

SCHOOL PROPERTIES FACILITY USE POLICY

Philosophy

Independent School District No. 31 (Bemidji Area Schools) believes that the public schools are owned and operated by and for community residents. The schools are an integral part of the community. While the primary use is for the education of young people, the School Board welcomes and encourages the public use of school facilities.

Priorities

All groups using District No. 31 facilities will be classified according to the following categories/priorities. Determination of rental charges for use of District No. 31 facilities is based on these categories and the nature of the use.

CATEGORY ONE: School District No. 31 sponsored events/activities including Community Education activities. PTA, school activity booster clubs and non-school youth groups are included in this category. Fee: 0% of the schedule value.

CATEGORY TWO: Local tax-supported public agencies, civic groups, service or charitable organizations, neighborhood associations and local business associations (minimum of 50% school district residents), local commercial/business groups, religious organizations for worship or instruction, individuals, private agencies, companies, vendors and non-local (based outside District No. 31) youth, civic, service, charitable, and religious groups. Fee: 50% of scheduled value.

CATEGORY THREE: For-profit/commercial/business groups that serve a regional, state, or national clientele (less than 50% school district residents). Fee: 100% of scheduled value.

Occasionally, non-school scheduled activities may conflict with a planned school program. If a conflict occurs outside of 5 days prior to scheduled event, every effort will be made to find an alternate facility for the non-school group. District No. 31 programs have priority of facility use at all times. Due to contractual nature of some events, the Building Facility Use Scheduler may guarantee a facility to a specific user in advance.

RULES FOR USE OF BUILDING AND GROUNDS

The following rules must be observed in the use of school facilities and the group leader will be held responsible for compliance.

1. Permits will be issued only for the dates, hours, areas, and equipment specified in the application and includes only the nearest lavatories and drinking fountains. Permit holders shall not transfer or sublet the permit to another organization.
2. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility. Members of the activity will not be admitted until the group supervisor is present and the permit is presented to the custodian or designated district building supervisor on duty.
3. Groups will provide responsible supervision of the entrance area and grounds of the building for their activities until the doors are locked.
4. Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to Independent School District No. 31.
5. The use of tobacco in any form is prohibited in school district facilities or grounds.
6. Possession or consumption of alcoholic beverages, or illegal drugs in any form in or on school premises is prohibited.
7. Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds.
8. Food and drink restrictions may be prohibited to areas to be used, must not be transported from the area designated on the permit.
9. Buildings must be vacated by the time indicated or additional charges may be assessed.
10. All legal ordinances pertaining to public assemblies must be adhered to and will be reinforced.
11. Rooms and areas must be left in an orderly condition.
12. The applicant may be requested by the school district to provide a certificate of liability and property damage insurance in the minimum amount of \$300,000 combined single limit coverage.
13. The Building Facility Use Coordinator or building principal is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.
14. The Building Facility Use Coordinator or building principal may cancel a permit effective immediately if, in his/her judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard equivalent to that generally accepted in the community.

15. All groups using a swimming pool will be required to have a WSI or LGT certified lifeguard employed by the district.
16. Where there is a conflict between two school groups for the use of the same facility, the building principal of the effected building will mediate the conflict. If mediation does not work, the building principal's determination will be final.

Procedures

All use of district facilities before and after the normal school day, weekends, vacations, and holidays will be scheduled through the Building Facility Use Coordinator. To make application:

1. Obtain an Application for Use of School Facilities form online or by calling any District No. 31 school office.
2. Your completed Application for Use of School Facilities should be received by the Building Facility Use Coordinator at least five days prior to the planned use.
3. Request for use of school equipment (i.e., recreation, audio visual, tables, chairs) as well as set up times and needs, must be included on the application.
4. Upon receipt of an Application for Use of School Facilities form, the Building Facility Use Coordinator will verify space availability and cost estimate.
5. The Building Facility Use Coordinator will arrange for custodial services and/or building supervision if use of the facility occurs at a time when custodians are not on duty, determine if additional services are needed, and/or if the nature of the event dictates such staffing. Food service personnel will be staffed if the use includes a kitchen. Staffing costs are the responsibility of the user. There will be a minimum charge of one hour for custodial services for set-up and clean-up, additional charges may apply if custodial staff needs additional time.
6. Payments are due upon receipt of invoice from the Building Facility Use Coordinator.

