

SCHOOL PROPERTIES FACILITY USE POLICY

Philosophy

~~Independent School District No. 31 (Bemidji Area Schools) believes that the public schools are owned and operated by and for community residents. The schools are an integral part of the community. While the primary use is for the education of young people, the School Board welcomes and encourages the public use of school facilities.~~

Priorities

~~All groups using District No. 31 facilities will be classified according to the following categories/priorities. Determination of rental charges for use of District No. 31 facilities is based on these categories and the nature of the use.~~

~~CATEGORY ONE: School District No. 31 sponsored events/activities including Community Education activities. PTA, school activity booster clubs and non-school youth groups are included in this category. Fee: 0% of the schedule value.~~

~~CATEGORY TWO: Local tax supported public agencies, civic groups, service or charitable organizations, neighborhood associations and local business associations (minimum of 50% school district residents), local commercial/business groups, religious organizations for worship or instruction, individuals, private agencies, companies, vendors and non-local (based outside District No. 31) youth, civic, service, charitable, and religious groups. Fee: 50% of scheduled value.~~

~~CATEGORY THREE: For profit/commercial/business groups that serve a regional, state, or national clientele (less than 50% school district residents). Fee: 100% of scheduled value.~~

~~Occasionally, non-school scheduled activities may conflict with a planned school program. If a conflict occurs outside of 5 days prior to scheduled event, every effort will be made to find an alternate facility for the non-school group. District No. 31 programs have priority of facility use at all times. Due to contractual nature of some events, the Building Facility Use Scheduler may guarantee a facility to a specific user in advance.~~

RULES FOR USE OF BUILDING AND GROUNDS

~~The following rules must be observed in the use of school facilities and the group leader will be held responsible for compliance.~~

1. ~~Permits will be issued only for the dates, hours, areas, and equipment specified in the application and includes only the nearest lavatories and drinking fountains. Permit holders shall not transfer or sublet the permit to another organization.~~
2. ~~All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility. Members of the activity will not be admitted until the group supervisor is present and the permit is presented to the custodian or designated district building supervisor on duty.~~
3. ~~Groups will provide responsible supervision of the entrance area and grounds of the building for their activities until the doors are locked.~~
4. ~~Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to Independent School District No. 31.~~
5. ~~The use of tobacco in any form is prohibited in school district facilities or grounds.~~
6. ~~Possession or consumption of alcoholic beverages, or illegal drugs in any form in or on school premises is prohibited.~~
7. ~~Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds.~~
8. ~~Food and drink restrictions may be prohibited to areas to be used, must not be transported from the area designated on the permit.~~
9. ~~Buildings must be vacated by the time indicated or additional charges may be assessed.~~
10. ~~All legal ordinances pertaining to public assemblies must be adhered to and will be reinforced.~~
11. ~~Rooms and areas must be left in an orderly condition.~~
12. ~~The applicant may be requested by the school district to provide a certificate of liability and property damage insurance in the minimum amount of \$300,000 combined single limit coverage.~~
13. ~~The Building Facility Use Coordinator or building principal is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.~~
14. ~~The Building Facility Use Coordinator or building principal may cancel a permit effective immediately if, in his/her judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard equivalent to that generally accepted in the community.~~

- ~~15. All groups using a swimming pool will be required to have a WSI or LGT certified lifeguard employed by the district.~~
- ~~16. Where there is a conflict between two school groups for the use of the same facility, the building principal of the effected building will mediate the conflict. If mediation does not work, the building principal's determination will be final.~~

Procedures

All use of district facilities before and after the normal school day, weekends, vacations, and holidays will be scheduled through the Building Facility Use Coordinator. To make application:

