

BLUE MOUNTAIN UNION SCHOOL
Request for Community Use of School Property

Name of Individual or Group _____

For the purpose of communicating about this request, we need the following information. This will assist us to ask questions or clarify requests.

Address _____

Telephone _____ E-Mail _____

Information about the Activity

Description of Activity: _____

Date(s) Requested: _____ Time of Day: _____ PM or AM?

Beginning and ending dates: _____

Set up needed: Type/Location of Space _____

Number of expected attendees _____

Number of chairs _____

Number of tables _____

Custodial needs _____

Other Needs _____

***PLEASE NOTE THAT THE DIRECTOR OF BUILDINGS & GROUNDS WILL DETERMINE IF THERE IS ANY COST FOR USAGE OF THE BMU FACILITY. THIS IS ACCORDING TO BMUSD POLICY AND PROCEDURE #6190. POLICIES AND PROCEDURES CAN BE FOUND ON THE SCHOOL'S WEBSITE www.bmuschool.org

Request for Community Use of School Property- continued

It is agreed that Blue Mountain Union School does not assume any liability for the acts of the person(s) or organization using the school facilities. Payments for any school property damage is hereby guaranteed by the person and/or organization signing this application.

Certificate of Insurance if required should accompany the completed form.

Signature of Applicant _____ Date _____

Signature of Business Manager _____ Date _____

Signature of Athletic Director _____ Date _____

Signature of Food Service (Only if kitchen/cafeteria requested) _____ Date _____

Signature of Buildings & Ground Director _____ Date _____

Signature of Principal _____ Date _____

ANY REASON FOR NON-APPROVAL APPEARS BELOW:

List of Other staff members affected. Give copy of completed form to them as a need to know.

Name _____ Location _____

Name _____ Location _____

Name _____ Location _____

Name _____ Location _____

Administrative Procedure for Policy 6190
Community Use of School Property

Policy Adopted 11/19/2003
Procedure Approved 11/19/2003
Procedure Revised 09/19/2007
Revised 5/20/09
Revised 8/12/2015

1. Application

- a) All organizations seeking to use the Blue Mountain Union School facilities must first file an application with the Principal at least 7 days in advance of the date needed. The Principal, Athletic Director, and Director of Building and Grounds will review the application and let the applicant know the status of the application within three working days.
- b) All activities and events using school facilities must be legal in the State of Vermont and comply with all federal, state and local laws, regulations, and licensing requirements.
- c) All programs shall be planned so that they do not interfere with the regular school schedule.
- d) A Certificate of Insurance shall be submitted with the application as evidence of insurance coverage, and must designate both the using organization and the Blue Mountain Union School District as insured. The Business Manager may waive this requirement for unincorporated community groups, such as informal basketball leagues and daycare groups. However, subject to the administrative review of the application, these organizations may be required to meet only when a school employee is present in the building. **All AAU teams must obtain a certificate of insurance and should provide proof of coverage with the application.**
- e) Permission is revocable at any time by school authorities.
- f) The facility area being requested may not be reserved until the application process is complete.
- g) The School Board reserves the right to:
 - Require and specify supervision.
 - Require proof of insurance by users.
 - Make exceptions based upon exceptional circumstances.
 - Restrict building use for groups who do not abide by guidelines.
 - Require proof of non-profit status.

2. Building Use

- a) The number of attendees may not exceed the authorized capacity of the facility being utilized.

- b) The organization using the building shall be responsible for moving its equipment into and out of the building.
- c) The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- d) School authorities must have free access to all rooms at all times.
- e) The Director of Buildings and Grounds, in consultation with the Business Manager, may require that a school custodian be present at the time of the rental. In this case, the user will be assessed the custodian's overtime rate in addition to any fees listed below. The user will also be assessed for any additional work (set up, clean up, etc.) that its presence causes the custodial staff.
- f) Room(s) or facilities used by applicant will be carefully examined after use. Doors and window will be closed and locked; lights will be turned off before leaving the building.
- g) No school property or equipment is to be altered or removed from the premises. School supplies shall not be used without prior approval of the principal. Computer, kitchen, custodial, and other equipment may not be used without prior consent **and proper training on use of the equipment.**
- h) The Director of Food Services must be contacted before the kitchen is used for any event. The Director of Food Services, in consultation with the Business Manager, may require that a food service worker be present and compensated according to his/her hourly overtime rate during the activity. This amount will be in addition to the fees listed below.
- i) The Systems Administrator must be contacted and give his/her approval before a computer lab is used for any purpose. The Systems Administrator, in consultation with the Business Manager, may require that a representative of the technology staff be present and compensated during the activity. This amount will be in addition to the fees listed below.
- j) Food and beverages are not permitted in the gymnasium without approval of the Athletic Director and Director of Buildings and Grounds.
- k) Weapons are not permitted on school property **at any time without written permission of the Superintendent or principal.**
- l) No alcohol or regulated drugs are permitted **in school buildings** or on school property at any time.
- m) No smoking is permitted in the school buildings or on school grounds **at any time.**
- n) The applicant shall pay promptly for any loss or damage occurring as a result of use of school property.
- o) Misuse of the facilities or failure to comply with the above guidelines will result in immediate revocation of permission to use school property.

3. Fees

The following fee schedule shall be in effect:

	Local Non-Profit	Local Private	Non-Local Non-Profit	Non-Local Private
Gymnasium	N/C	\$25/HR	\$25/HR	\$50/HR
Cafeteria	N/C	\$15/HR	\$15/HR	\$30/HR
Café & Kitchen	N/C	\$25/HR	\$25/HR	\$50/HR
Library	N/C	\$15/HR	\$15/HR	\$30/HR
Individual Room	N/C	\$10/HR	\$10/HR	\$20/HR
Computer Labs	N/C	\$25/HR	\$25/HR	\$50/HR

4. Exempt Organizations

The following groups or organizations will be exempt from a rental fee for use of school property, unless unusual circumstances require the presence of tech, custodial or food service personnel:

- a. a) Any group officially connected with BMU, such as Blue Mountain Education Foundation, World Language Club, Student Council, etc.
- b. Athletic teams (AAU, Little League, Summer Soccer, Summer Basketball, Rotary Junior High Basketball, etc.) that have BMU student participation, but are not officially connected with the school.
- c. Community Groups (Boy Scouts, 4-H, Emergency Medical Services, etc.) and/or events that have BMU student participation, but are not officially connected with the school.
- d. Educational (Home Schooled Students, BMEA, NRASB, etc.) and Local Civic Groups (Grange, Lions, Rotary, etc) that are not officially connected with the school.

Verified by: _____

Date: _____