New Administrative Regulation
Board Approved 8/3/06

Facilities Usage
Administrative Rules and Regulations

In accordance with the Bedford Public Schools Board of Education Policy, the following regulations and application procedures shall apply in the use of all facilities.

SECTION I – GENERAL RULES AND REGULATIONS

Definitions

a. Throughout this document all references to **Bedford Public Schools**, the school, and the District, will represent **Bedford Public Schools.**

b. Responsible person is the representative from a group or organization who signs a request for use permit For the purposes of liability and responsibility, the terms organization, group, permit holder, and responsible person, all have the same meaning. If damages occur and fees must be assessed, the responsible person/permit holder is held liable. Hereafter, this document will refer to **permit holder**.

c. **Facilities** may refer to indoor or outdoor spaces.

d. Bedford Community Stadium will hereafter be referred to as the **Community Stadium**.

e. **Outdoor facilities** will hereafter refer to any other outdoor areas including, but not limited to, the Community Soccer Stadium, baseball fields, practice fields, and field space behind the elementary schools, Indian Creek Soccer fields, playgrounds, and parking lots.

A – General Rules and Regulations for Facilities Use

1. Bedford Public Schools reserves the right to refuse, grant, or cancel permits at any time. Failure of the permit holder to comply with these regulations can result in the loss of use of the facility.

2. School activities have first priority in the scheduling. Any exceptions to this priority must have the express written approval of the Director of Community Education.

3. School related organizations (Class I) shall be given priority over non-school related organizations.

4. The Director of Community Education and the Athletic Director may deny usage to any group whose requested activity advocates unconstitutional or illegal acts, violates State or Federal laws, and/or is inconsistent with any policies, rules and/or regulations of Bedford Public Schools.

5. No permit shall be issued to programs/organizations that conflict/compete with existing Class I (Section II A) programs.

6. Proper facility use permit must be approved and on file in e-SiteTrak at least five working days in advance. Custodial staff and food service staff request at least three working days notice for all events to insure adequate staffing and set-up time.

7. Maintenance Work Orders must be completed at permit signing whenever possible, and not later than five working days prior to the actual event in order to ensure availability of resources.

8. A refundable security deposit must be paid when the permit for use is approved. Depending upon the condition of the facility and expenses incurred, the security deposit will be refunded in full or part, or forfeited, following the event. (Examples of such events may include wedding receptions, concerts, large parties, sporting events, etc.)

9. All permit holders agree to assume responsibility for any damage to facilities or equipment, including responsibility to repair or replace.

10. Applicable fees, or additional damage, repair, or replacement costs are assessed per event, and must be paid no later than one week after the event. Fees will be assessed according to facilities use costs per building and Class of Use. (See Fee Schedule) Bedford Public Schools reserves the right to change, adjust, or waive fees at any time.

11. If Bedford Public Schools cancels the permit for any reason, other than violation of these regulations by the holder of the permit, a full refund of the security deposit will be issued. The permit holder may also cancel the permit. In order to receive full refund of the security deposit, notification must be made to the Community Education Office at least five working days prior to the event, and no related costs have been incurred by Bedford Public Schools. If notice of cancellation is received less than five working days prior to the event, the permit holder will receive a 50% refund of the security deposit, less a $5.00 processing fee.

12. Proof of liability insurance and workers compensation may be required. In all cases, the permit holder must agree, in writing, to release, waive, and forever discharge Bedford Public Schools, its Board of Education, and employees from any claims of damages arising out of the use of its property or equipment. The permit holder further agrees to hold harmless and indemnify Bedford Public Schools, its Board of Education, and employees against any single or collective loss, injury, damage, claim, cause of action, or liability whatsoever now existing or which may arise or be occasioned during the course

of the activity, or going in and about the premises of Bedford Public Schools or its property as alleged by a member of the permit holder, or a participant or spectator in the activity. The permit holder further understands that there is an inherent risk in the use of any facility or equipment and agrees to inform and make known the risk involved and the provisions of this agreement to all participants.

13. An approved building permit only grants permission for the permit holder to use equipment that is already housed in the building/facility being used, or for which the permit holder has already made arrangements to have available through the Auditorium Manager or the Food Service Director.

14. Equipment such as audiovisual equipment, athletic equipment, stage, risers, or equipment requiring specialized knowledge for its operation, will be provided if the use of the equipment will not impair the operation of the day school program. The permit holder may be required to pay for equipment rentals, fees, and/or a trained school employee to operate certain equipment. When requesting use of school equipment that is not normally stored in the building/facility being used, the permit holder must complete a maintenance work order. Extra charges, if required, will be billed to the permit holder requesting the equipment.

