IMPORTANT INFORMATION: Reserving District Facilities

Information Applicable to All Groups (Classifications):

Requests are required to be submitted at least 14 days prior to the event to properly go through the approval process.

Requesters can make changes to their requests (dates, locations, times, set-up, etc) up to 5 days prior to the event, if needed. Those changes may require reapproval of the request.

Additional needs information (set-up, additional equipment, etc) must be included when submitting requests for approval.

Any space requested and approved that will not be used is required to be cancelled for staffing purposes and, if time allows, for other groups to utilize the available space.

Requesters can cancel their events up to 4 days prior to the event. Less than 4 days, please click on "Contact Administrator" on the MLS website to notify the Facilities Office of the cancellation.

The Facilities Use Fee Schedule is located on the BSCSD.org website.

Custodial fees will be applied for all classifications (Class 1 - Class 4) for weekend events before 8am and/or after 4pm.

Weekend events before 8am and/or after 4pm will be "conditionally" approved pending OT coverage availability or the event will be cancelled.

If cancelling a weekend event, notification is required no later than 9am on the Thursday before the event or charges, if any, will be applied and invoiced for payment. **If the District cancels the event, no charges will be applied.

Invoices will be sent on the first business day of each month and payment is due within 15 days of invoice date.

Additional charges may be applied after the event based on actual usage and/or additional coverage needs.

All buildings are closed on Sunday and holidays.

Malta Avenue is closed on Saturday and Sunday.

Please limit your group's use of space to that which is essential, ensuring equitable access for others.

A request submission does not permit use of the facilities until you have received an "approved" email notification from Follett Software (formerly ML Schedules).

Primary Group Managers can add and delete managers from their group for facility use requesting purposes.

Requests for practices, rehearsals, etc. should be entered separately from the public or final event/s (productions, showcases, concerts, games, etc) due to different needs for spaces, times, set-ups and coverage.

Groups with a past due invoice cannot enter future requests until payment is received. Future approved requests will be considered for cancellation if payment is not received.

A current Certificate of Insurance (COI) is required for approval to enter requests.

Updated COIs require reapproval prior to submission of additional requests.

Group requests with dates after the COI on file expires will not be approved until an updated COI to cover the event date/s is uploaded and approved.

Groups entering requests for the summer (after the last day of the previous school year's classes through August) will not be available until school district events (summer school, ESY, school sports, facilities work, etc) have been entered.

Groups entering requests for the next school year (Sept - June's last day of classes) will not be available until school district calendar events have been completed.

Group requests for the next school year will not begin to be processed until after the first week in August at which time the district calendar is out for print.

Internal District Groups Only

Requests are required to be submitted at least 7 days prior to the event to properly go through the approval process.

Requesters can cancel their events up to 3 days prior to the event. Less than 3 days, please click on "Contact Administrator" on the MLS website to notify the Facilities Office of the cancellation.

Additional needs information (set-up, additional equipment, etc) must be included when submitting requests for approval.

Requests for practices, rehearsals, etc. should be entered separately from the public or final event/s (productions, showcases, concerts, games, etc) due to different needs for spaces, times, set-ups and coverage.

Any space requested and approved that will not be used is required to be cancelled for staffing purposes and, if time allows, for other groups to utilize the available space.

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