

**BEDFORD AREA SCHOOL DISTRICT APPLICATION FOR THE USE OF FACILITIES**

DIRECTIONS: Complete and return to the Principal of the facility you wish to use at least two (2) weeks in advance of the requested use date(s). You will receive confirmation of approval or denial of your request including all fees by mail.

Date of Application \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Building in which the facilities are located \_\_\_\_\_

Type of Activities to be conducted: (Ex.: Basketball Game, Magic Show, Play, Meeting, Class, etc.)

\_\_\_\_\_

Date(s) requested mo/day/yr  
\_\_\_\_\_

Start Time (access to the facility – not when the program starts) : \_\_\_\_\_

End time (when the facility will be vacant – not when the program ends): \_\_\_\_\_

Expected number of attendees (spectators and participants) \_\_\_\_\_

Facilities requested. Be very specific (Ex: Classroom, Cafeteria, Large Gymnasium, restrooms, storage rooms, parking lot and approximate number of vehicles, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Special Equipment or arrangements requested: \_\_\_\_\_

\_\_\_\_\_ There will be an admission charge or offering solicited from attendees for this event.  
Yes or No

I assure the Bedford Area School District that I have read and understand all of the information made available on the rental of facilities and that we will follow all of the provisions contained therein and that the above event will be properly conducted and this organization will be responsible for the conduct of participants and spectators and the care of school property as per board regulations.

\_\_\_\_\_  
Signature/Title of Individual Filing this Application

\_\_\_\_\_  
Address of Individual Filing this Application

\_\_\_\_\_  
Phone Number of Individual Filing this Application



# Bedford High School Auditorium Use Request Form

Today's Date: \_\_\_\_\_

Organization/Individual(s) Making Request: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone & E-Mail: \_\_\_\_\_

Date(s) of Auditorium Use: \_\_\_\_\_

Times of Auditorium Use: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Will you need a podium? \_\_\_\_\_ If yes, where on the stage? \_\_\_\_\_

Will you need any wired microphones? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Will you need any wireless handheld microphones? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Will you need any lapel microphones? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Will you need any monitor speakers? \_\_\_\_\_

Will you need to use the screens/projectors? \_\_\_\_\_

Will you need a laptop for your presentation? \_\_\_\_\_

Will you need use of the camera system? \_\_\_\_\_

If yes, will you need your presentation recorded at an additional charge? \_\_\_\_\_

If yes to recording, would you need duplication of the recording? \_\_\_\_\_

Will you need any special lighting? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a brief description of your event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

**No food or drink is permitted in the auditorium**

# **BEDFORD AREA SCHOOL DISTRICT**

## **FACILITIES USE BOARD STATEMENT**

The Bedford Area School District Board of Directors wishes to have school facilities serve as centers for community and educational activity and shall permit the use of school facilities for educational, social, recreational and other proper uses.

The School Board recognizes, however, that it is charged with the responsibility for protecting and maintaining school property and reserves the right to adopt rules and regulations in the use of such facilities. In addition, the Board reserves the right to deny the use of school facilities when it deems necessary to protect school property.

The School Board further directs that school programs, both curricular and extra-curricular, not be interfered with and proper maintenance not be disrupted.

The Board, therefore, empowers the District Superintendent of Schools and the Principal of the individual schools to grant the use of school facilities in accordance with Rules and Regulations contained herein. The Board also directs the administration to institute the collection of fees to cover the costs of the use of the buildings and grounds as outlined in Board Policy entitled USE OF SCHOOL FACILITIES. The Board authorizes collection of fees in an effort to be good stewards of School District resources and taxpayer's dollars.

These Rules and Regulations, Classifications, and Fees, have been adopted by the School Board at the Board Meeting of 02-20-90 and revised at the Board Meetings on 08-18-98 and 10-19-99 and June 30, 2004.