15. When the time of an activity falls within the normal custodial schedule, there may be no charge for custodial services. When the time does not fall within the normal custodial schedule, or if the activity requires additional custodial assistance, permit holder will be charged to the event at the rate determined by the contract between the Board of Education and the custodian's union (A.F.S.C.M.E.).

16. If school district personnel are required to be on duty when the facility is in use, the charges for such work time will include, in addition to the actual time of the event, the time to open, clean up, and close the facility. Determination of the use of school personnel shall be made by the Director of Community Education, the Athletic Director, the Director of Buildings and Grounds, or as applicable under any collective bargaining agreement between the Bedford Board of Education and any of its employee bargaining units.

17. Permit holders must confine their use strictly to those parts of the building(s) and equipment that are permitted.

18. Smoking and tobacco products are prohibited in all school buildings and on all school property.

19. Intoxicating beverages and illegal and/or controlled substances shall not be permitted on the premises.

20. Gambling for profit is strictly prohibited except as permitted and licensed by the Michigan Bureau of State Lottery. Documentation of appropriate license from state is required at time of permit.

21. Permit holder is responsible for the maintenance of order. Evidence that proper precautions are being provided by the permit holder may be requested and required prior to final approval of a permit. Bedford Public Schools reserves the right to require additional security staff to be hired at the permit holder's expense.

22. It shall be the responsibility of the Director of Community Education to interpret and administer these rules and regulations.

SECTION II: CATEGORIES OF USE AND FEE DETERMINATION

A. CLASS I

(A) <u>Students/School District Sponsored Groups/Activities (no rental; no other charges)</u>

The use of Bedford Public Schools facilities by students and approved school sponsored programs and activities shall be cost free with access subject to the following regulations:

1. The activity must have the approval of the administrator directly responsible.

2. Prior to approval, the administrator must be assured the group meets all established criteria insuring safe and proper use of the facility.

3. Proper facility use permits must be approved and on file in the Community Education office at least five working days in advance. The custodial staff and food service staff requests at least three working days notice for all events to insure adequate staffing and set-up time.

4. Work orders are also required for events needing set-up of extra equipment such as chairs, portable stage, or anything not available at the building requested. Work orders must be completed by the group or organization requesting the facility use at the time they are obtaining the permit. Questions on availability of equipment for set-up will be referred to the Director of Buildings and Grounds.

5. Saturday, Sunday, and Holiday events, and large events that require set-up, clean-up, custodial, and/or food service help may be charged for those services as per the custodial contract.

(B) <u>Community Organizations/School Benefactors (no rental; possible other charges)</u>

Non-profit school or community organizations whose function and/or funds are used for the betterment of the schools, the children and the community shall be allowed to

use school facilities rent free during normal custodial hours for regular meetings or practices if space is available subject to the following regulations. The permit holder will be responsible for security deposit or other fees when applicable.

1. Groups must submit an application to the Community Education office each year to be included in Class I, B.

2. An approved permit for each activity must be on file in the Community Education Office.

3. Proof of liability insurance and workman's compensation must be provided if requested.

4. Custodial fees may be required if use is outside of normal custodial hours.

5. Programs do not conflict/compete with existing Class I, A programs and activities.

6. Custodial coverage may be required to ensure proper safety and clean-up. Work orders must be completed at the time the permit is issued.

7. Groups/individuals can permit the use the school facilities provided that they are not used for any private or individual monetary gain, and provided they are not used for purposes that violate State or Federal laws, or that are inconsistent with any policies, rules and/or regulations of Bedford Public Schools.

(C) <u>Township Government (no rental; possible other charges)</u>

***Please see attached fee schedule.**

B. CLASS II

<u>Residents/Non-revenue (possible rent; possible other charges)</u>

1. Any resident of the Bedford Public Schools District, 18 years or older, may rent school facilities provided that they are not used for any private or individual monetary gain, and provided they are not used for purposes that violate State or Federal laws, or that are inconsistent with any policies, rules and/or regulations of Bedford Public Schools.

***Please see attached fee schedule for Class II**

C. CLASS III

(A) <u>Semi-profit/For Profit Community Organizations/ Businesses</u>

(rental possible other charges)

The Board of Education recognizes that there are groups within the community that serve a useful purpose but have a director or other individuals that receive a salary or wages, or function primarily as a profit making entity. It is the intent of the Board of Education not to discourage such groups from operating in the community, but to protect a public facility from being used for monetary gain. Use of school facilities for business or personal monetary gain is prohibited, exclusive of the annual Bedford Business Association Trade Fair.

