

# Belgrade-Brooten-Elrosa Public Schools

## Facility Use and Rental Policy



### General Information

The use of all facilities should be arranged through the Building Principals, the Community Education Director, or the Athletic Director. The Superintendent must approve all school rentals.

Rental contracts are available at the building and district office or by calling 320-346-2278 or 320-254-8211. Rental contracts must be submitted at least five working days in advance. Cancellations of facility use must be made 48 hours in advance of the scheduled rental contract or the renter will be liable from the superintendent and/or board of education. The District reserves the right to cancel reservations for just cause. **If the school closes for any reason, the facility use and rental contract is VOID and the planned event will be cancelled.**

### Procedures

1. Personnel: A custodian or district-hired staff person must be on duty whenever the building facilities are used. When a district employee's time is devoted to or necessitated by the activity, the renter must pay personnel fees. (Custodian \$25/hour; Cook \$25/hour) Custodial fees must be paid by any level that uses the facility during non-working hours of the custodian. In addition, a cook must be hired by any organization that rents the kitchen.
2. Equipment: School equipment may be used if arrangements are made in advance and may accrue additional charges.
3. Concession Stand: All individuals requesting the use of the BBE Schools concession stand must buy/sell the beverages available. BBE Schools will take inventory before and after an event. The group using the concession stand will be billed back the cost of the beverages. (BBE Schools will not charge additional fees per each bottle.) The popcorn machine will be available for use as well. Reminder: Groups may **ONLY** sell store-bought items at events. **NO** home-baked goods are allowed.
4. Supervision: All activities must have competent adult supervision. District employees shall supervise facility operation, but not the renters or their activity. The renter must supply any additional supervision required.
5. Use: All facilities shall be used consistent with building design, unless prior approval has been granted. Community Education activities are exempt from all rent. No rentals will be allowed that will conflict with the K-12 school operations, Community Education activities, or School Board and Faculty meetings.
6. Laws: All ordinances, laws and district policies pertaining to the use of school facilities must be observed. Gambling, use of tobacco products, use or possession of alcoholic beverages or illegal chemicals on school property is prohibited. State Fire Laws must be observed at all times. The number occupying the facility shall not exceed capacity. Emergency exits shall remain visible and accessible at all times.
7. Liability: Individuals or groups that use the District facilities may be required to provide their own damage and liability insurance. The District will not be responsible for the negligence of others.
8. Waiver of Regulations: The above regulations may be altered by the approval of district administration.

Belgrade-Brooten-Elrosa Schools  
Rental of School Facilities Contract



Name of Organization: \_\_\_\_\_ Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Billing Address : \_\_\_\_\_  
Street City Zip Code

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Level I (First Priority)</b>	<b>Level II (Second Priority)</b>	<b>Level III (Third Priority)</b>
<ul style="list-style-type: none"> <li>-School organization and school related functions</li> <li>-Local tax supported agencies serving district residents</li> <li>-Local non-profit youth agencies serving district youth</li> <li>-Fundraising event for any of the above</li> </ul>	<ul style="list-style-type: none"> <li>-Civic organizations</li> <li>-Non-profit community groups</li> <li>-Individual community members in the district</li> </ul>	<ul style="list-style-type: none"> <li>-Commercial and business organizations</li> <li>-Individual community members outside of the district</li> <li>-For-profit community groups</li> </ul>

Check One <input type="checkbox"/>	Space Used	Level I	Level II	Level III
<input type="checkbox"/>	Gym	Free	\$15.00/hr	\$25.00/hr
<input type="checkbox"/>	Auxiliary Gym	Free	\$15.00/hr	\$25.00/hr
<input type="checkbox"/>	Commons/Theatre	Free	\$5.00/hr	\$10.00/hr
<input type="checkbox"/>	Lunchroom	Free	\$5.00/hr	\$10.00/hr
<input type="checkbox"/>	Classroom	Free	\$5.00/hr	\$10.00/hr
<input type="checkbox"/>	Media Center	Free	\$10.00/hr	\$20.00/hr
<input type="checkbox"/>	Sports Fields	Free	Free	\$20.00/hr

\*Fees for space not listed above shall be at the discretion of the Administration.

\*Long-term rental rates will be negotiated on an individual basis.

**Building Details:**

Building(s) Requested:

BBE High School  
Concession Stand

BBE Elementary School  
Concession Stand

Office Use Only: Beverage Count  
Before: \_\_\_\_\_ After: \_\_\_\_\_

Date(s) facilities are requested:  
\_\_\_\_\_

# of people attending event: \_\_\_\_\_

Building opened at: \_\_\_\_\_:\_\_\_\_\_ am/pm

Building locked at: \_\_\_\_\_:\_\_\_\_\_ am/pm

**Equipment Requested:**

- \_\_\_\_\_ Chairs (number needed \_\_\_\_\_)
- \_\_\_\_\_ Tables (number needed \_\_\_\_\_)
- \_\_\_\_\_ Piano
- \_\_\_\_\_ Microphone/Sound system
- \_\_\_\_\_ Projector/Screen
- \_\_\_\_\_ TV/VCR/DVD
- \_\_\_\_\_ Scoreboards
- \_\_\_\_\_ Bleachers (North \_\_\_\_\_ South \_\_\_\_\_ All \_\_\_\_\_)
- \_\_\_\_\_ Nets (VB \_\_\_\_\_ BB \_\_\_\_\_)
- \_\_\_\_\_ Podium
- \_\_\_\_\_ Band/Choir Shells/Risers
- \_\_\_\_\_ Portable Steps
- \_\_\_\_\_ Other: \_\_\_\_\_

\*BBE School employee supervising event if a custodian is not hired: \_\_\_\_\_

**Facility Rental:** \_\_\_\_\_ hours @ \$\_\_\_\_\_ = \$\_\_\_\_\_

**Custodial Time:** \_\_\_\_\_ hours @ \$25.00 = \$\_\_\_\_\_

**Cook:** \_\_\_\_\_ hours @ \$25.00 = \$\_\_\_\_\_

**Beverage Total:** \_\_\_\_\_ bottles @\$\_\_\_\_\_ = \$\_\_\_\_\_

**TOTAL DUE = \$\_\_\_\_\_**

**Payments can be made to:**

**BBE Community Education**

**PO Box 39**

**Brooten, MN 56316**

**INDEMNIFICATION:** The user agrees to indemnify and hold harmless Belgrade-Brooten-Elrosa Public Schools from all claims of any nature, including all costs, expenses, and attorney’s fees, which may in any manner, arise out of or result from the group/organization’s work, conduct, and use done on the premises. The user also agrees that the group/organization represented will be responsible for any damage to the building or loss of its contents during its use. The user will insure that all rental fees that apply to the group/organization for use of the District’s facilities are paid in full within **7 days** after the conclusion of the activity. In addition, the user will pay for any unforeseen costs that may occur, such as extended custodial time not listed above or damage to the school district’s property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date