \* 4-H Club and Scout meetings.
- \* A charge shall be assessed for any events or activities, which requires additional staff time.

### CATEGORY B (REDUCED FACILITY CHARGE)

- \* Summer camps sponsored by BPS coaches/sponsors.
- \* Summer league athletic competitions
- \* Regional Athletic Teams
- \* A charge shall be assessed for any events or activities, which requires additional staff time.

### CATEGORY C (CHARGE)

- \* Events or activities (that charge an admission/fee, or request a freewill donation), which serve Beatrice students and are directed by non-profit organizations not directly affiliated with the school district.
- \* Non-profit civic, service, religious, or other groups whether an admission/fee is or is not charged or whether a request for a freewill donation is made or not.
- \* Community service groups such as hospitals, fire departments, police departments, etc.
- \* Charitable activities
- \* Classes sponsored by colleges and/or universities
- \* Adult education classes
- \* Driver education classes
- \* Individuals or groups involved in activities not listed above. This includes, but is not limited to corporations, companies, or individual enterprises (such as dance recitals) that operate for a profit and charge admission, entry, and/or display fees.
- \* A charge shall be assessed for any events or activities, which requires additional staff time.