- ~~1. Obtain an Application for Use of School Facilities form online or by calling any District No. 31 school office.~~
- ~~2. Your completed Application for Use of School Facilities should be received by the Building Facility Use Coordinator at least five days prior to the planned use.~~
- ~~3. Request for use of school equipment (i.e., recreation, audio visual, tables, chairs) as well as set up times and needs, must be included on the application.~~
- ~~4. Upon receipt of an Application for Use of School Facilities form, the Building Facility Use Coordinator will verify space availability and cost estimate.~~
- ~~5. The Building Facility Use Coordinator will arrange for custodial services and/or building supervision if use of the facility occurs at a time when custodians are not on duty, determine if additional services are needed, and/or if the nature of the event dictates such staffing. Food service personnel will be staffed if the use includes a kitchen. Staffing costs are the responsibility of the user. There will be a minimum charge of one hour for custodial services for set up and clean up, additional charges may apply if custodial staff needs additional time.~~
- ~~6. Payments are due upon receipt of invoice from the Building Facility Use Coordinator.~~

Responsibility

- ~~1. **LIABILITY:** Application for a school facility use shall constitute acceptance by the applicant of responsibilities and the willingness to comply with all rules and regulations regarding the use of school facilities as prescribed by the school district. The applicant must exercise the utmost care in the use of school premises and agrees to protect, indemnify, and save harmless the Independent School District No. 31 and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the permit.~~

~~— In the event of damage to school property, the applicant shall accept the responsibility for same and shall pay all appropriate repair costs.~~

- ~~— Evidence of liability insurance may be required, and the Building Facility Use Coordinator or the School Board may request verification of such insurance.~~
- ~~2. NO ENDORSEMENT IMPLIED: Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purposes they may represent.~~
 - ~~3. PUBLICITY: When any organization is granted use of a school facility, either free or for a rental fee, and when publicity of the meeting is disseminated by press, radio, leaflets, or other means, the organization or association must agree to, at all times, fully identify itself, the name of the person who is the official representative of that organization and contact information for that official representative in/on all such publicity.~~

Cancellation of Facility Permits

- ~~1. The applicant shall notify the Building Facility Use Coordinator of any cancellation of previously scheduled facilities at least 24 hours prior to the scheduled use. In case of failure to do so, the district may invoice for expenses incurred in preparation for use on the facility request.~~
- ~~2. An approved permit shall not be considered by the applicant as a lease, and the school district reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage, or expense whatsoever.~~
- ~~3. Facility permits may be canceled by the school district for any of the following reasons:
 - ~~a. If the group misses two consecutive scheduled meetings.~~
 - ~~b. Inadequate group supervision as determined by the authorized personnel or Building Facility Use Coordinator.~~
 - ~~c. Misuse of equipment or facilities.~~
 - ~~d. Group conduct of an inappropriate or unacceptable nature as determined by the authorized supervisory personnel or Building Facility Use Coordinator.~~
 - ~~e. The Building Facility Use Coordinator may also cancel a permit effective immediately if, in his/her judgment, continuation would be potentially harmful and/or dangerous that the program or its participants' action are not of a moral standard equivalent to that generally accepted in the community.~~
 - ~~f. When school is canceled due to inclement weather or physical problems, all scheduled events will also be canceled.~~~~

Facility Charges

Category One — 0%
Category Two — 50%
Category Three — 100%

Rental Rates: (All rates shown are 100% of the daily rate unless otherwise noted.)

BHS Performing Arts Center	\$2000/day (\$125 per hour)
Baseball/Softball Field	\$50 (reserved use)
Cafeteria	\$25
BHS Commons	\$100
Classroom	\$25
Computer Lab	\$100
Conference Room	\$20
Football Field	\$200
BHS Gym #1	\$200
BHS Gym #2	\$100
Middle School Gym #1	\$100
Middle School Gym #2	\$100
Elementary Gym	\$50
Media Center	\$50
Multipurpose Room Break-out Area	\$35
Nymore Arena with Ice including custodian	\$100 Per Hour <i>(adjustments to price do not apply)</i>
Nymore Arena without Ice	\$75 <i>(adjustments to price do not apply)</i>
Middle School Swimming Pool per hour	\$45 Nonresident (\$25 Resident) + Lifeguard Salary
BHS Swimming Pool per hour	\$55 Nonresident (\$45 Resident) <i>(adjustments to price do not apply)</i> + Lifeguard Salary
Tennis Courts	\$50
Track	\$100
Weight Room	\$50
Lumberjack Room (Tiered Classroom)	\$40