The individuals empowered to grant the use of school facilities, in accordance with these Rules and Regulations can do so without any further School Board approval. Only those cases should be brought to the Board that, in the mind of the Superintendent, do not clearly fall into the various classifications set forth herein or that constitute a need for the Board to know.

Sincerely

The Bedford Area School Board

## USE OF SCHOOL FACILITIES - INFORMATION

### APPLICATION

A written application for the use of a school building or the use of school grounds must be completed on the form provided for that purpose. The form shall be submitted to the Principal of the building where the use is being requested. If the facilities are to be used by a group or organization, the application shall be made in the name of that organization and signed by an officer or authorized representative of that organization. The officer will receive written confirmation or denial of the request along with a statement of required fees which must be paid one week in advance.

### AVAILABILITY

School programs and school organizations have prior right to all facilities. Scheduled maintenance activities may also affect availability. Approved non-school groups will be assigned space according to the order of receipt of application.

### SCHOOL REPRESENTATIVE

The Principal of the facility requested is the individual authorized to accept or reject applications for the use of school facilities. Applications should be submitted to the School Principal of the building where use is being requested.

### CAFETERIAS

A School Food Service Employee must be on hand to properly supervise the cafeteria when the use of kitchen equipment or kitchen access is being requested.

### DAMAGE AND THEFT

The Applicant shall be responsible for all thefts of school property, damage thereto, or destruction thereof, and shall upon demand, reimburse the school district for such thefts, damage or destruction. Reimbursement shall be based on replacement costs.

### POLICE PROTECTION

Applicants receiving permission to use school facilities are held responsible for the conduct of both the participants and the spectators. Adequate provision must be made to handle anticipated crowds properly. The applicant must assume responsibility for securing police protection for any event where such protection in the sole judgment of the principal is deemed necessary. Proper adult supervision must be provided at all times where school age children are in attendance at the facility.

### AUTOMOBILE PARKING

Applicants must provide necessary and sufficient personnel to make certain that automobiles are properly parked and school property protected. An open traffic lane must be maintained around the building at all times in order that adequate police and fire protection can be maintained. Parking is at the risk of the car owner unless the renter of facilities assumes that responsibility. The School District is not responsible for damage of automobiles.

### PAYMENT

All payments for rental, custodial charges and/or other fees are due when the invoice is rendered.

## USE OF SCHOOL FACILITIES - GUIDELINES

1. The sponsoring organization shall conduct orderly gatherings and such gatherings shall not incite others to disorder.
2. Buildings or grounds shall not be used for a purposes which are unlawful, immoral or unbecoming a school setting.
3. The Board of Education prohibits gambling and the use of alcoholic beverages, drugs, and tobacco of any kind at any function on school property. The use of food or sale of food must be specifically approved in the application. Such permission must not be assumed.
4. School buildings shall not be used for parties or celebrations which are essentially private in nature. This exclusion includes birthday, anniversary, weddings, and other similar parties.
5. There shall be no signs, banners, pennants, etc., affixed on any school buildings or on school grounds by any group except those associated with activities sponsored by the school or school-connected organizations.
6. The applicant is responsible for confining spectators and participants to the rooms or parts of the building specifically included in the agreement.
7. It is assumed that buildings shall be opened from one-half hour before the scheduled time of the program, and that the building will be closed one-half hour after the scheduled end of the program. Additional time may be needed after securing the building to clean the area used in order to be ready for school students to occupy and fees for cleaning will be assessed by the Principal of the building. If practice sessions or preparation sessions are required, additional charges will be made as determined by the Principal.
8. Additional fees may be imposed for services not generally provided during the time frame of rental. Electrical costs associated with air conditioning, stadium lights, and electric stoves are examples.

## USE OF SCHOOL FACILITIES

### CLASSIFICATION OF ORGANIZATIONS REQUESTING PERMISSION

#### Class 1: Building Used for School Activities –

School groups using the building under conditions set forth by the building principal. Under normal conditions, there will be no charge for the use of the building in this manner; however, charges will certainly be considered if the costs are significantly increased because of the time of year or the time of week. For example, use of the building on a Saturday increases labor costs considerably over regular weekday use. Before the building principal approves such usage, payment of the additional costs should be carefully considered.

