

Title: Policy for Facility Rental

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
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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
E	Oct 5, 2015	Policy amended	K. Buchheit
F	Feb 3, 2021	Revision	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 Community Use of Bethany Charter School Facilities

The BCS Board encourages the use of school facilities (buildings and property) by community members for educational, service and recreational activities. The BCS Board recognizes the following principles governing the use of school properties:

1. Bethany Charter School facilities have been provided by the taxpayers primarily for the purpose of providing educational opportunities for the students of the school.
2. Recreational and other community activities are part of the total education of students.
3. All community members participate in the costs of school construction and operation.
4. Use of school building and property by community members increases the return to the public for its investment in school property.

The BCS Board expects all users to treat the school facilities with respect, including adherence to all Bethany Charter School and Silver Falls School District policies including those regarding the prohibition of the use of alcohol, drugs or tobacco products on school property.

The BCS Board expects that all community users contribute to the cost of facility operation during their time of usage as well as to the long-term sustainability of the school facilities. The BCS Board recognizes a priority list of users and appropriate fee schedule. (See Fee Schedule)

Community users will be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with school programs or operations. All arrangements will be subject to the provisions in this policy.

Due to the size of Bethany Charter School and the needs of the school staff, there will not be any long term rental use of the building during long breaks: winter, spring and summer. Single use rental may be allowed during a long break if administrator permits.

1.3 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.

1.4 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. The person responsible is the one who is required to check out the key and is required to open and close school facility. The key will NOT be allowed to be passed on to another person. If the key is passed on to another person, all use of facilities will be revoked immediately. If a sponsoring group wishes for more than one person to be able to open/close the facility the sponsoring group must notify BCS of who is eligible to check out a key and each person must do so on their own.

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.

1.5 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 are four classifications for the use of district facilities. These have been established for the purpose of determining rental charges and other fees.

Category 1. School District Activities: BCS or SFSD sponsored activities for students, parents or patrons.

Category 2. Community-based Organizations that Serve Youth: Use must be for purposes that primarily serve the students in BCS or in the Silver Falls School District

Category 3. Civic and Nonprofit Organizations: Community organizations that are civic or service in nature and/or have a general community interest

Category 4: Private for Profit Organizations: All private parties, business or commercial organizations which use the school facilities will be considered under this group. Included will be community and non-community groups requesting use of district facilities for fund-raising 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 board

Fundraising use of school by employees of BCS will be discouraged.

1.6 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. No physical alterations to any BCS or SFSD property will be made.
9. Properties and materials other than those belonging to the school may not be stored on school property. Anything belonging to a rental group must be removed or put away after use. Nothing can be left out or set up for a future use
10. The designated sponsoring organization/representative 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. The designated sponsoring organization/representative using the facilities will provide a Certificate of Insurance to the BCS with a minimum coverage in the amount of \$1,000,000 for each occurrence and \$2,000,000 aggregate coverage with BCS and SFSD named as additional insured. (Homeowners policies can often do this as a rider on a policy.)
14. The designated sponsoring organization/representative requesting to use BCS property shall be of good repute and demonstrate responsibility in their use of facilities. The designated

sponsoring organization/representative shall be held personally responsible for fulfillment of the terms of the agreement, including payment of the rental fees and damage beyond ordinary depreciation.

15. The designated sponsoring organization/representative shall be responsible for the conduct and control of both patrons and participants and shall ensure that all state, city county and school district regulations governing safety are followed.

16. The designated sponsoring organization/representative will be assessed a \$100 fee for each false alarm occurring during their specified facility use, or as a result of their facility use.

17. The designated sponsoring organization/representative will be expected to provide for the cleanup of the facilities following use.

18. The maximum number of people permitted in the building shall be restricted to the building's capacity according to the Fire Marshall.

19. School equipment and furniture shall be used and moved only with permission of the BCS Administrator.

20. Cancellations must be made 72 hours in advance or the applicant will be charged for 1 hour of use.

21. Groups in categories 2, 3 and 4 who charge admission will either pay the hourly fee, or will contribute 10% of their gate earnings to the Facilities Management and Maintenance Fund whichever is higher.

22. The designated sponsoring organization/representative must provide demonstrated competence (as determined by the BCS Administrator) to operate school materials, equipment or other necessary items when the facility is used. Users without this demonstrated competence will be required to pay a trained BCS or SFSD employee for operation of materials, equipment or other items.

1.7 Process for obtaining facility rental form:

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