

## COMMUNITY RELATIONS

Use of School Facilities

Application for use of any Bozeman High School, Chief Joseph Middle School or Sacajawea Middle School gym or athletic field should first be made to the District Activities Director. Application for use of all other facilities shall first be made to the Business Office. The Assistant Superintendent of Business and Operations shall be responsible for developing a request form and contract outlining the following requirements for use of school-owned facilities. The principal shall be responsible for the coordination of the scheduling of the spaces within their buildings.

The superintendent shall determine a fee schedule applicable for the use of school facilities. The fee schedule shall be evaluated on a biennial basis. For rental rate purposes, the organizations seeking the use of the school facility have been divided into three categories:

Category 1: Groups in this category are basically community groups (church or secular) whose memberships involve school-age children whose leaders or advisors are generally non-paid adults and whose main purpose is to in some way educate the youngster member. These groups include the Bozeman Schools Foundation, Parent Advisory Councils and Booster Clubs. These groups will not be charged a rental fee for the use of the buildings except the Willson auditorium, high school track, kitchens, tennis courts, a satellite link, or a satellite link taping. However, they will be charged custodial fees should their use of the facility require man hours beyond those which the custodial staff would have needed had the building not been used by the community group. No charge will be made for any school activities, university classes requested by the district -- nor for district, county, state or national election voting places.

Category 2: This category includes all community non-profit organizations (IRS numbers) and community groups of people who wish to use facilities owned by the school district for lectures, promotional activities, political rallies, entertainment, college courses, athletic groups, exercise groups, dance groups, church services or other activities for which public halls or commercial facilities generally are rented. The district shall charge a rental rate, which will recover utility, capital expense, maintenance and overhead costs for the use of the facility. Should there be custodial costs incurred as a result of the use, custodial costs will also be charged.

Category 3: This group shall include all for-profit organizations not listed in #1 or #2 and non-profit organizations from outside the community. Charge for the use of school facilities in the Category 3 groups shall be double that charge for Category 2 above. The charge for custodial fees shall be at 120% of Category 2 above.

Sponsoring organizations and groups using facilities shall provide sufficient competent help and/or special supervision, and the amount of adequate supervision shall be agreed on at the time the contract is issued.

The use of drugs, alcohol and tobacco is prohibited on all school district property. All applicants for use of school facilities shall hold the district free and without harm from any loss, damage or liability of expense that may arise during or be caused in any way by such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the Assistant Superintendent for Business and Operations and the bill for damages shall be presented to the group using or occupying the facility during the time the loss or damage was sustained.

The fees charged for Willson auditorium shall be on a fee schedule developed by considering the rates charged at similar facilities in the area, in addition to the actual expenses incurred by the district. Because of the value of the district's playing fields and the community's total recreational opportunity, the fields may be used by all residents. The appropriate rate schedule will apply. Use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in construction, damage or undue wear or pose a hazard to children or others. Activities, which endanger others or cause damage to fields and lawns are prohibited. Should damage to fields or lawns occur, the Assistant Superintendent for Business and Operations shall make a reasonable effort to obtain restitution for the damage.

A custodian or other authorized staff member who is not participating in the activity must be on the premises when any non-school group is using the school buildings.

The District reserves the right to require any groups to supply liability insurance, with the district as a named insured for an amount specified by the Assistant Superintendent of Business and Operations. User groups will be required to provide liability coverage in amounts up to \$1,000,000. The decision will be made on an individual renting group basis dependent upon level of risk.

The Superintendent has the authority to make the final decision on use of school facilities by any group.

#### Rate Schedule

The rates listed below are arrived at by considering historical cost data for the maintenance, capital expense and energy. The following assumptions were used:

1. Cost data was based on a 2000 hour year.
2. Utility costs were calculated at 100% of the current budgeted cost.
3. Maintenance costs were calculated at 80% of 3% of Current Replacement Value (CRV). 3% of CRV is the recommended maintenance expenditure by the Long Range Facilities Planning Committee. Approximately 80% of maintenance costs are a result of usage and occupancy, and 20% a result of depreciation or time.
4. Capital costs were calculated at 50% of the CRV. Approximately 50% of capital costs are related to usage and occupancy, and 50% are related to depreciation or time.
5. Custodial costs will be separately billed at a minimum of \$14.00 per hour for actual hours expended. If the district is unable to hire a substitute custodian for the event, the actual overtime cost of the custodian will be charged.
6. Overhead charges for scheduling and billing shall be collected by billing an additional \$7 to each usage request.

#### **CATEGORY 1 USERS**

No fee shall be charged for the use of facilities except Willson Auditorium, the BHS track, kitchens, tennis courts, satellite links and satellite link taping. Custodial hours caused by the use of Category 1 users shall be charged.

**CATEGORY 2 USERS**

The following schedule will be followed in charging Category 2 users. In addition, Category 2 users will pay a minimum of \$14.00 per hour for all custodial hours created by the use. If the district is unable to hire a substitute custodian for the event, the actual overtime cost of the custodian will be charged.



