

Title: Policy for Facility Rental

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Policy0028d
Supersedes	0028c
File Location	www.bethanycharter.org
Board approval date	February 6, 2012

Revision History

Revision	Date	Revision Description	Originator
A	Oct. 4, 2004	Initial release	K. Buchheit
B	Feb 6, 2006	Policy Amended	K. Buchheit
C	Sept 14, 2009	Policy amended	K. Buchheit
D	Jan 9, 2012	Policy amended	K. Buchheit

1.1 Objective:

The objective of this policy is the following

1. Define fee schedules.
2. Define process of building or field application for community or commercial use.
3. Define classification of eligible community use groups
4. Set rules and requirements for use of BCS building or fields.
5. Identify where to obtain facility rental form.

1.2 Fee schedules:

Rental Charges and Approval of Use

All rentals of BCS building facilities or fields will be approved by the school administrator or his/her designee. Fees for the use of BCS building facilities or field will be determined by the school administrator based upon the rental charges and personnel fees approved by the BCS Board.

Specific regulations will be the responsibility of the school administrator, except as special requests which are not covered by BCS Board policy.

1. Facility recreational rental fee is \$50 per day or one time use.
 - a. Two hours of an individual's time as a volunteer at the school can substitute for this fee.

2. Recreational refundable cleaning deposit is \$50.
 - a. History of responsible past use can substitute for the cleaning deposit.
3. Commercial use of facilities is to be negotiated on a case-by-case basis.
 - a. Community service of landscape maintenance at BCS may be used for long term rental fees.

1.3 Process for building or field check out:

1. All persons or groups wanting to use BCS building facilities or fields must fill out and file with the BCS school office a Facility/Field Rental Application.
2. First time users of the building or field shall take a walk-through with check-out person to ensure familiarity with lights, responsibilities and safety issues.
3. Pick up the key last working day before the rental. Check out of the key for building use when school is out requires special arrangement to get the key.
4. Building renters are responsible to:
 - a. Clean the floors and other areas.
 - b. Take garbage out.
 - c. Shut off the lights.
 - d. Ensure building is locked at the end of the session.
5. Return the key on the first working day after the rental. Returning the key when school is out requires special arrangement.

1.4 Classification of eligible community groups.

Community groups will be permitted and encouraged to use BCS building and field facilities for worthwhile purposes when such uses will not interfere with school programs. All arrangements will be subject to the provisions which follow:

Eligible Organizations

There will be three classifications of non-school uses of district facilities. These have been established for the purpose of determining rental charges and other fees.

1. General: Use must be for purposes that are educational, charitable and/or of general community interest. Such events must be open to the public in general with no admission charged or contributions taken. There shall be no basic charge.
2. Non-commercial: Private clubs, individuals, families or organizations of a nonprofit or community nature may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.
3. Commercial: All business or commercial organizations which use school buildings will be considered under this group. Included will be community and locally sponsored non-community groups requesting use of district facilities for fundraising purposes which are not necessarily devoted to educational, charitable or community interest activities. Admission

may be charged or contributions received. Such a group will be charged in accordance with fees approved by the BCS Board or BCS School Administrator.

Use of School Facilities for Private Gain

The use of school buildings and other facilities by any organization operated for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;
2. Such use will not benefit principally the organization which is operated for private gain;
3. A worthy education, civic or charitable purpose will be served;
4. A substantial group in the community will benefit;
5. Alternative facilities are unavailable or available only at undue cost or inconvenience.

Such use of district facilities by employees of BCS will be discouraged.

1.5 Rules and requirements for use of BCS building facilities or field.

1. The application for the use of the facilities shall be limited to the use of building facilities and/or field, and on special occasions other equipment may be used by responsible groups.
2. The rental of the facilities shall be the responsibility of the administrator.
3. The application for use of the facilities must be signed by a responsible adult member of the sponsoring group, stating obligation to the property of the school and to enforcing the rules and regulations relating to the use of the school property.
4. At the discretion of the administrator, responsible groups wishing to hold meetings in the gymnasium or classrooms without admission charges or free-will offerings may be authorized to use the facilities without charge.
5. The sponsoring group may be required to deposit with the school office, five days in advance of the event, \$50.00 to be held to cover material damage or cleaning costs.
6. Damage to the areas shall be charged at replacement cost.
7. No dances, other than school functions, shall be held in the school except by approval of the administrator and/or the BCS Board.
8. Decorations, props, scenery, etc. are not to be fastened in a manner that damages walls, floors or ceilings of the building.
9. Properties and materials other than those belonging to the school may not be stored on school property.

10. The group and or individuals using the facilities agree to hold BCS and the SFSD harmless against any and all claims, suits, orders or judgments brought against BCS or the SFSD as a result of the group and/or individuals using the facilities.

11. The use of alcohol, drugs or tobacco products is prohibited on school premises.

12. In the case of field use for sports – there is to be no marking of boundaries or lines by either “burning” or “stripping” of the grass. All lines for sports use on the field are to be marked either by mowing the grass or using chalk.

13. Proof of liability insurance coverage in the amount of \$1,000,000 to be given to BCS administration as needed.

1.6 Process for obtaining facility rental form:

1. Facility rental form may be obtained from the Bethany Charter School office.