(B) Non-Resident/ Outside Organizations (rental; possible other charges)

Individuals who do not reside in the Bedford Public Schools District and outside groups may rent facilities provided that they are not used for any private or individual monetary gain, and provided they are not used for purposes that violate State or Federal laws, or that are inconsistent with any policies, rules and/or regulations of Bedford Public Schools. First priority for use of school facilities is for school and community groups and Bedford residents.

***Please see attached fee schedule for Class III**

SECTION III: USE OF BEDFORD STADIUM AND OUTDOOR ATHLETIC FACILITIES

In accordance with Board of Education Policy, the following regulations and application procedures for use of the Bedford Community Stadium and Outdoor Athletic Facilities shall apply:

A. Category of Usage

Outdoor facilities will be made available for athletic, social, and community events subject to the regulations listed below.

County and state athletic and music events may also be conducted within the Community Stadium and other outdoor facilities when Bedford Public Schools is affiliated with the event.

B. Priority and Eligibility (Please also refer to the General Rules and Regulations)

School activities shall have first priority in the scheduling. The only exceptions to this priority must have the express written approval of the Director of Community Education.

School related organizations shall be given priority over non-school related organizations.

The Director of Community Education may, at his/her discretion, deny usage to any group whose requested activity would violate State or Federal laws or would be inconsistent with any policies, rules and/or regulations of Bedford Public Schools.

C. Regulations

1. Any organization or group of citizens who have been granted use of facilities accepts full responsibility for care of such property and the conduct of those in attendance. Costs incurred from property damage, theft, or loss of supplies and equipment arising from occupancy of the school facilities will be charged against the permit holder. Failure to adhere to this regulation, or any regulation below, can result in the loss of use of the facility.

2. When school district personnel are required to be on duty when the facility is in use, the charges for such work time will include, in addition to the actual time of the event, the time to open, clean up, and close the facility. Determination of the use of school personnel will be made by the Director of Community Education, the Athletic Director, the Director of Buildings and Grounds, or as applicable under any collective bargaining agreement between the Bedford Board of Education and any of its employee bargaining units.

3. Gambling, intoxicating beverages and illegal and/or controlled substances are not permitted on the premises. Failure of the permitting organization to comply with this regulation shall result in the loss of use of the facility. Smoking and tobacco products are prohibited in all school buildings and on all school property.

4. Police supervision and/or emergency medical personnel may be required if deemed appropriate by the Director of Community Education and/or the Athletic Director.

5. The use of outdoor facilities on Sunday and/or holidays shall be permitted only when unusual circumstances make it imperative. The Superintendent's written approval is necessary for any such Sunday/holiday use

6. Activities must be confined to those parts of the facilities and to such equipment as specified on the permit. The permit holder may not sublet any part of the facility.

7. Arrangements for rental of equipment used in connection with gymnasiums, stadiums, auditoriums, or other special areas must be made in advance.

8. Five working days' notice is required to cancel a permit. Non-use or failure to secure cancellation does not excuse payment of costs that may be incurred in preparation of the facility for use.

9. Outdoor facilities will not be used later than 11:00 p.m., or as determined by township curfews or other applicable ordinances. Exceptions, as appropriate, may be made upon the approval of the Superintendent.

10. Individuals may use the track at the Community Stadium when it is not in use for school activities. Unless otherwise posted, hours for usage of the track shall be dawn to dusk. Group use must be scheduled through the regular application procedure.

11. No vehicles will be allowed inside the gates except those specifically authorized by the Athletic Director, the Director of Buildings and Grounds or the Superintendent of Education.

12. Only rubber-soled shoes may be worn on the track. No 'spikes' are Permitted except for M.H.S.A.A.sanctioned athletic events and, then, only under the direct supervision of the Athletic Director and/or Head Track Coach. No wheels of any kind are permitted on the track.

13. Individuals/groups are to remain off the Community Stadium football field and the Community Soccer Stadium field unless authorized by the Athletic Director, the Director of Buildings and Grounds, or the Director of Community Education. Use of the Press Box/Scoreboard/Stadium Lights/ Sound System, or associated equipment shall require the direct supervision of specifically trained personnel on a reimbursable cost basis.

14. The first right of refusal of service for food in the Community Stadium is held by the Bedford Band and Orchestra Boosters.

