

# Bronson Community Schools

## Building Rental Guidelines - UPDATED 11/21/23

*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.*

- All fees must be paid prior to receiving access to the building (fob/key).
- All events must be supervised by the **ADULT** listed on the original contract.
  - **All persons** in the building should only be in the designated and approved area(s) at all times.
- Alcoholic beverages, tobacco, vapes, or controlled substances cannot be taken in/on school property.
- 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.
- Use of facilities and equipment is limited to what is agreed upon in the signed contract.
- 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 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 at the discretion of Bronson Community Schools.
- Weekend rentals incur charges for the district of time and a half for custodial staff, which will be passed on to those renting facilities. A minimum of \$80 will be charged if clean-up is necessary by custodial staff. Additional charges will be at the discretion of Bronson Community Schools.
- Equipment set up and tear down for events will result in additional charges at the discretion of Bronson Community Schools.
- All requests for the High School gym or Chicago Street School gym **must have** written approval from the Athletic Director, in addition to the building use form.
  - 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 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. 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 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).