Beatrice Public Schools

APPLICATION FOR USE OF SCHOOL FACILITIES

Section A: (To be completed by requestor)

Name of Organization Making Request: _____ Date:_____

Name of Individual Requesting Facility_____

Address_____

Phone Number _____ E-Mail _____ FAX _____

Details of Use (Attach an additional explanation, if needed)
Facilities Requested. Building: _____ Areas/Rooms: _____
On (date) _____ between the hours of _____to _____

Charges are based upon requested area/rooms. Failure to restrict activities to requested areas and rooms may result in additional charges.

Individual in charge _____

Describe the Type of Activity or Event: _____

Admission will be charged: YES_____ NO_____ Amount $_____

No. of Anticipated Users and Spectators: _____ Concessions/Food Served: Yes No Describe: _____

Set Up or Tear Down Required by District: _____

Type of Cleaning Required During and Afterwards: _____

Special Equipment to be used (District & Organization): _____

*Failure to return Keys will result in additional charges

Section B: Requestor(s) Signatures

Policy Compliance and Acceptance of Liability

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the Beatrice Public Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries. Failure to return keys will result in additional charges.

_____	_____	_____
(Printed) Name, Position	Signature	Date
_____	_____	_____
(Printed) Name, Position	Signature	Date

Section C: Liability Insurance (To be completed by School District)

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of $1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use. (Liability insurance typically will be waived for Categories A & B, Category C will be on a case-by-case basis). If liability insurance is required, request will not be approved until certificate of insurance is received in the district central office.

Liability Insurance required: Yes _____ No _____

(over)

Section C: Fees (To be completed by School District)

Category _____

The charge for the facility will be $_____per hour with a minimum two hour charge of $_____

APPROVED _____ DENIED _____

Building Principal_____Date_____

Director of Business Affairs_____Date_____

Section D: Information

All requests for nonschool sponsored events must fill out a Facilities Request Form.

Application Process

1. Return this signed form to the building principal of the requested building. For Central Office Gym return form to the Middle School.
2. Building Principal will forward to Central Office (if approved).
3. Director of Business will record charges and if approved will return copies to building principal and requesting party.

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 ($25 per hour)

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. ($25 per hour)

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.

	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 (Hevelone)*	$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
Football Field		-------- Fee of $500 -------	
Track		-------- Fee of $247 -------	

*Rental of Hevelone requires the person or group seeking to use the Hevelone Center to secure the service of a House Manager. Contact Andrew Johnson at (402) 209-1635 or andjohnson@bpsnebr.org. Cost of Hevelone Center rental does not include use of additional rooms. Additional rooms must be specifically requested.

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