Other Charges:

Permit Fee	\$10 Permit
Custodian	\$30 Hour
Building Supervisor	\$10 Hour
Food Service Staff	\$30 Hour
Extra Lifeguard	\$10 Hour
Light/Sound Tech	\$35 Hour
Riser/Platform	\$10 Each
12' Projection Screen/Jumbo Tron	\$50
DVD/TV	\$5
Overhead/Slide/16 mm projector LCD	\$25

Piano ~~_____ \$25 (Addt'l \$5 if moved) (Piano tuning~~
~~_____ extra)~~

Food Service charges will vary

Coffee Pot

Garbage Pick up _____ As billed by collection service.

Custodial Fee Minimum 2 hours _____ \$60

The Superintendent has the authority to reduce rental fees when there are special circumstances.

**INDEPENDENT SCHOOL DISTRICT #31
FACILITY AND EQUIPMENT USE POLICY**

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of district facilities and equipment.

II. GENERAL STATEMENT OF POLICY

Independent School District No. 31 (Bemidji Area Schools) believes that the public schools are owned and operated by and for community residents and are an integral part of the community. The school board encourages use of district facilities and equipment for community purposes if, in its judgement, that use will not interfere with use for district purposes.

III. GENERAL COMMUNITY USE OF DISTRICT FACILITIES AND EQUIPMENT

- A. The District may authorize the use of district facilities and equipment. It may impose reasonable regulations and conditions upon the use of district facilities and equipment as it deems appropriate.**
- B. The District may require a rental fee for the use of district facilities and equipment consistent with this policy and Appendix A. Such fee may include the cost of custodial and staff member services if deemed necessary.**
- C. When emergencies or unusual circumstances arise that necessitate rescheduling the use of district facilities and equipment, reasonable efforts will be made to find acceptable alternative meeting space.**
- D. The District expects users who use district facilities and equipment to do so with respect for district property and an understanding of proper use.**
- E. An approved permit shall not be considered by the permit holder as a lease, and the District reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage, or expense whatsoever.**

IV. LIMITATIONS OF DISTRICT FACILITIES AND EQUIPMENT USE

- A. District facilities and equipment shall not be used for events or activities which:
 - 1. Advocate for or assist in raising funds for social or political change by violence.**
 - 2. Are illegal or which materially or substantially interfere with the orderly conduct of the educational activities of the district.**
 - 3. Advertise or promote any activity, product or service that is illegal for minors or adults.**
 - 4. Encourage people to commit illegal acts, acts that violate district or school policies, rules, regulations and procedures, or acts that substantially disrupt the orderly operation of a school or district activities.**
 - 5. Express or advocate any form of discrimination, harassment or violence because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or political affiliation.****

