BRIDGMAN PUBLIC SCHOOL DISTRICT Request For Use of School Facilities

Date(s) Facility will be used:		
Time(s) Facility will be used:		
Scheduled Starting Time of Performance	e/Event: Endi	ng Time:
Building Requested: High Schoo	I Middle School	Elementary School
Door(s) Unlock/Lock Requested:		
High School	Middle School	Elementary School
BHS Athletic Entrance	RMS Gym/Athletic Entrance	BES Main Entrance
BHS Main Entrance	RMS Main Entrance	BES Bus Entrance
BHS Pool Entrance		
Time of Door Unlock:	Time of Door Lock	/Re-Lock:
Purpose of Facility use:		
Anticipated number of people attending		\$
Group Making Request:		pose:
Contact Person:	Contact Phone:	Email:
Billing Address:		
	s/Rooms Requested: (check all that ap	
☐ Gymnasium ☐ Commons	Locker Rooms Media Center/Library	☐ Cafeteria ☐ Kitchen
Performing Art Center (PAC)	_	Other
-	Equipment Requested: (check all that	apply)
☐ Chairs - # ☐ Tables - #	☐ Projection Screen☐ PA System - portable	☐ Bleachers ☐ Scoreboard / Controls
Lap Boards -#	Podium	Athletic Equipment
Microphones - #	Risers	Food Service equipment
Sound System – PAC	Stage Lighting - PAC	Other (please list)
	School Personnel Requested for Event	t
·	ill make the final determination of what is a limit	·
	s / Dates Needed:	
Food Service Times / Dates N		
Bridgman Public Schools from any liabili from any cause whatsoever. All persons accommodation of persons attending the must contain the disclaimer, "This event is	ty for damage to any person or propo or groups using school facilities shall b activity and for the preservation of or s not endorsed by the Bridgman Public	by agree to indemnify and hold harmless the erty in or about the School District premises e responsible for the supervision, control and der. All advertising that is religious in nature Schools." I understand that I am responsible verage, and / or auditorium staff coverage as
Signature of Applicant / Tile	Date	2
Request for Facility Use: Approved		Rental Fees \$ Tech. Fees \$ Food Service \$ Custodian Fees \$
Signature of Building Principal 8/24/15	Date	Key Deposit \$

<u>CATEGORY "A" – School Affiliated Groups</u>

Event	Fees
 School Sponsored Activities: i.e. athletic events, 	 No fees required for Custodial Staff
concerts, plays, clubs	coverage
 BPS Activity Groups: i.e. PTO, booster 	
organizations, student recreational groups	 No fees required for PAC Tech Staff
 In-District Groups that consist of a majority of 	coverage
students at BPS: i.e. Boy Scouts, Girl Scouts, 4-H	
(Groups less than 50)	 Fees ARE required for Food Service Staff
 Local Units of Government located within the BPS 	coverage
district boundaries: i.e. Police and Fire	
Departments, City/Township boards and	
committees, voting	
 Civic Organizations (non-profit) located within the 	
BPS District boundaries: i.e. Lion's Club, Rotary	
Club, Foundation for Educational Excellence	
 In-District Church Schools (Educational Activities 	
only)	

CATEGORY "B" -Community Groups/Private, Nonprofit and Commercial Groups

	Event	Fees
•	Local Pageants/Contests: i.e. Queen Pageants, dance groups, martial arts groups Community adult activities that are not school.	 Fees ARE required for Custodial Staff coverage
•	Community adult activities that are not school sponsored: i.e. recreational groups, "members only" groups (American Legion, dance groups) In-District Churches and Church Schools (Noneducational activities) All In- District* individuals or groups sponsoring the activity with the intent to gain funds for their private use: i.e. Tupperware parties, jewelry parties	 Fees ARE required for PAC Tech Staff coverage Fees ARE required for Food Service Staff coverage
•	All Out-of-District** for non-profit and not-for- profit groups or organizations	

STAFFING RATES

STAFF	HOURLY RATE	OVERTIME RATE		
Custodian	\$25	\$35		
Food Service	\$20	\$30		
Tech Staff	\$33	\$45		
Snow Removal	\$50 *			
*Done at the discretion of School District				

RENTAL FEES

Location	Category "A"	Category "B"
Standard Classroom	No Charge	\$10.00 / day
Library	No Charge	\$10.00 / day
Gymnasium	No Charge	\$15.00 / day
Home Economics or Shop	No Charge	\$15.00 / day
Computer Lab	No Charge	\$15.00 / day
Performing Art Center	No Charge	\$75.00 / day
Kitchen	No Charge	\$10.00 / day
Kitchen & Equipment Use	\$25.00 / day	\$25.00 / day
Trash Dump – if needed	No Charge	\$85.00
Swimming Pool	\$75*	\$75*

For both residents and non-residents. Use of the balcony or an extra guard for large parties will be negotiated as a separate fee.