

All facilities use requests must be initiated through the BPS facilities rental website. Requests will be approved by the building principals and forwarded to the District representative for processing. Activities Office or Business Office staff will be responsible for developing all contracts outlining the following requirements and associated fees for use of school-owned facilities.

The superintendent or designee shall determine a fee schedule applicable for the use of school facilities. For rental rate purposes, all events have been divided into four categories:

District Events - No fees will be assessed for District/School activities, nor for use as district, county, state or national election voting locations, however these groups must still abide by the guidelines set forth in this procedure.

Hourly Rental – Duration of one to two hours. Charged an inclusive hourly rate. Do not require equipment or setup.

Half Day Rental (any rental that is 3 to 4 hours) – Duration of three to four hours. Charged a half-day rate based on profit or non-profit status. May require supervision, self-clean.

Full Day Rental (any rental that is over 4 hours) – Duration of five or more hours. Charged a full-day rate based on profit or non-profit status. Rate certain extra equipment and event supervisor.

Multi-day events will be handled on a case by case basis and need to be coordinated with the District representative.

Sponsoring organizations and groups using facilities shall provide sufficient, competent help and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the contract is issued. Groups are expected to leave facilities in the condition in which they found them. Should the district find the facility in an unacceptable condition as a result of the rental, a charge may be assessed to the group and the group may be denied access to district facilities in the future.

The use of drugs, alcohol and tobacco is strictly prohibited on all school district property. Alcoholic beverages and narcotics shall not be permitted in school facilities or on school property at any time. All applicants for use of school facilities shall hold the district free and without harm from any loss, damage or liability of expense that may arise during, or be caused in any way, by such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent and the bill for damages shall be presented to the group using or occupying the facility during the time the loss or damage was sustained. Because of the value of the district's playing fields and the community's total recreational opportunity, the fields may be used by all residents. Use must be appropriate and compatible with each playing field and its surrounding area, and appropriate rental rate schedules may apply. Such use shall not result in construction, damage or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are prohibited. Should damage to fields or lawns occur, the superintendent shall make a reasonable effort to obtain restitution for any damage.

A custodian or other authorized staff member who is not participating in the activity may be required to be on the premises when any non-school group is using the school buildings at the expense of the group renting the facility. A refundable security deposit in the amount of \$200 will be required of all groups requesting release of a building key.

Billings Public Schools (BPS) reserves the right to deny requests for facility use based on past performance/compliance issues or a determination of organizational mission that is incongruent with that of the Billings Public Schools. Additionally, BPS reserves the right to perform routine risk analyses on facility use requests on a case-by-case basis and assess appropriate fees or deposits on new or unique requests.

The Board of Trustees authorizes the superintendent to make final decisions on use of school facilities by any group.