

**Billings Public Schools
Facility Use Procedure
Principals or Principal Designee**

STEP 1: Enter your district school events into School Space

STEP 2: Direct all renters to BPS Facility Rental website

- * You do not have to use School Space for your own school events other than to enter those events into the School Space calendar.

STEP 3: Review and approve all requests within a reasonable amount of time after the request is posted.

STEP 4: Assign event supervisor.

- * Each school will have a list of available supervisors who are willing to work extra events for your school. Please look to select your own building personnel first. If no one from your building can work the event, please select from the non-building personnel remaining on your list.
- * Event Supervisor: Certified Staff will be paid \$25 per hour, Support staff (including custodians) will be paid their individual hourly rate.
- * Please make sure the assigned supervisor and custodian have a copy of all event information.

STEP 5: Building principal or principal designee set up a short meeting with the renter to review BPS Facility Use Agreement/User Responsibility form.

- * All renters must sign the expectations and code release form
- * Inform Kelly Sharp when a key is issued and inform the renter that she will be requesting a \$200 deposit.

STEP 6: Paper Products – For each half-day or full-day event that is hosted at your building, you will be reimbursed paper product fees. The amount reimbursed will be based on your full and ½ day events. Those fees will be paid out at the end of each school year. This reimbursement will come from the business office, so please do not have custodians send in reimbursement forms.

STEP 7: Event Audit: Please have each event supervisor complete the short event audit form and return to you or your designee within five days following the event. Please send Kelly Sharp a copy of the audit. If there are any issues that need to be addressed, please contact Kelly Sharp @ 281-5100.

STEP 8: Time Sheets: In order for event supervisors and custodians to be reimbursed for their time, they must fill out and submit a time sheet.

- * Certified Staff – Yellow time sheet
- * Classified Employees – Blue time sheet
- * Principal must sign time sheet and send to Kelly Sharp in the Activities Office