

Bronson Community Schools
Building Rental Guidelines – Updates Effective 10/01/2015

- Building use applications are available on the bronsonschools.org website or can be requested from any building. The form needs to be completed and returned to the building and should be turned in a minimum of 14 days prior to the date for which the facility is being requested. All fees must be paid prior to approval of the request.
- All events must be supervised by an adult listed on the original contract.
- Students are not to be left unsupervised at any time.
- No alcoholic beverages or tobacco, e-cigarettes, or controlled substances are to be taken into the buildings or on school property at any time.
- The individual on the contract is responsible for ensuring the facilities are left clean and orderly after use and for ensuring the doors are closed and locked when they leave. Failure to do so could cause cancellation of permission for future use of the facilities and/or incur costs associated with damages or theft of school property that are reasonably attributed to the occasion for use.
- Use of facilities and equipment is limited to what is agreed upon in the signed contract.
- The Board of Education and Superintendent, as acting designee, reserves the right to refuse rental and use of facilities to any group or organization when they feel this use might be detrimental to the educational program, or when the risk is such that it would not pay for the upkeep of facilities.
- A certificate of insurance copy in the amount of \$1,000,000.00 is required by the district, unless expressly waived. If permission is granted, the applicant agrees to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which they may use school facilities and be responsible for replacement in case of any loss or damage is incurred. Further, the applicant agrees to indemnify and hold harmless the school district from any liability for injuries or damages to any person or property in or about the school district premises from any cause whatsoever.
- Facilities are available Monday – Saturdays, from 7 a.m. until 11 p.m. and on Sunday from 10 a.m. until 9 p.m.
- Weekend rentals incur charges for the district of time and a half for custodial staff, which will be passed on to those renting facilities. Minimally, staff is required to lock up and clean up after facilities are rented. Charges for weekend or evening rentals outside of custodial work hours will require an additional \$80 for non-school related events, unless expressly waived. If more than two hours of staff preparation or clean-up is required for the event or a staff member is needed to stay at the event, the cost for rental will increase by \$40 per hour.
- Equipment set up and tear down for events will result in additional charges, depending on the size of the event and the hours needed to complete the work.
- No requesters outside of Bronson Community Schools are allowed to rent the high school gym without prior written approval from the Athletic Director. District and school sponsored activities have preference over outside activities in using the school buildings and facilities and each request is subject to cancellation if the requested facility is needed for a school activity.

Bronson Community Schools

_____ Date of Application (Should be made 14 days prior to date requested).

Name of Building _____ Areas to be used: _____

Date(s) building is requested _____ Between what hours? _____

Name of Organization _____ Number of people expected: _____

Person Responsible _____ Phone Number: _____

Applicant's Address _____

Describe briefly the type of activity or function: _____

_____ Will admission be collected? _____

Applicant agrees to comply with all the rules and regulations established by the Board of Education for the use of buildings and equipment in Board Policy and Administrative Guidelines. Included but not limited to the above mentioned. A copy of this form will be returned to the applicant to confirm the reservation.

Applicant's Signature _____ Phone: _____

Email Address: _____

Costs for Ongoing Rentals and outside fields seven days a week for area youth athletic organizations:

- 1): Two hours a week for 2 months: \$50
- 2): Four hours a week for 2 months: \$100
- 3): Six hours a week for 2 months: \$150
- 4): Eight hours a week for 2 months: \$200

Cost for facility rentals by all others:

- Group 1 – Groups of students, staff adults for BCS related activities (for example, this includes all activities provided as part of K-12 academic and athletic activities, as well as BCS Alumni Association). Custodial costs waived for Group 1 activities.
- Group 2 – Community groups, multiple school activities/meeting to promote the civic or educational welfare of the community.
- Group 3 – School staff or community individuals or groups for private or recreational use.
- Group 4 – Out of district groups (less than 50% of membership living in district) for private or recreational use.
- Group 5 – Individuals or groups for profit.

Note – These prices do not include custodial costs – See building rental guidelines

Location	Groups 1 and 2	Groups 3	Groups 4	Groups 5
High School – Indoors				
Gym/Locker Rooms	No Charge	\$75	\$100	\$125
Cafeteria	No Charge	30	40	50
Kitchen	No Charge	25	35	45
Classrooms(s)	No Charge	10	20	30
Library	No Charge	20	30	40
High School – Outdoor w restrooms & Concessions				
Football field/Track	No Charge	75	100	150
Varsity Baseball Field	No Charge	75	100	150
Varsity Softball Field	No Charge	75	100	150
Chicago Street School				
Gym/Locker Rooms	No Charge	50	75	100
Classroom(s)	No Charge	10	20	30
Ryan/Anderson Elem.				
Gym	No Charge	30	40	50
Classroom(s)	No Charge	10	20	30
Kitchen	No Charge	20	30	40
Ryan Softball Fields	No Charge	20	50	75
Staff Charge – See Guidelines	See guidelines	See guidelines	See guidelines	See guidelines

Facility Fee: _____ Date Paid: _____

Additional personnel fee for nights/weekends: _____ Approved? _____ (yes or no)

Refundable Deposit of \$20 for FOB use: _____ Signature of Grounds/Maintenance Supervisor: _____ Date: _____

Total Cost: _____

Supervisor marks after communication is completed: _____ Custodian _____ Technology _____ Food Service _____ (Mark NA if not applicable).