6. **Violate any district policy, rule, regulation or procedure, or federal, state or local law.**
 7. **Are in conflict with a district program or contrary to the basic educational mission of the district.**
 8. **Jeopardize the safety, security, or supervision of individuals or district facilities or equipment.**
 9. **May be detrimental to the best interests of the District.**
 10. **Might result in any undue damage or wear, or is not consistent with the use for which the facilities and equipment were designed.**
 11. **Advocate drug or alcohol use, abuse, sex or conduct that is otherwise inconsistent with the shared values of a civilized social order.**
 12. **Present a danger or potential for harm to a degree not appropriate for a district facility.**
- B. Requests may be denied, approval for events and activities may be revoked and prepaid fees/deposits forfeited for:**
1. **Repeated or material violation of district policy, rules, regulations or procedures, or violation of federal, state or local laws.**
 2. **Repeated short notification of cancellations or no-shows.**
 3. **Failure to pay rental fees.**
 4. **Inadequate group supervision as determined by the authorized personnel or Facility Scheduler.**
 5. **Misuse of equipment or facilities or damage to district property.**
 6. **Group conduct of an inappropriate or unacceptable nature as determined by the authorized personnel or Facility Scheduler.**
 7. **Lack of availability of district facilities, equipment or district employees to be present at the event or activity.**
 8. **Potentially harmful or dangerous actions by the program or its participants that are not of a moral standard equivalent to that generally accepted in the community.**
 9. **Other reasons as stated in this policy.**
- C. District facilities and equipment use shall not be allowed during the regularly scheduled school day by community groups or organizations, unless specifically authorized by the Superintendent.**
- D. Facility use will not be scheduled between the hours of 11:00 p.m. and 6:30 a.m. The pool will not be scheduled for use after 9:00 p.m. Any exceptions must be approved by the Superintendent.**
- E. All district facilities will be closed on the following district-recognized holidays: Memorial Day, Fourth of July (Independence Day), Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day.**
- F. District facilities will not be used for the following private events: parties, dances, weddings, receptions, funerals or memorials. Exceptions to this policy will be reviewed on an individual basis by the Superintendent.**
- G. When a snow day, or other weather-related emergency, or event beyond reasonable district control closes part of or the entire school district, district facilities and equipment use shall be cancelled for the duration of the closure or until the Superintendent authorizes commencement of such use in the sole discretion of the District.**

H. At no time while a district facility is being used for public programs may any exit be blocked or locked by the permit holder.

V. GENERAL REGULATIONS FOR DISTRICT FACILITIES AND EQUIPMENT USE
The following rules must be observed in the use of district facilities and equipment and the permit holder will be held responsible for compliance.

- A. SAFETY:** All applicable fire and safety laws/regulations and district policies and procedures governing the use of district property must be observed at all times.
- B. AGE REQUIREMENT:** An applicant must be 18 years of age or older to apply for the use of any district facility.
- C. TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES:** Tobacco products, e-cigarettes, vape pens, other vaping devices and paraphernalia, illegal substances and alcoholic beverages are prohibited in and on all district buildings and grounds.
- D. WEAPONS:** No weapons of any kind are allowed on district property except as provided by Policy 900-30-1 School Weapons Policy. Facility use must be consistent with Policy 900-30-1.
- E. LIABILITY:** Application for district facility use shall constitute acceptance by the applicant of responsibilities and the willingness to comply with all rules and regulations regarding the use of district facilities and equipment as prescribed by the District. The applicant must exercise the utmost care in the use of district premises and agrees to protect, indemnify, and save harmless Independent School District No. 31 and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the permit. This provision does not apply to groups who are covered under the district general liability insurance.
- F. PERSONAL PROPERTY:** The District shall not be held responsible for any damage or loss that may occur to non-district property brought in or onto district facilities.
- G. PERSONAL INJURY:** The District shall not be held responsible for any personal injury that may occur to users, participants and individuals in or on district facilities during the use of district facilities or equipment.
- H. SNOW REMOVAL:** The District may charge for snow removal services unless removal would have been performed in the course of normal district operations.
- I. SUPERVISION:** Custodians, cooks, technicians and other staff on duty will supervise the operation of the district building and shall not be required to supervise facility users or its activities. All scheduled events and activities must be under competent adult supervision. It is this adult's responsibility to maintain control of the behavior and location of the users, participants and individuals involved in the event or activity to ensure they remain in the area authorized by the District. Members of the activity will not be admitted until the group supervisor is present and the permit is presented to the custodian or designated district building supervisor on duty. Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds.
- J. DAMAGE:** The permit holder will be responsible for its use of the district facilities and equipment as granted by the District and will accept responsibility for any behavior of users, participants and individuals, any damage to district facilities or equipment and for any custodial or staff member fees incurred. District facilities,

facility areas and equipment used shall be left in an orderly condition and restored to the same condition as prior to use. In the event of damage to district property, the permit holder shall accept the responsibility for same and shall pay all appropriate repair or replacement costs.

