

# Blissfield Community School District

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## Request for use of Facilities

School/Facility Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

If request is for multiple dates list them: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

Person/Organization requesting Facility: \_\_\_\_\_

Address of Person/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone # (Home, Cell or Business) \_\_\_\_\_

Email address: \_\_\_\_\_

Cost of Admission: \_\_\_\_\_

Number Attending Event: \_\_\_\_\_

% of Students/Staff at BCS: \_\_\_\_\_ Building: HS MS ES

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

**Notice: All Persons/Organizations must provide a signed Hold Harmless Agreement and a Certificate of Insurance listed at Blissfield Community Schools.**

**Areas(s) of the Facility Requested:**

**Fee**

Please circle area(s); and then fees will be determined by BCS staff.

Classrooms	\$ _____
Media Center	\$ _____
Gymnasium	\$ _____
Kitchen	\$ _____
Cafeteria	\$ _____
Other	\$ _____

**Additional Fees:**

Custodial	
During Event:	\$ _____
Set up/Take down	\$ _____
Clean-up	\$ _____
Food Service (required for Kitchen Rental)	\$ _____
Energy Recovery	\$ _____
Trash	\$ _____
<b>*Total Estimated Cost</b>	<b>\$ _____</b>

Checks payable to **Blissfield Community Schools** and are due within three (3) business days after the date of use.

\_\_\_\_\_ This request is fully approved.

\_\_\_\_\_ This request is approved with the following limitations.

\_\_\_\_\_

\_\_\_\_\_ This request is not approved.

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

\*Based on information submitted on application. Total cost may change if Person/Organization alters from this request in any way.

Submit applications to Mike Reinhardt at [mreinhardt@blissfieldschools.us](mailto:mreinhardt@blissfieldschools.us) or fax 888-732-3028.

# Blissfield Community School District

## FACILITIES USE PROCEDURES

### Application:

Any organization or individual desiring to use district facilities must complete an "Application for Use/Rental of School Facilities," request form accompanied by a signed waiver of liability. Groups and organizations shall provide a Certificate of Liability listing Blissfield Community School District. All documents shall be submitted to the Operations Director for review at least ten (10) working days prior to the requested rental date(s).

The Operations Director shall review the requested date, time and other arrangements noted on the application and provisionally approve or deny the use of school facilities based upon Board Policy.

### Ineligible Users:

Groups or persons will not be granted building use when the activities requested conflict or are in competition with District programs or not authorized by Board Policy.

### Regulations:

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Alcoholic beverages and controlled substances shall not be permitted on District property at any time. All users are responsible for complying with this regulation.
- D. Tobacco use is permitted outdoors only at designated times and locations.
- E. Decorations must be fireproof and shall be erected and removed in a manner not destructive to District property. Decorations are subject to the approval of the Building Administrator. The use of open flames, such as candles, is permitted only with written permission from the Fire Marshal.
- F. The user shall be fully responsible for the loss or damage to District property, including property of students and employees. The District will not be responsible for any loss of valuables or personal property.
- G. Requests for District-owned equipment may be charged based on request and type of equipment.
- H. The use of materials on floors or other parts of the building is prohibited without specific approval from the Operations Director.
- I. Arrangements must be made with the Operations Director for use of any special or extra equipment at the time of initial application. Employee costs associated with moving, operating, or supervising special /extra equipment will be charged to the using group.
- J. Facility use during summer vacation, holidays, or other vacation periods shall not conflict with building cleaning and renovating, and will depend on the availability of building service personnel for supervision.
- K. Gambling of any kind is prohibited.
- L. A school custodian shall be on duty whenever a facility is being used, except when exempted by the Operations Director. The custodian will render custodial assistance in handling furniture and equipment, and will be responsible for seeing that the facility or facilities are left in good order after the activity is over.
- M. All activities must conclude by 10:00 pm unless approved by Operations Director.
- N. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group. Any infractions of the above regulations may be grounds for refusal of subsequent requests to use District facilities.
- O. Corridors, exits and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Audience members or spectators must refrain from blocking exits, stairways or aisle ways.

- P. No flyers, booklets, or other printed or audio-visual materials may be distributed unless directly related to the activity for which the school facilities are being used and have been pre-approved.
- Q. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

**Fee for Use of District Buildings:**

All fees will be based on the Blissfield Community Schools Facility Rental Fee Schedule included with the Application for Use/Rental of School Facilities.

**Affirmation of Understanding:**

My signature below indicates that I have read, understand and agree to the terms of the BCSD Building Use Policy regarding my use of the facilities at Blissfield Community School District.

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User/Representative Name <i>(printed)</i>	User/Representative Signature	Date
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**Office Use Only Below**

**Building Rental Fee** *(50% to be paid 3 working days before event. Balance due on 1<sup>st</sup> day of event)*

Facility #1: \_\_\_\_\_ Fee: \_\_\_\_\_

Facility #2: \_\_\_\_\_ Fee: \_\_\_\_\_

Facility #3: \_\_\_\_\_ Fee: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_

Open/Close Fee: \_\_\_\_\_

Other Fees (Describe): \_\_\_\_\_

Total Fees: \_\_\_\_\_

Other Fee Explanation: \_\_\_\_\_

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## Blissfield Community Schools Building Use Approval/Denial

Approved D	Denied D	Approved D	Denied D
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Co Director Signature and Date if applies	Operations Director Signature and Date
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- D Signed Waiver of Liability
- D Certificate of Liability

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My signature indicates I understand the charges shown above for the rental of Blissfield Community School District facilities and that I agree with the payment terms.