#### Class 2: Building Used by Groups Directly School Related -

Groups included are: Athletic Boosters, Band Boosters, Parent-Teacher Organizations, Employee Organizations as per contract, Bedford Area Parks and Recreation, Scouting Organizations, Colleges and Universities offering courses with Board approval.

In this category, there is no charge for meeting use if the meetings are of reasonable length. If these groups are holding a fund-raising activity directly benefiting programs in the schools, there is no rental charge; however, there is a charge for custodial costs or costs for other special services as determined by the Principal. For the Bedford Area Parks and Recreation Organization, the cost of custodial and other special service charges will be levied as determined by the principal.

**Classifications 3 through 7 will be required to provide a certificate of insurance in minimum amounts of \$100,000/\$300,000 for liability and \$25,000 for property damage. A certificate of insurance in effect through the rental period must be supplied with the application for use of school property.**

#### Class 3: Building Used by Noncommercial Community, Civic, or Service group from within the bounds of the Bedford Area School District in which there is no admission charge or offering solicited-

No rental fees will be assessed for these organizations; however, they will be charged for custodial and other services as determined by the Principal.

#### Class 4: Building Used by Noncommercial Community, Civic, or Service group from within the bounds of the Bedford Area School District in which there is an admission charge or offering solicited-

These groups are noncommercial and provide a community service or plan to use the proceeds of the event for the benefit of the community. (The Elks, Rotary, Lions or other civic club having fund raising dinners might be examples). A reduced rental fee will be charged plus payment of custodial or special service costs as determined by the Principal.

#### Class 5: Building Used by a Commercial Group from within the bounds of the Bedford Area School District in which there is not an admission charge or offering solicited-

This group uses the facility for a personal or business interest of the sponsoring organization. A rental fee will be charged according to the approved schedule in addition to payment of all custodial or service fees as determined by the Principal. (Local Industry group safety, technology, or self-defense training might be an example).

Class 6: Building Used by a Commercial Group from within the bounds of the Bedford Area School District, Serving Personal Interests, and charging admission or soliciting and offering –

Regular rental fee will be charged in addition to payment of all custodial or service fees as determined by the Principal.

Class 7: Building Used by Groups from Outside of the bounds of the Bedford Area School District attendance areas-

These are groups that are not associated with the school district on an educational or service basis. Rental fees will be charged as determined by the Principal after careful review to determine whether or not permission should be granted, whether or not all liability needs are met, and whether or not the request should be presented to the School Board for approval.



## USE OF FACILITIES – RENTAL FEE CHART

### CLASSIFICATIONS

Area to be Rented	1	2	3	4	5	6	7
<b>Bedford High School</b>							
Auditorium				100	125	150	TO
Large Gymnasium				100	125	150	BE
Auxiliary Gymnasium				60	60	70	DETERMINED
Cafeteria				50	60	70	BY
Kitchen & Cafeteria				80	90	120	PRINCIPAL
Special Rooms: Art, Home Ec. (3 hrs)				40	50	60	
Athletic Field in day, no lights				30 per hr	40 per hr	50 per hr	
Athletic Field at night, with lights				50 per hr	60 per hr	70 per hr	
Regular Classroom per evening (3 hrs)				30	40	50	
Library				40	50	60	
LGIA				60	80	100	
<b>Bedford Middle School</b>							
Gymnasium				100	125	150	TO
LGIA				60	80	100	BE
Cafeteria				50	60	70	DETERMINED
Cafeteria & Kitchen				80	90	100	BY
Special Rooms: Art, Home Ec. (3 hrs)				40	50	60	PRINCIPAL
Regular Classroom per evening (3 hrs)				30	40	50	
Library				50	60	70	
<b>Hyndman Middle/Senior H.S.</b>							
Gymnasium				100	125	150	TO
Cafeteria				50	60	70	BE
Kitchen & Cafeteria				80	90	120	DETERMINED
Special Rooms: Art, Home Ec. (3 hrs)				40	50	60	PRINCIPAL
Athletic Field in daytime only				30 per hr	40 per hr	50 per hr	
Regular Classroom per evening (3 hrs)				30	40	50	
Library				50	60	70	
<b>Bedford Elementary School</b>							
Auditorium				100	125	150	TO
Cafeteria & Kitchen				80	90	120	BE
Library				50	60	70	DETERMINED
½ Gym with stage				70	80	100	BY
½ Gym without stage				50	60	75	PRINCIPAL
Cafeteria				50	60	70	
LGIA				60	80	100	
Classroom				30	40	50	
<b>SPECIAL ROOMS</b>							
Art, Music, Community, etc.				40	50	60	