- K. TECHNOLOGY:** Room rental fees do not include the use of technical equipment unless specifically permitted and may be limited to certain district facilities. The District may assess fees for technical equipment damage.
- L. EQUIPMENT:** Use of gymnasiums and other physical education or athletic facilities do not include the use of supplies and equipment unless specifically permitted by the building principal or activities office.
- M. FOOD AND BEVERAGES:** District kitchen facilities and equipment may only be used by a district food service employee. Beverages and snacks may be served without using kitchen facilities in designated areas such as the commons or cafeteria if the user provides their own food and serving supplies. Food and beverages must not be transported outside the area designated on the permit. No food or drink is allowed in any of the carpeted areas or gymnasium without prior approval. Other restrictions may apply.
- N. ASSIGNMENT:** Permit holders shall not transfer or sublet the permit to another organization.
- O. NO ENDORSEMENT IMPLIED:** Authorization for use of district facilities shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purposes they may represent.
- P. PUBLICITY:** When any organization is granted use of a district facility, either free or for a rental fee, and when publicity of the meeting is disseminated by press, radio, leaflets, or other means, the organization or association must agree to, at all times, fully identify itself, the name of the person who is the official representative of that organization and contact information for that official representative in/on all such publicity.
- Q. OTHER:** The Facility Scheduler or building principal is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.

VI. PROCEDURE

- A. RENTAL REQUEST:** All requests for use of Independent School District No. 31 facilities and equipment are reviewed and processed by the Facilities Scheduler. Requests are prioritized by tier and order in which they are received. District facility and equipment use may be available during non-instructional hours, non-school days, weekends, summer break or for extended hours with a completed Facility Request Form. Requests for use of district facilities and equipment will not be permitted on district-recognized holidays.

All applications should be made through the Facility Request Form located on the district website: www.bemidji.k12.mn.us. Phone or email requests will not be accepted. A completed form must be received at least five days prior to the first requested date. Large events (over 100 people/day) may require more advanced notice. Requests received with less than the required minimum notice may be processed if possible.

Permits will be issued only for the dates, hours, areas, and equipment specified on the application and include only the nearest lavatories and drinking fountains. Requests must specify any district equipment (recreation, audio visual, tables, chairs, etc.), staff, as well as set up times and other special needs, including technology on the application. Unless specially authorized, equipment must be used in its assigned facility.

Approval/disapproval of the Facility Request Form will be provided through email notification.

- B. **CERTIFICATE OF INSURANCE:** The permit holder may be requested by the District to provide a certificate of liability and property damage insurance in the minimum amount of \$300,000 combined single limit coverage with the District named as additional insured.
- C. **ESTIMATE OF FEES:** Upon receipt of a completed Facilities Request Form, the Facility Scheduler will verify space availability and may provide the permit holder with an Estimate of Fees. This estimate will include any rental and personnel fees the event or activity is expected to incur. Additional fees for use of additional space or personnel may be incurred by the permit holder if the event or activity deviates from the terms stated on the Facility Request Form/Facility Use Agreement. Buildings must be vacated by the time indicated on the permit or additional charges may be assessed.
- D. **INVOICE FOR FEES:** The Facility Scheduler will compile the rental and personnel fees incurred along with any fees for damage to district facilities and equipment, custodial or staff member fees and any additional set-up and tear-down fees and invoice the permit holder. Payment shall be made to Independent School District No. 31 and is required within 30 days of receipt. Failure to remit payment for invoices may result in the revocation or denial of approval for future events and activities. Facility charges shall be made in accordance with Appendix A.
- E. **CANCELLATION:** The permit holder may cancel an event or activity without penalty provided notice is given to the Facility Scheduler at least 24 hours prior to the scheduled use. Failure to timely notify the Facility Scheduler of a cancellation may result in an invoice for expenses incurred in preparation for use of the facility.