15. Individual permits from the County Health Department must be secured by each group serving food in the Bedford Community Stadium or other outdoor facilities, and all County Health Department rules and regulations must be adhered to. The Monroe County Health Department web site is: www.co.monroe.mi.us/publichealth

D. Application Procedure

1. Organizations desiring to use the Community Stadium or other outdoor facilities shall file an application with the Community Education Department at least 10 days prior to the date requested. The Community Education Department will coordinate with the Athletic Director for review of the application as to availability of the facility and eligibility of the proposed activity.

2. If approved, permit holder who filed the application will be notified by Community Education and be required to sign the contract prior to the use of the facility. In addition, proof of liability insurance (and workers compensation when applicable), in an amount deemed as appropriate by the district, will be provided in a format acceptable to the District.

3. A deposit may be required and must be paid at the time of contract signing. Fees are assessed per event and must be paid no later than one week after the event. Fees will be assessed according to outdoor facilities use costs.

E. Additional Procedures for use of Concession Stands

1. A $50.00 refundable cleaning deposit and a per use non-refundable fee of 10% of net sales will be charged for use of the Community Stadium Concession Stands.

2. After each use, the concession stand (floors, counters, and sinks) must be thoroughly cleaned. No food is to be left in the refrigerator. No utensils, equipment, or supplies may be left in the stand. All menus taped to the windows must be removed. All windows must be closed and lights turned off. Failure to follow these guidelines may result in additional costs for cleaning fees or possible loss of privilege of use. Bedford Public Schools is not responsible for any items left in the concession stands. All items left behind will be discarded.

3. Certain equipment may be available for rent by contacting the Bedford Band and Orchestra Boosters.

SECTION IV: USE OF BEDFORD HIGH SCHOOL AUDITORIUM/ BAND ROOM/CHOIR ROOM/LITTLE THEATRE

In accordance with Board of Education Policy, the following regulations and application procedures for use of the Bedford High School Auditorium, Band Room, Choir Room, and Little Theatre shall apply:

(Please also refer to the General Rules and Regulations)

A. Category of Usage

The Auditorium, Band Room, Choir Room, and Little Theatre will be made available for musical, theatre, social, and community events subject to the regulations listed below.

County and state music and theatre events may also be conducted within the Auditorium, Band Room, Choir Room, and Little Theatre when Bedford Public Schools is affiliated with the event.

B. Priority and Eligibility

1. School activities/events shall have first priority in scheduling when the school activities/events are permitted for the upcoming year prior to May 15 of the current year. The only exceptions to this priority must have the express written approval of the Director of Community Education.

2. School related organizations shall be given priority over non-school related organizations.

3. The auditorium may not be used by outside groups during the time school is in session, unless special permission is given in advance by the Director of Community Education.. The auditorium may be used by school groups during the day. Please check with the Auditorium Manager for availability during school hours.

4. The Director of Community Education may deny usage to any group whose requested activity would violate State or Federal laws or would be inconsistent with any policies, rules and/or regulations of Bedford Public Schools.

C. Regulations

1. Any organization or group who has been granted use of facilities shall accept full responsibility for care of such property and the conduct of those in attendance. Costs incurred from property damage, theft, or loss of supplies and equipment arising from occupancy of the school facilities will be charged against the permit holder. Failure to adhere to this regulation can result in the loss of use of the facility.

2. If school district personnel are required to be on duty outside of their normal work schedule when the facility is in use, the charges for such work time will include, in addition to the actual time of the event, the time to open, clean up, and close the facility. Determination of the use of school personnel shall be made by the Director of Community Education, the Auditorium Manager, the Director of Buildings and Grounds, or as applicable under any collective bargaining agreement between the Bedford Board of Education and any of its employee bargaining units.

3. Gambling, intoxicating beverages and illegal and/or controlled substances shall not be permitted on the premises. Failure of the permitting group/ organization to comply with this regulation can result in the loss of use of the facility.

4. Smoking and tobacco products are prohibited in all school buildings and on all school property.

5. It is understood that the use of the High School Auditorium, Band Room, Choir Room, and Little Theatre will often involve Sunday use due to the requirements for rehearsal and performance of events.

6. Activities must be confined to those parts of the facilities and to such

equipment as specified on the permit and/or the Auditorium Stage Needs Request Form.

7. The Choir Room Office and the Band Room Office are off limits and will not be opened or available for use.

8. No food or beverages, other than bottled water, are allowed in the Auditorium during a rehearsal or production. No food or beverages, other than water (in squirt bottles, or water bottles) allowed on stage.