Responsibility

1. **LIABILITY:** Application for a school facility use shall constitute acceptance by the applicant of responsibilities and the willingness to comply with all rules and regulations regarding the use of school facilities as prescribed by the school district. The applicant must exercise the utmost care in the use of school premises and agrees to protect, indemnify, and save harmless the Independent School District No. 31 and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the permit.

In the event of damage to school property, the applicant shall accept the responsibility for same and shall pay all appropriate repair costs.

Evidence of liability insurance may be required, and the Building Facility Use Coordinator or the School Board may request verification of such insurance.

2. **NO ENDORSEMENT IMPLIED:** Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purposes they may represent.
3. **PUBLICITY:** When any organization is granted use of a school facility, either free or for a rental fee, and when publicity of the meeting is disseminated by press, radio, leaflets, or other means, the organization or association must agree to, at all times, fully identify itself, the name of the person who is the official representative of that organization and contact information for that official representative in/on all such publicity.

Cancellation of Facility Permits

1. The applicant shall notify the Building Facility Use Coordinator of any cancellation of previously scheduled facilities at least 24 hours prior to the scheduled use. In case of failure to do so, the district may invoice for expenses incurred in preparation for use on the facility request.
2. An approved permit shall not be considered by the applicant as a lease, and the school district reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage, or expense whatsoever.
3. Facility permits may be canceled by the school district for any of the following reasons:
 - a. If the group misses two consecutive scheduled meetings.
 - b. Inadequate group supervision as determined by the authorized personnel or Building Facility Use Coordinator.
 - c. Misuse of equipment or facilities.
 - d. Group conduct of an inappropriate or unacceptable nature as determined by the authorized supervisory personnel or Building Facility Use Coordinator.
 - e. The Building Facility Use Coordinator may also cancel a permit effective immediately if, in his/her judgment, continuation would be potentially harmful and/or dangerous that the program or its participants' action are not of a moral standard equivalent to that generally accepted in the community.
 - f. When school is canceled due to inclement weather or physical problems, all scheduled events will also be canceled.

Facility Charges

Category One	0%
Category Two	50%
Category Three	100%

Rental Rates: (All rates shown are 100% of the daily rate unless otherwise noted.)

BHS Performing Arts Center	\$2000/day (\$125 per hour)
Baseball/Softball Field	\$50 (reserved use)
Cafeteria	\$25
BHS Commons	\$100
Classroom	\$25
Computer Lab	\$100
Conference Room	\$20
Football Field	\$200
BHS Gym #1	\$200
BHS Gym #2	\$100
Middle School Gym #1	\$100
Middle School Gym #2	\$100
Elementary Gym	\$50
Media Center	\$50
Multipurpose Room Break-out Area	\$35
Nymore Arena with Ice including custodian	\$100 Per Hour (<i>adjustments to price do not apply</i>)
Nymore Arena without Ice	\$75 (<i>adjustments to price do not apply</i>)
Middle School Swimming Pool per hour	\$45 Nonresident (\$25 Resident) + Lifeguard Salary
BHS Swimming Pool per hour	\$55 Nonresident (\$45 Resident) (<i>adjustments to price do not apply</i>) + Lifeguard Salary
Tennis Courts	\$50
Track	\$100
Weight Room	\$50
Lumberjack Room (Tiered Classroom)	\$40

Other Charges:

Permit Fee	\$10 Permit
Custodian	\$30 Hour
Building Supervisor	\$10 Hour
Food Service Staff	\$30 Hour
Extra Lifeguard	\$10 Hour
Light/Sound Tech	\$35 Hour
Riser/Platform	\$10 Each
12' Projection Screen/Jumbo Tron	\$50
DVD/TV	\$5
Overhead/Slide/16 mm projector LCD	\$25

Piano	\$25 (Add'l \$5 if moved) (Piano tuning extra)
Food Service charges will vary	
Coffee Pot	
Garbage Pick-up	As billed by collection service.
Custodial Fee – Minimum 2 hours	\$60

The Superintendent has the authority to reduce rental fees when there are special circumstances.