

BLAIR COMMUNITY SCHOOLS
FACILITY USE INFORMATION

Contracts for Use of School Facilities & Fees

Facility use is at the sole discretion of the District. All Organizations wishing to use school facilities must complete an Application for use of School Facilities and a Building Use Contract. These contracts shall be initiated by the office of the superintendent. The District shall authorize the use of the facilities according to district policy and the administrative procedures listed below. A Building Use Contract will be issued when all parties are in agreement with the proposal terms. Fees will be charged for organizations not directly involved with the students of the school district or with the school curriculum. Procedures for opening and closing the buildings shall be arranged between the Director of Maintenance and the organization. All requests must be submitted 2 weeks prior to the requested date(s).

Schedule of Fees

Fees and charges will be assessed by category of use as follows. The fee shall be for the total hours of service set forth in the administrative regulations. **As listed the following establishes a schedule of priorities for the use of district facilities.**

Priority for Use		
1	Building and district wide school events, activities and programs	No fees will be assessed
2	Events or activities which serve Blair area youth, where a majority of the participants are District residents, that are planned and directed by non-profit youth organizations not directly affiliated with the District.	-- Salary/Benefit Costs (if Personnel are needed)
3	Events or activities which service youth that are planned and directed by non-profit youth organizations not directly affiliated with the District and charitable fundraising events or activities.	-- Salary/Benefit Costs (if Personnel are needed)
4	Non-profit civic, service, or other groups whose purpose is to promote the general welfare of the school district community.	-- Salary/Benefit Costs (if Personnel are needed)
5	Individuals or groups involved in activities not listed above.	-- Facility Use Fee -- Salary/Benefit Costs (if Personnel are needed)

NOTE: School-related non-profit groups shall be narrowly defined as groups that satisfy the Internal Revenue Service requirements for a non-profit organization, and whose sole and direct mission and purpose is to support a district school or district schools.

Limitations

1. Charges will be made for political, fraternal, civic, religious and athletic clubs (including elite teams) and organizations.
2. Building facilities will not be made available for private social functions, including but not limited to wedding receptions; birthday, graduation, or other such events.
3. Cafeteria/kitchen facilities will not be rented to organizations from outside the District without Kitchen personnel present.
4. Smoking or tobacco is not allowed on school grounds according to Board Policy 504.15 – SMOKING, DRINKING & DRUGS. Contracting groups are required to enforce this for their participants and spectators inside the building and school grounds including parking lots.
5. There shall be no alcoholic liquors or beverages brought to or consumed in the buildings or on the grounds
6. Removal of building doors, physical plant modifications, the hanging of decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted. Any items of this nature should be completely described in the Building Use Contract.
7. A complete description of activities must be provided on the Building Use Contract.
8. Facilities are rented or provide “as is.” The sponsoring agency is responsible for surveying the area to be used prior to the activity and assuring that it is safe and appropriate for the planned activity. The applicant agrees to protect, indemnify, and hold the District harmless for any and all claims, suits, actions, damages, judgments or causes of action arising out of or in any way related to such use.
9. The right to revoke a permit at any time is reserved by school authorities. In the event a previously approved facility use permit is revoked, the District shall not be responsible for any damages incurred by the applicant as a result of such.
10. In the event of school closings due to inclement weather, all use of facilities during that closing are canceled. Approved applications for weekend use will also be canceled due to any snow or ice accumulation that would require additional removal costs for the District.
11. School district equipment will not be made available for use by outside organizations unless authorized in the contract. Kitchen equipment shall not be used or operated without food service personnel present. Individuals will not be allowed to use equipment for his/her personal use.
12. No District facilities will be rented on holidays or designated all staff vacation days where district personnel are required.
13. Overnight rental of facilities is discouraged but may be granted under special circumstances and must be approved by the Board of Education.
14. No district facilities shall be rented on Sundays without Board Approval.

Facility Use Requirements

1. Custodial or supervisory people will normally be assigned for groups where fees are required; an additional charge of \$16.00 per hour per custodian will apply during the regular work hours, with \$24.00 per hour per custodian applicable during weekend and after regular work hours. Rates will be charged based on actual labor costs for food service personnel who will be assigned by the Director of Food Service.
2. For rental of the senior high auditorium facilities, the District will provide and control the stage equipment, light and sound control personnel. Rental requiring controls is subject to the availability of control personnel.
3. Payment for rental of facilities and personnel provided by the District shall be made to Blair Community Schools and sent directly to the office of the Board of Education by the agency renting the facility. The District will estimate the amount of personnel required for the event based on the event requirements and number of people expected. The district reserves the right, at their sole discretion, to increase the number of personnel required to maintain the facility for school use. Should the district need to increase the number of personnel required for the event the lessee will be invoiced by the District after the event has occurred with a breakdown of the charges. Failure to pay any and all charges will result in loss of future facility use.
4. No direct payments will be made to custodial, cafeteria, or auditorium personnel provided by the District. The District will reimburse supervisory, custodial, cafeteria, and auditorium personnel through normal payroll procedures.
5. Building Use Contracts will be executed during normal business hours. Contracts are not valid and no reservations will be made until full payment is received by the District.
6. The applicant is held responsible for preservation of order.
7. All facility use is limited to the area requested. Attendees will not be allowed into other areas of the facility. Areas must be cleaned up after use, including seating areas if utilized.
8. Facility used by the applicant will be carefully examined after use and the applicant agrees to promptly make good any loss or damage, as determined by the District, which occurs during applicant's use.
9. Participants shall not enter the building prior to arrival of the sponsor. The sponsor shall not leave until all participants have evacuated the facility.
10. No reservations will be made until the application is returned and approved. An applicant may, without penalty, cancel a previously approved facility use by providing notice of such to the District at least 48 hours prior to the scheduled use. If notice is given with less than 48 hours prior notice the facility use fee may not be refunded.
11. The District reserves the right to require a Certificate of Insurance in the amount of at least one million dollars of General Liability and Excess Liability naming Blair Community Schools as an additional insured from any organization wishing to rent, or in any way, use any district facility.

Facility Use Fees:

School buildings and facilities are available for community use provided they are educational, patriotic, philanthropic, civic, musical or social in nature, intended to promote the public welfare, and do not interfere with the activities of the public school.

Fee Schedule:

School Auditorium	\$35.00 per hour
School Gymnasium	\$35.00 per hour
Multi-purpose Rooms In the Elementary Schools, Dining rooms, classrooms And any additional space	\$15.00 per hour
Football Field, BHS Track	\$50.00 per hour

One rehearsal without charge will be allowed as part of the rental charge. Additional rehearsal charges will be \$15.00 per hour thereafter.

Specific guidelines regarding use of school facilities may be required as an addendum to the contract