9. Arrangements for use or equipment used in connection with the auditorium, stage productions, musical productions, concerts, dance recitals, or other performances must be made in advance with the Auditorium Manager.

10. If lights, sound, or LCD projectors are required, the Lights, Sound Request Form must be filled out and returned to the Auditorium Manager prior to the event. There is a light and sound usage fee per event/rehearsal, and a technician is required. An extra equipment usage fee may apply for multiple day events.

11. Storage space is limited. Access to storage space will be temporary and must be assigned and approved by the Auditorium Manager.

12. The Costume/Prop Room and the Tool/Paint Room are not to be used by any outside organizations without permission from the Auditorium Manager. Tools and paint may not be used. Props and costumes may be used with permission from the Auditorium Manager. Rental/usage fees may apply and costumes must be returned dry cleaned.

13. The Box Office is located at the rear of the auditorium. Any group may use this area to sell tickets, etc.

14. The Light Booth and Sound Booth are off limits to all except authorized personnel approved by the Auditorium Manager. Only trained Bedford High School students/faculty/staff will operate and focus lights. A light technician is required when lighting changes are necessary. A sound technician is required when sound (mics, CD, etc.,) is required.

15. Wireless Mics and Backstage Headsets are available for rent upon request. All mic packs and mic cords will be inspected prior to the 1st use. Batteries for the wireless mics are the responsibility of the organization using the mics.

16. LCD Projectors (ceiling projectors) may be used for dramatic productions, speakers, in-service events, movies, and concerts. DVD and computer hook ups for PowerPoint are available. Set up and connections need to be done by the Auditorium Manager. Operation of computer will be the responsibility of

the group/activity.

17. A separate Front Screen Projector will be needed if the large front screen is to be used. This projector and its set-up must be requested through Bedford High School Technology Services.

18. Only wood that is being used at the time of production and wood that can be reused may be stored in the large wood storage area. All nails or wood screws must be removed before storage and wood should be placed neatly and safely in the appropriate location on the woodpile. All scrap wood must be discarded in the garbage bins on the west side of the high school building. Large 4 X 8/s should be bungee corded to the wall. All wood pieces may be used upon request. The group/organization using the auditorium is responsible for cleaning up debris on a daily basis. If this is not done, the Auditorium Manager will make arrangement to have it taken care of at the permit holders expense.

19. All woodcutting must be done outside, or in the hallway adjacent to the auditorium.

20. Scaffolding, ladders, podium, tables, chairs, and piano are available for use by any group. Rental and tuning fees may apply. All pianos will be tuned by the approved Bedford Public Schools piano tuner. Contact the Auditorium Manager to arrange use.

21. Five working days notice is required to cancel a permit. Non-use or failure to secure cancellation does not excuse payment of costs that may be incurred in preparation of the facility for use.

D. Application Procedures

1. Groups or Organizations desiring to use the Bedford High School Auditorium, the Band Room, the Choir Room, or the Little Theatre shall file an application with the Community Education Department at least 10 days prior to the date requested. The Community Education Department will coordinate with the Auditorium Manager for review of the application as to availability of the facility and eligibility of the proposed activity.

2. If approved, the permit holder who filed the application will be notified by the Community Education office and be required to sign the contract prior to the use of the facility. In addition, proof of liability insurance (and workers compensation when applicable), in an amount deemed as appropriate by the District, and in a format acceptable to the District, may be required.

3. A deposit may be required and must be paid at the time of contract signing. Fees are assessed per event and must be paid no later than one week after the event. Fees will be assessed according to the auditorium and equipment

use costs. Please refer to fee schedule.

SECTION V: USE OF CAFETERIA

In accordance with Board of Education Policy, the following regulations and application procedures for use of the Bedford Public Schools Cafeterias will apply:

(Please refer to the General Rules and Regulations Section)

A. Application Procedures

1. Food Service has the opportunity to bid on any catered food event held in Bedford Public Schools.

2. Any food service function that is open to and where food is sold to the general public, is required to be licensed and inspected per the Monroe County Sanitary Code. Any food being sold must be prepared by a licensed establishment/kitchen. Any group operating outside of a licensed food service facility will be required to apply for a temporary food service license through the Monroe County Health Department's Environmental Health Division. www.co.monroe.mi.us/publichealth

3. Application for approval to use Food Service facilities should be made at least two weeks in advance to the office of the Director of Community Education. A refundable deposit will be paid at time of permit. Rental and other costs will be billed.

