

REQUEST TO USE BELLAIRE PUBLIC SCHOOLS FACILITIES

**BUILDING USE FORM – NOT FOR THE PERFORMING ARTS CENTER**

Name of Group \_\_\_\_\_

School Related Group  Non-Profit Group  Other Group/Organization (see attached for definition)

Purpose: \_\_\_\_\_ # of People involved: \_\_\_\_\_

Building Being Requested:  High School  Middle School  Elementary School

Room Being Requested: \_\_\_\_\_

Facility Usage Fee \$\_\_\_\_\_ (please see reverse side for fee structure)

Refundable Deposit \$\_\_\_\_\_ (please see reverse side for fee structure)

Custodial Hrs.: \_\_\_\_\_ X \$30/per hour = \$ \_\_\_\_\_

Refundable Deposit Received:  
\_\_\_\_\_  
Initials

Facility Fee Received:  
\_\_\_\_\_  
Initials

Custodial Fee Received:  
\_\_\_\_\_  
Initials

Date(s) Requested: \_\_\_\_\_

Time Requested: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Day of week requested: \_\_\_\_\_

Key Required:  Yes  No

**\* See Key Security on back**

Key To Be Returned (Date): \_\_\_\_\_

I/We understand that I/we will be held responsible and pay for any damage incurred during the time that I/we am/are using the above facility. I/We fully understand the rules (on back) for using the building and will abide by them.

Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_ WK  
Address: \_\_\_\_\_ HM

\_\_\_\_\_  
Signature

**Note: School groups take priority over other groups for use of the facilities.**

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**EQUIPMENT TO BE USED WITH ABOVE EVENT**

Equipment Requested: \_\_\_\_\_

\_\_\_\_\_

## GUIDELINES FOR USE OF SCHOOL BUILDINGS

1. Adult supervision is required at all times.
2. Adult Supervisor should inspect all areas such as gym, restroom, etc., before leaving the building.
3. Please leave the building the same way you found it.

### Bellaire Public Schools Key Security

Access keys are the property of Bellaire Public Schools. Those who are issued keys are responsible for using the keys under the following guidelines and are subject to loss of key privileges if the provisions of the guidelines are violated:

1. Will not be out of the possession of the person they are assigned to.
2. Will not be loaned to any other group or individual.
3. If lost reported immediately.
4. Will be turned in on date agreed to on this form.
5. Are not to be left unattended at any time.
6. Will not prop open any doors to the buildings and leave them unattended.

I agree to abide by the above guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FACILITY USAGE FEE AND REFUNDABLE DEPOSITS

<u>Location</u>	<u>Facility Use Fee*</u>	<u>Refundable Deposit</u>
Classroom	25.00	25.00
Media Center	25.00	25.00
Kitchen/Home Ec Room	75.00	75.00
Elementary Kitchen	25.00	25.00
Cafeteria/Commons	25.00	25.00
Gymnasium	100.00	100.00
Athletic Complex	150.00	150.00

\* For a single event. Fees for multiple use, seasonal or yearlong use will be negotiated with the Superintendent, where a letter of agreement will address the fees. Use of tables and chairs may require an additional fee.

Charges (in addition to those listed above) will include an hourly rate for any time required for custodial/maintenance, food service or other employees. Charges may include additional time for set-up and/or clean up for use by a group or organization. The hourly rate charged for employee time may equal one and one-half times the regular rate for the additional time the employee or employees involved must extend their workweek to more than 40 hours. Charges (based on an hourly rate) are determined by existing contracts.

### WHO PAYS FOR WHAT

	<u>Refundable Deposit*</u>	<u>Custodial Beyond Reg. Hrs.</u>	<u>Usage Fee</u>
School Related Groups	No	Maybe	No
Non-Profit Org. Benefit/Student/Comm.	Yes	Maybe	No
Other Groups	Yes	Yes	Yes

\* For single event or a season whichever is appropriate

Approved by School Board on 10/12/09 to be implemented in the 2009-10 school year.