VII. PRIORITIZATION OF FACILITY AND EQUIPMENT USE

Bemidji School District programs have priority of facility use and the District reserves the right to pre-empt a building permit due to a conflict with a planned district program. Due to the contractual nature of some events, the Superintendent may guarantee a facility to a specific permit holder in advance.

District facility and equipment use shall not conflict with the requirements of the district's educational programs and shall be scheduled according to the following priorities.

- A. **TIER ONE:** All Bemidji School District events and activities. These activities and events will have precedence over all other groups. If a conflict arises, the building principal of the affected building will mediate the conflict. If mediation does not work, the building principal's determination will be final.

- **K-12 activities (instructional and co-curricular).**
 - **Activities Department activities (including Minnesota State High School League).**
 - **District meetings.**
 - **Community Education events and activities.**
- B. TIER TWO: Bemidji School District sponsored events and activities and local tax-exempt organizations within the boundaries of the Bemidji School District serving youth.**
- **District/School affiliated organizations and activities for meetings (i.e. PTA/PTO groups, Booster clubs) designed and intended to promote or support parent/teacher/student interactions.**
 - **Non-school community youth groups (i.e. cub scouts, boy scouts, girl scouts).**
 - **City of Bemidji Parks and Recreation.**
 - **Local/State/National elections and caucuses.**
 - **District/School affiliated sports association practices and events that do not charge admission or team entry fees.**
- C. TIER THREE: Events and activities for local (minimum of 50% school district residents) tax-exempt organizations within the boundaries of the Bemidji School District serving adults and for-profit youth activities.**
- **Non-profit adult community and athletic activities.**
 - **Meetings, classes or activities of non-profit community agencies and organizations and fundraising events sponsored by non-profit community groups and associations.**
 - **Any program or activity sponsored solely by a postsecondary college or university.**
 - **Meetings held by charitable groups, organized community services and citizens and civic groups (i.e. Jaycees, Rotary, Lions, VFW, American Legion, Chamber of Commerce).**
 - **Youth sports association tournaments and events that charge admission or team entry fees.**
 - **Religious organizations for worship or instruction.**
- D. TIER FOUR: Events and activities for commercial businesses inside and outside the boundaries of the Bemidji School District, tax-exempt organizations outside the boundaries of the Bemidji School District serving youth and adults and any other appropriate use of school facilities and equipment.**
- **For-profit, commercial and business organizations.**
 - **Non-district sanctioned events where a registration or admission fee is charged.**
 - **Individuals, private agencies, companies or vendors.**
 - **Any group that does not fall into Tier 1, 2 or 3.**

VIII. FACILITY AND EQUIPMENT USE FEES

District facility, equipment and personnel fees are described in Appendix A. All permit holders are responsible for payment of all personnel fees directly related to their use of

district facilities and equipment. The following fees will be assessed to all users, regardless of tier.

- A. A district custodian or other qualified district staff member must be present at all times when district property is in use. If use takes place outside of the custodian/supervisor's regular schedule, the permit holder will be charged a minimum of two hours beyond the requested rental time to open, close and secure the building, to perform any requested event setup and/or teardown and to clean after the event. The District will arrange for custodial services and/or building supervision if use of the facility occurs at a time when custodians are not on duty, determine if additional services are needed, and/or if the nature of the event dictates such staffing.**
- B. Additional setup and teardown fees may be assessed when appropriate as determined by the District.**
- C. Events held outside of district buildings on district property may not need a district employee to be present. To ensure compliance with the facility use policy, district personnel may perform a post-event inspection. Fees may be assessed for trash pickup or damage as deemed appropriate by the Facilities Scheduler.**
- D. Use of pool facilities requires a district employed WSI or LGT certified lifeguard on duty. Fees for this service will apply and be assessed.**
- E. Kitchen equipment may only be used by district food service employees. Fees for this service will apply and be assessed.**
- F. Technology and equipment usage may require the district Broadcast and Auditorium Technician be present. Fees for this service will apply and be assessed.**

APPENDIX A

A. RENTAL FEES: The following facility rental fees apply to the event or activity as well as any additional setup and teardown time.

