

Bridgeport-Spaulding Community School District

Facility Use Rules and Regulations

To reserve a Bridgeport-Spaulding Community School District facility, you must 1) contact the building principal at the following facilities:

Bridgeport Community High School – 989-777-3100
Martin G. Atkins School – 989-777-1600
Thomas White Elementary – 989-777-2811

Select your date(s), submit a *Facility Use Contract*, and, if applicable, the *Request For Fee Exception* with supporting documents. Before reserving your event, please review this and all documents regarding the use of our facility.

PREFACE:

The Bridgeport-Spaulding Community School District is, and wishes to remain, a cooperative member of the community. It is in this spirit of cooperation that the following procedures are offered. The school system must balance the desire to support all worthwhile community activities with its responsibility to supervise and maintain the school system's facilities for its primary purpose, which is to house the program of instruction and the various school sponsored events that occur.

PROCEDURES:

At all times, the activities of the school and its related organizations shall take priority on the use of the facilities. Facilities may be used by outside groups and organizations in accordance with the following criteria:

1. Bridgeport and Spaulding residents, businesses, or non-profit organizations or groups which are composed primarily of Bridgeport and Spaulding county residents or that benefit Bridgeport and Spaulding County residents may use our facilities.
2. A person is identified, in writing, as the responsible party (person in charge) for the supervision of the event and the good condition of the facility upon completion of the event. The organization, business or group using the facility, as well as the person identified as being in charge of the event, will be held responsible for all damages to school property. A representative of the sponsoring organization must be on site at all times.
3. In accordance with school rules, tobacco, alcohol, firearms, weapons, or explosive devices are not allowed on school grounds. **(It is the responsibility of the organization/group making a facility use request to enforce the rules of the Bridgeport-Spaulding Community School District Board of Education; failure to do so will lead to the group/organization no longer being allowed to use any Bridgeport-Spaulding Community School District facility in the future.)**
4. Cost for the use of facilities will be outlined in the signed contract. At the time of reservation, only an estimate of total cost can be determined. Review detailed fee structure in *Description of Fee Structure*.
5. Some Bridgeport or Spaulding organizations may apply for a rental fee discount or waiver. Rental fee discounts or waivers are described in *Description of Fee Structure*. Eligible groups must meet specific criteria and submit appropriate non-profit, Tax-Exempt, or Governmental documents in addition to a Federal ID or Employee Identification number (EIN).
6. If a fee is applicable, a deposit is expected with the submission of the contract. All remaining facility usage fees must be remitted to the Bridgeport-Spaulding Community School District's Business Office at least two weeks prior to use. **All facility usage requires a Facility Use Contract.**
7. Insurance – Organization may be required to supply the District with proof of insurance, not limited to making the District as an "added insurer" in the organizations insurance policy with a minimum liability insurance of \$1,000,000.
8. Food and/or beverages allowed in the cafeteria area only.
9. If applicable, publications generated by the organization regarding the event on school property, must state that the event is not a school sponsored event.

Description of Fee Structure

- All events utilizing the facilities must submit a Facility Use Contract.
- Fees are payable to the Bridgeport-Spaulding Community School District.

Item	Cost	Additional Terms	Deposit
Bridgeport High School Auditorium	\$50/per hour	Two (2) hour minimum.	\$200
Bridgeport High School Gymnasium	\$60/per hour	Two (2) hour minimum.	\$200
Atkins School Gymnasium(s)	\$50/per hour	Two (2) hour minimum.	\$100
Thomas White Multi-purpose Room	\$40/per hour	Two (2) hour minimum.	\$100
Cafeteria/Media Centers	\$35/per hour	Two (2) hour minimum.	\$200
Custodial Services	\$TBD/per hour	Two (2) hour minimum.	\$100
Other	TBD	TBD	TBD

Exemptions and Waivers to Fee Structure

- Any Bridgeport-Spaulding Community School District school or school affiliated organization or local Bridgeport or Spaulding inter-governmental agency hosting an event may be eligible for a waiver of appropriate fees if no admission is charged or **all proceeds** from admission or donations benefit the Bridgeport-Spaulding Community School District or specific civic organization.
- Non Bridgeport or Spaulding organizations with participating Bridgeport or Spaulding participants may be eligible for a **waiver of appropriate fees** if the event is hosted by a school supported organization and no admission is charged or all proceeds from admission or donations benefit a Bridgeport-Spaulding Community School District school or specific civic organization.
- Other non-Bridgeport or Spaulding Organizations are not eligible for any fee exemption or waivers and must satisfy a per hour facility rental fee and custodial fee.

