

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 _____ = _____

FACILITY RENTAL POLICY

Application for use of school facility must be made to the Building 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

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 |
|---|--------------------------|-----------------|---------------|
| Board Office Board Room | \$20 | \$40 | \$160 |
| High School/Middle Main Gym | 40 | 80 | 320 |
| Board Office/High School/Elementary Small Gym | 30 | 60 | 240 |
| High School/Middle School Locker Rooms | ----- Fee of \$40 ----- | | |
| High School Auditorium | 40 | 80 | 320 |
| High School Commons/Kitchen | 30 | 60 | 240 |
| Middle School Cafeteria | 30 | 60 | 240 |
| HS/MS/Elementary Library | 20 | 40 | 160 |
| HS/MS Elementary Classroom | 10 | 20 | 80 |
| Athletic Park Football Field | ----- Fee of \$500 ----- | | |
| Athletic Park Track | ----- Fee of \$247 ----- | | |

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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.