Log Cabin*				70	80	100	* Garbage at
Pavilion*				50	60	70	these facilities
Outdoor classroom*				30	40	50	is to be removed
Caboose* / Stage* / Amphitheatre*				70	80	100	by renter
<b>Hyndman Elementary School</b>							
Auditorium/Whole Gym				100	125	150	TO
Cafeteria & Kitchen				80	90	120	BE
Classroom				30	40	50	DETERMINED
Library				50	60	70	BY PRINCIPAL
*Note: Storage when available is .35 cents per square foot per month.							
** Air conditioning & heating requests beyond a normal school day will be assessed up to \$20/hour.							
*** Extra requested accessories for a rental facility such as: lighting, sound, etc., (example: moving a room partition) will be charged a maintenance service charge of \$20.00 per requested service.							

**USE OF FACILITIES – Labor and SERVICES FEE\* CHART**

Personnel - All costs are per overtime hour and include employer overhead costs. When facilities are in use, one (1) or more of the following must be present:

1. Custodian                 \$27.00
2. Kitchen Employee   \$15.00

FACILITY	PREPARATION AND CLEANING (HOURS)	RATE \$27/hr	COST PER HOUR ENERGY COST RECOVERY
Auditorium w/o ac	3	\$81	
Auditorium w/ ac	3	\$81	\$20.00
Large Gymnasium	2	\$54	
Auxiliary Gymnasium	1	\$27	
Large Group Instruction Area	1	\$27	
Cafeteria	2	\$54	
Kitchen and Cafeteria	3	\$81	\$8.00
Special Rooms: Art, Home Economics, etc.	1	\$27	
Athletic Field in Day/No Lights	1	\$27	
Athletic Field at Night/With Lights	1	\$27	\$20.00
Regular Classrooms for Evening	1	\$27	

\*Fees subject to periodic review by the Board

USE OF SCHOOL FACILITIES PRE & POST ACTIVIITY INSPECTION FORM  
CUSTODIAL LIST

Building \_\_\_\_\_

Organization \_\_\_\_\_

Facility Used \_\_\_\_\_

Date \_\_\_\_\_

Person Inspecting **Pre- Event** \_\_\_\_\_

Facility is clean	Yes	No	Comments:
No apparent damage	Yes	No	Comments:
Lights on	Yes	No	Comments:
Unrelated incidents	Yes	No	Comments:
Restrooms are clean	Yes	No	Comments:

Person Inspecting **During Event** \_\_\_\_\_

Participants in assigned area	Yes	No	Comments:
Properly supervised	Yes	No	Comments:

Person Inspecting **Post- Event** \_\_\_\_\_

Facility is clean	Yes	No	Comments:
No apparent damage	Yes	No	Comments:
Lights off	Yes	No	Comments:
Unrelated incidents	Yes	No	Comments:
Restrooms are clean	Yes	No	Comments:

School District Representative's Signature \_\_\_\_\_

Organization's Representative's Signature \_\_\_\_\_