****All fee exemptions and waivers are subject to approval.**

Requirements for Fee Exceptions

___ Submit document *Request for Fee Exception*

___ Submit appropriate documents to support exemption status. Appropriate documents could include: 1) copies of official certificates from the Secretary of State indicating non-profit status, 2) copies of official IRS documents indicating tax-exempt status, 3) documents indicating governmental status, in addition to 4) documents disclosing Federal ID or Employer Identification Number (EIN).

___ For groups supporting a school or civic organization(s), the organization(s) being supported must submit a letter of acknowledgement. Following the event, the organization(s) receiving support must submit a letter indicating the proceeds from the event.

Distribution List:

- _____ Building Principal
- _____ Business Office
- _____ Applicant

Bridgeport-Spaulling Community School District
 P.O. Box 657, Bridgeport, Michigan 48722
 989-777-1770

**Return this form
 to the Building
 Principal**

FACILITY USE AGREEMENT

Name of Group/Organization Hosting the Event:		
Event Date(s):	Number of Attendees:	
Event Start Time:	Event End Time:	
Group/Org. Mailing Address:	City:	Zip:

Contact Person:		
Day Phone:	Evening/Alternate Phone:	Email:

Event Name:
Describe Event or Activity:
Event Ticket Price (if applicable):

- Fee Structure Requested:
- | | |
|---|--|
| <input type="checkbox"/> Attachments | <input type="checkbox"/> Request for Fee Exception |
| <input type="checkbox"/> Supporting Documents | <input type="checkbox"/> N/A |

Description of Event Needs: (chairs, tables, lectern, sound system, projector, screen)

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Breakdown of Charges from Fee Structure:

	Quantity	Total
Deposit:		
Custodial:		
Security:		
Total Charges:		

The undersigned, on behalf of the named entity, and in consideration of the permit to use the premises, buildings, facilities or equipment of the Bridgeport-Spaulling Community School District Board of Education, does hereby agree to indemnify and hold harmless the Bridgeport-Spaulling Community School District, the Bridgeport-Spaulling Community School District Board of Education, and any of its agents or employees from any and all loss or damage that may arise during or be caused in any way by the use of the facility. The undersigned specifically agrees to indemnify the Bridgeport-Spaulling Community School District for any damages done to the building or any claim of damages made by someone else arising out of use of the facility. I understand that both the group/organization requesting use of the facility and I, individually, am responsible for the fees charged and supervision of the event and for any and all damages to any facility equipment used. I hereby state that the information in this application is true and accurate and that, if approved, I will abide by the rules and regulations for the use of public school buildings as set by the Bridgeport-Spaulling Community School District Board of Education.

I Agree To The Responsibilities Stated Above.

Signature: _____

Date: _____

It is the responsibility of the organization/group making a facility use request to enforce the rules of the Bridgeport-Spaulling Community School District Board of Education; failure to do so will likely lead to the group/organization no longer being allowed to use any Bridgeport-Spaulling Community School District facility in the future.

For Office Use:

Amount of Deposit Paid: \$ _____

Date Paid: _____

Principals Signature _____

Superintendent's Signature: _____

Denial Date: _____

Bridgeport-Spaulding Community School District

Reviewed by: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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REQUEST FOR FEE EXCEPTION

Name of Group/Organization Hosting the Event:		
Event Date(s):		
Event Start Time:	Event End Time:	
Group/Org. Mailing Address:	City:	Zip:

To request an exemption from fees, this form and supporting documents are required. This information will be reviewed and the sponsoring organization/individual will be notified as to the results of the request.

Questions	Responses
1. Is the sponsoring organization a Bridgeport or Spaulding Inter-Governmental Agency or school affiliated organization?	Yes/No
2. Will donations or admissions be taken for this event?	Yes/No
3a. Will 100% of admissions or donations benefit a Bridgeport-Spaulding school or civic need?	Yes/No
3b. If Yes, is acknowledgement letter from organization being supported attached?	Yes/No
4a. Are supporting documents attached to this application to support an exemption status?	Yes/No
4b. If Yes, please identify attachments:	

Describe the event:

How will proceeds be used:

I hereby state that the information in this application and all supporting documents is true and accurate and that, if approved, I will abide by the rules and regulations for the use of public school buildings as set by the Bridgeport-Spaulding Community School District Board of Education.

I Agree To The Responsibilities Stated Above.

Signature: _____ **Date:** _____