4. The permit holder shall designate one person to handle all arrangements with the Food Service Office. This person should contact the Food Service Director at 850-6126 or 6127 if the kitchen and/or kitchen facilities are to be used, or if Food Service staff are needed to assist at the event.

5. Use of Food Service equipment and kitchen facilities with the exception of the sinks, require that a Food Service staff member be present. Use of the kitchen sink only will not require Food Service notification. Proper clean up of areas used is required.

6. Fees for Food Service services shall be determined by the contract between the Board of Education and the Food Service Union, at a rate to cover all employee expenses for the duration of the event.

7. For all functions other than dinners prepared by the Food Service staff, groups are responsible for arranging, setting, cleaning, washing, and rearranging tables unless other arrangements have been made.

B. SPECIAL EVENTS

1. For special events, minimum billing will be for final contract amount ordered.

2. Food Service will supply a person to supervise the kitchen and equipment at a minimum of two hours.

3. Food Service staff will be utilized to assist in preparation and see to the needs of the event. They will be tracking any items that may need to be billed to be turned into the Food Service Director.

4. Hot Holding Carts and/or refrigeration are available if needed to maintain appropriate temperature.

5. All foods are to be brought in prepared, ready to serve, and in serving containers.

6. Dishes and serving utensils are to be brought in by guests for potlucks. However, service may be arranged with the Food Service Director, if necessary.

C. CATERING

1. Food Service facilities are available to private licensed caterers. However, a Food Service employee must be present during the duration of kitchen use. Eligible catering parties are not to exceed dining room capacity.

2. Food Service will supply a person to supervise the kitchen and equipment with a two hour minimum. Services rendered by supervising person are to:

   a.) Ensure that the equipment is used properly.
   b.) Answer questions about location of items available to the groups having the function.
   c.) Make sure the kitchen area is left clean.
   d.) Assist in preparation and see to the needs of the event. Track use of billable items and report to Food Service Director.

3. Caterers must prepare all food outside the school. The only equipment available to caterers is Hot Holding Carts and/or refrigerators.

4. All setting up, serving, and cleaning of kitchen equipment is to be arranged by the caterer. Food Service staff will assist.

5. Caterer must check out with Food Service staff prior to departure from the event.

6. The group sponsoring the event is responsible for containers, bags for any leftovers.

7. Minimum age of actual workers in the kitchen must be at least 21.

SECTION VI: BEDFORD SENIOR CENTER

In accordance with Board of Education Policy, the following regulations and application procedures for use of the Bedford Senior Citizens Center (a program of Bedford Public Schools) will apply:

(Please refer to the General Rules and Regulations Section)

A. Application Procedures

1. Groups or Organizations desiring to use the Bedford Senior Citizens Center must file an application with the Community Education Department at least 10 business days prior to the date requested. The Community Education Department will coordinate with the Senior Center Director for review of the application as to availability of the facility and eligibility of the proposed activity.

2. If approved, the permit holder who filed the application will be notified by the Community Education office and will be required to sign the permit prior to the use of the facility. In addition, proof of liability insurance (and workers compensation when applicable), in an amount deemed as appropriate by the District, and in a format acceptable to the District, may be required.

3. The permit holder shall designate one person to handle all arrangements with the Bedford Senior Citizens Center. This person should then contact the Senior Center Director at 856-3330 to make specific arrangement for the event.

4. A $50.00 refundable deposit is required and must be paid at the time of permit signing. Fees are assessed per event and must be paid no later than one week after the event. Please refer to fee schedule.

5. Five working days notice is required to cancel a permit. Non-use or failure to secure cancellation does not excuse payment of costs that may be incurred in preparation of the facility for use.

6. The Bedford Senior Citizens Center has two areas available for rental for Class I and Class II:
    a. Upstairs meeting room – capacity 20, minimum 2 hour rental
    b. Dining/multipurpose room – capacity 147, minimum 2 hour rental

7. Use of the kitchen facility is limited to the preparation table, serving window, and kitchen sink.

8. All foods are to be brought in prepared, ready to serve, and in serving containers.

9. Dishes and serving utensils are to be brought in by permit holder for potlucks/showers, etc.

10. The group sponsoring the event is responsible for containers, bags for any leftovers.

11. Proper clean up of areas used is required.

12. Bedford Public Schools/ Bedford Senior Citizens Center is not responsible for any items left behind. All items left behind will be discarded.

13. Failure to follow these guidelines may result in additional costs for cleaning fees or possible loss of privilege of use.