SPACE	TIER 1	TIER 2	TIER 3	TIER 4
Performing Arts Center – High School	\$0.00	\$0.00	\$125/hour or \$1000/day	\$250/hour or \$2000/day
Cafeteria - Elementary	\$0.00	\$0.00	\$15/day	\$30/day
Commons - High School	\$0.00	\$0.00	\$50/day	\$100/day
Classroom	\$0.00	\$0.00	\$15/day	\$30/day
Computer Lab	\$0.00	\$0.00	\$50/day	\$100/day
Conference Room	\$0.00	\$0.00	\$15/day	\$30/day
Lumberjack Room (Tiered Classroom)	\$0.00	\$0.00	\$50/day	\$100/day
Media Center	\$0.00	\$0.00	\$25/day	\$50/day
Multipurpose Breakout Area	\$0.00	\$0.00	\$25/day	\$50/day
Main Gym - High School	\$0.00	\$0.00	\$100/day	\$200/day
Auxiliary Gym - High School	\$0.00	\$0.00	\$50/day	\$100/day
North Gym - Middle School	\$0.00	\$0.00	\$50/day	\$100/day
South Gym - Middle School	\$0.00	\$0.00	\$50/day	\$100/day
Main Gym - Gene Dillon	\$0.00	\$0.00	\$50/day	\$100/day
Auxiliary Gym - Gene Dillon	\$0.00	\$0.00	\$50/day	\$100/day
Elementary Gym	\$0.00	\$0.00	\$25/day	\$50/day
Football Field	\$0.00	\$0.00	\$100/day	\$200/day
Outdoor Fields: Baseball, Softball, Soccer	\$0.00	\$0.00	\$25/day	\$50/day
Nymore Arena (including custodian)	\$0.00	\$0.00	\$130/hour	\$130/hour
Swimming Pool - Middle School/High School	\$0.00	\$0.00	\$50/hour	\$50/hour
Tennis Courts	\$0.00	\$0.00	\$25/day	\$50/day
Track	\$0.00	\$0.00	\$50/day	\$100/day

Weight Room	\$0.00	\$0.00	\$25/day	\$50/day
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B. PERSONNEL FEES: Personnel fees apply for each hour of the event as well as any setup and teardown time required. The District reserves the right to specify the number of personnel required for events based on expected participation and setup needs.

PERSONNEL	HOURLY RATE PER PERSON
Custodial Staff	\$40 per hour
Food Service Staff	Charges will vary. For catering services contact the food service department.
Lifeguard	\$25 per hour
Broadcast & Auditorium Technician	\$50 per hour

C. EQUIPMENT FEES: Equipment and/or technology may be available in designated rooms. District equipment may only be used on district property. The applicant must indicate intent to use equipment on the Facility Request Form. Organizations must provide any additional equipment and/or technology needs for their event or activity not listed below.

EQUIPMENT	RATES	NOTES
Grand Piano (auditorium only)	\$25 per day (plus cost of tuning)	
Athletic Equipment (i.e. nets, balls, etc.)		Athletic equipment requests will be handled on an individual basis through the building principal or activities office.
Technology Equipment		Limited technology is available only in the Lumberjack room and Commons at BHS. Specialized technology is available in the Performing Arts Center.

The Superintendent has authority to reduce rental fees when there are special circumstances.

To complete an application for facility use visit us at www.bemidji.k12.mn.us > district tab > facilities calendar & scheduling > facilities request form.