

What happens after I submit my application?

Once your application is submitted, it will go to the school for approval by administrators. You will receive an email notification when the agreement is ready for your confirmation. You will need to supply the required insurance, payment information & accept the agreement before your event will be finalized.

What if my requested space/date/time is not available?

The event will be denied and you will need to resubmit for a different date, hours or location.

How do I know what my rental fee will be?

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. ie following BPS rules and regulations and providing proper liability insurance.

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.

How do I pay for my rental?

You can pay online via credit/debit card or ACH withdrawal.

Anything else I need to know?

Please be specific with the times/dates that you need the space - if you need extra time for set up/clean up make sure you indicate that when making your reservation. If you need the space for an ongoing event you must reserve it for each day (there is a box to check for on going events)

Please review the Renter Responsibilities under the information tab.