**High School**

South Gym w/o locker rooms	\$22.00	
South Gym w/ locker rooms	\$35+ Custodial Charge	
North Gym w/o locker rooms	\$16.00	
North Gym w/ locker rooms	\$29+ Custodial Charge	
Locker Rooms Only	\$16+ Custodial Charge	
N. Classroom Bldg. Gym w/o locker rooms	\$16.00	
N. Classroom Bldg. Gym w/ locker rooms	\$28.00	
N. Classroom Bldg. locker room only	\$14.00	
N. Classroom Bldg. Back Gym	\$13.00	
Wrestling Room/Weight Room	\$35.00	
Cafeteria w/o kitchen	\$16.00	
Kitchen	\$4.00	(\$50 Minimum)
Cafeteria w/ kitchen and cook (Variable)		
Track w/o press box	\$28.00	(\$225 minimum)
Track w/ press box	\$34.00	(\$225 minimum)
Shops (Available on Limited Basis - Rate determined per use)		
Music area	\$9.00	
Library	\$36.00	
Classrooms, all other rooms	\$4.00	
Computer Lab	\$80.00	
Fields	\$10.00	
Parking Lot	\$100.00	
Tennis Courts	\$2.00	(All Categories)
Softball fields	\$10.00	



**CJMS & SMS**

Gym	\$16.00	
Gym w/ locker rooms	\$28+ Custodial Charge	
Locker Rooms Only	\$16+ Custodial Charge	
Back Gym (CJMS Only)	\$10.00	
Cafeteria	\$10.00	
kitchen	\$5.00	
Cafeteria w/ Kitchen	\$25.00	

Shops	\$4.00
Classrooms, all other rooms	\$4.00
Library	\$14.00
Other Fields	\$10.00
Music area	\$8.00
Computer Lab	\$4.00

**Willson**

Gym	\$13.00
Board Room	\$6.00
Auditorium	Attached
Library	\$11.00
Kitchen	\$2.00
Classroom	\$3.00
Student Center	\$6.00
All other Areas	\$4.00

**Emily Dickinson/Morning Star/Hyalite**

Gym	\$13.00
Library	\$13.00
Stage	\$7.00
Classroom	\$5.00
Kitchen	\$2.00

**Hawthorne/Irving/Whittier/Longfellow**

Gym	\$8.00
All other areas	\$4.00
Stage	\$3.00
Library	\$8.00

**CATEGORY 3 USERS**

Category 3 users will pay double the rates listed above for Category 2 users for the use of all facilities.

Category 3 users will pay 120% of the category 2 rate per hour for all custodial man hours created by Category 3 use of facilities.

**Rental of Computer Labs**

Computer labs may be rented under the following conditions:

1. A staff member from the Technology Department will be required to be present at all times during the rental. Use of Computer Lab is contingent on availability of a technician.
2. Use of the lab will require a signed agreement per the following (in addition to the Facility Use Agreement):
  - a) no changes permitted on the hard drives or software programs

- b) no food or drink permitted
- c) no internet access permitted
- d) disks are to be new and formatted for virus protection

### Willson Auditorium--Scheduling

The auditorium is an integral part of Bozeman Public Schools and consequently school functions must be given first consideration for scheduling. First preference will be given to the high school; second preference will be given to the middle schools; third preference will be given to the elementary schools and other school-related groups; final preference will be given to requests by the community. Regardless of the preference, the use of the auditorium shall be worked out cooperatively in the interest of all concerned. Because of the necessity of using the auditorium periodically for some phase of the school district educational programs, it is imperative that no group be allowed to tie up the auditorium for long periods of time.

Not more than two major plays, nor more than one musical production may be scheduled from other buildings into Willson auditorium. Furthermore, these should be spaced adequately, possibly one being in the fall and another as soon after Christmas as possible. No major plays shall be scheduled for Willson Auditorium during the last six weeks of school. This does not include the one-act play for interscholastics. Scheduling must be as far in advance as possible and not more than two weeks time prior to a play or other activity may be assigned to the sponsoring group except a musical which may have three weeks. The Business Office will maintain the Willson auditorium schedule.

### Use of Stage Equipment

The use of the stage and its equipment is a technical operation and the operation of the equipment shall be only by the stage technician. Any use of the Willson stage which involves the use of its equipment that goes beyond turning on the house lights and flood lights will be the responsibility of the stage technician.

### WILLSON AUDITORIUM FEE SCHEDULE

#### Auditorium Charges

#### Meetings, Lectures, Films and Public Hearings

Category 1	\$100/use
Category 2	\$200/use
Category 3	\$400/use

#### Theatrical/Musical Production

Category 1	\$300/use
Category 2	\$500/use
Category 3	\$1000/use

Rehearsals                   \$25/hour

In addition to the above auditorium fees, the following will be charged:

#### Personnel:

Stage Technician                   \$22.00/hour, \$33.00/hour overtime

Spot Operator/stage hands       \$16/hour

Custodial/Security               Custodial/Security costs will be separately billed at a minimum of \$14.00 per hour for actual hours expended. If the district is unable to hire a substitute custodian for the event, the actual overtime cost of the custodian will be charged.

Equipment Charges:

Lighting Instruments:

Follow Spot	\$22.00 ea. per use
Ellipsoidal Spot	\$7.00 ea. per use
Fresnel	\$7.00 ea. per use
Strip Lights	\$4.00 ea. per use
Scoops	\$4.00 ea. per use
Gels	\$3.00 ea. per use
Par Cans	\$5.00 ea. per use
Light Trees	\$3.00 ea. per use
Gobos (patterns)	\$3.00 ea. per use
Minimum Light Fee	\$40.00 ea. per use

Stage Equipment:

Band Risers	\$6.00 ea per use
Choral Risers	\$3.00 ea per use
Chairs N/C up to 20,	\$2.00 ea. over 20
Dressing Rooms	N/C for stage dressing rooms
Flags	N/C
Microphone	\$10.00 ea. per use
Piano	\$30.00 ea. per use
Podium	\$11.00 ea. per use
Projector and Screen	\$25.00 ea. per use
Public Address w/Mic	\$30.00 ea. per use
Tables	\$6.00 ea. per use
Scrim, Drops	\$11.00 ea. per use
Stage Extension	\$125.00 ea. per use (unless extension is already up)
Sound Shell	\$30.00 per use

For purpose of this schedule, "Per Use" is defined as a four hour period. Auditorium charges are billed at a minimum of the above rates. Usage of the Auditorium in excess of four hours may be subject to additional charges.