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User/Representative Name <i>(printed)</i>	User/Representative Signature	Date
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# Blissfield Community School District Facility Rental Fee Schedule

**Outdoor Facility Usage Requests will generally be at no charge unless;**

1. There are additional expenses to the District (set-up/tear down, trash, custodial, utilities, etc.)
2. The activity is intended for profit.

**There would be an expense reimbursement if activity takes place within a school building and;**

1. There are expenses to the District (set-up/tear down, trash, custodial, utilities, etc.)
2. The activity is intended for profit.

All outdoor Facility Request are subject to review of the Athletic Director as availability must be determined as well as any additional fees that may apply.

**Category 1** - All Blissfield Community School District operated programs and some other identified local community programs that exist for the sole benefit of Blissfield Community School District. These other community programs may be charged at the Category 2 rate if the specific activity results in additional expenses to Blissfield Community School District as determined by the Operations Director. Examples; Parent Teacher Organization (PTO), Athletic Boosters, Band Boosters, Blissfield Foundation for Educational Excellence (BFEE).

**Category 2** - Non-profit organizations, individuals living in the Blissfield Community School District, and employees of Blissfield Community School District. Examples of events that these individuals may request are individual parties, Girl and Boy Scouts, Upward Basketball, Little League, etc. Groups consisting predominately of Blissfield Community Schools students may apply for a fee waiver if the purpose of the group's activity is to enhance the educational and/or developmental abilities of the students. Waiver forms are available in the Superintendent's Office. (Maximum of five (5) separate dates over no more than a six (6) month period.) Additional dates may be requested after the five (5) dates have been used.

**Category 3** - Private For-Profit Organizations residing in the Blissfield Community School District.

**Category 4** - Private For-Profit Organizations residing outside of the Blissfield Community School District renting for single event leases.

**Category 5** - Businesses, governmental or educational entities, churches and other entities who have negotiated a contract or intergovernmental agreement for long-term, multiple use of district facilities, which is defined as six (6) or more sequential events being scheduled over no more than a six (6) month period. Longterm intergovernmental agreements may be negotiated when district-approved supervision is provided by the governmental entity. Extension of the Agreement for additional dates may be requested, but will only be considered for approval after the six (6) month period is expired.

Facility	Category 1 - BCS/Comm. Prog.	Category 2 - BCS Ind., Emp., Non-Profits	Category 3 - In-District Private For-Profit	Category 4 - Out-of-District Private For-Profit	Category 5 - Long Term Rental
HS Gym	No Charge	\$40/hour	\$75/hour	\$100/hour	\$40/hour
HS Cafeteria	No Charge	\$25/hour	\$50/hour	\$75/hour	\$35/hour
HS Media Center	No Charge	\$30/hour	\$50/hour	\$75/hour	\$30/hour
HS Football Field	No Charge	No Charge	\$50/hour	\$75/hour	\$50/hour
HS Football Field w/ Lights	No Charge	\$75/hour	\$100/hour	\$125/hour	\$75/hour
HS Baseball/Softball	No Charge	\$25/hour	\$50/hour	\$75/hour	\$50/hour
MS Gym	No Charge	\$25/hour	\$75/hour	\$100/hour	\$35/hour
MS Cafeteria	No Charge	\$25/hour	\$50/hour	\$75/hour	\$35/hour
MS Media Center	No Charge	\$30/hour	\$50/hour	\$100/hour	\$30/hour
JV Baseball/Softball Field	No Charge	No Charge	\$25/hour	\$50/hour	\$25/hour
Elem. Gym	No Charge	\$25/hour	\$75/hour	\$100/hour	\$25/hour
Elem. Media Center	No Charge	\$30/hour	\$50/hour	\$75/hour	\$30/hour
Elem. Cafeteria	No Charge	\$25/hour	\$50/hour	\$75/hour	\$25/hour
Classroom - All	No Charge	\$10/hour	\$20/hour	\$25/hour	\$10/hour
Technology Lab	No Charge	\$40/hour	\$75/hour	\$100/hour	\$40/hour

### Peripheral Charges

Applications requesting use of school kitchens require the additional approval of Director of Food Services. Availability and fees may vary. All kitchen activities require supervision by staff charged at \$20/hour.

Applications requesting use of technology related equipment require the additional approval of the Technology Director. Availability and fees may vary.

Deposits are required for issuance of key fobs. Availability and fees may vary.

Custodial Support - Activities may require custodial support as deemed necessary by Operations Director and will be charged at \$20/hour for continuation of existing shifts and non-scheduled work days.

*Blissfield Community School District reserves the right to change any or all fees listed without prior notice.*

*(Fees that have been formally approved through a request will not be altered.) Applications may not be considered unless submitted to the Operations Director at least ten (10) working days prior to the first date requested.*