

**Request for Use of School Facilities
Bristol Bay Borough School**

I, _____, request use of school facilities on _____
(Name) (Date)

from _____ for _____
(Time including set-up) (Event)

I will be personally responsible for the school property. I will be present in time for entry to the facility of those associated with the event. I will assure that:

- the facility is locked and secure at the end of the event as arranged
- food and/or beverage is allowed **only** in the concession area
- no smoking will occur on school property
- supervision and monitoring is provided at all times

I will provide prompt payment for facility use of \$_____ (see Fee Schedule) in addition to maintenance and custodial services. Furthermore, I will provide a list of specific needed equipment if it exceeds those listed on the form. I understand that I am responsible for any BBBSD equipment and/or supplies that are used.

Any failure to comply with this assignment may result in disapproval of future requests.

An entry fee will be charged for this activity ___ Yes ___ No

Area(s) requested: ___ Classroom ___ Old Gym ___ New Gym ___ Auditorium ___ MPR

___ Concessions Room \$25.00 fee per day to BBBSD Student Council

___ HS Computer Lab ___ Community Computer Center (\$25.00 Lab Fee per participant)

Physical Needs: ___ Podium ___ Microphone ___ Chalk Board ___ # of Tables

___ # of Chairs

Technology Needs: VCR Set-up ___ Overhead ___ Slide ___

Projection Screen ___ VCR/large screen ___ Video Projector ___

\$25.00 for every two hour use

Sports Equipment Needed: _____

Contact Person _____ Signature _____

Organization _____ Phone # _____

Address _____ Date _____

Approved: _____ Principal _____ Superintendent _____ Maintenance Director

_____ Librarian _____ Lab Supervisor _____ Concessions Supervisor

****Any use of the kitchen requires approval and training by kitchen staff. \$100.00 clean up fee.**

_____ Food Service Coordinator

****Special Program arrangements should be described on the reverse side.**

The Bristol Bay Borough School District assumes no responsibility for injuries sustained by those using the facility during non-school hours.

Facility Rental Fees

This fee schedule applies for all facility usage as of June 1, 2011. All fees are listed as a daily rate, unless otherwise specified. Building use requests must be submitted two weeks prior to the event for district approval. Fees are due one week in advance of the event and should be paid at the school office. Checks should be made payable to: BBBSD.

Any requests for a fee waiver, or variance must be in writing and will be addressed at a regular board meeting.

Use of commons and kitchen areas

Type of group	User Fee	Maintenance Fee	Total Fee
School program or school fundraiser	No Charge	No Charge	No Charge
Borough event	No Charge	\$50.00	\$50.00
Non-Profit Agency	\$100.00	\$50.00	\$150.00
Personal/family use	\$200.00	\$100.00	\$300.00

Use of gym

Type of group	User Fee	Maintenance Fee	Total Fee
School program or school fundraiser	No Charge	No Charge	No Charge
Borough event	No Charge	\$50.00	\$50.00
Non-Profit Agency	\$100.00	\$50.00	\$150.00
Personal/family use	\$200.00	\$100.00	\$300.00

Use of auditorium for event

Type of group	User Fee	Maintenance Fee	Total Fee
School program or school fundraiser	No Charge	No Charge	No Charge
Borough event	No Charge	\$50.00	\$50.00
Non-Profit Agency	\$100.00	\$50.00	\$150.00
Personal/family use	\$200.00	\$100.00	\$300.00

Many auditorium events require practice time in advance of the event. There will be no fee for rental during rehearsal times, however, there will be a \$5.00 per hour fee for electricity use.

Use of vocational shop area

Type of group	User Fee	Electrical Fee	Total Fee
School program or school fundraiser	No Charge	No Charge	No Charge
Borough event	No Charge	\$50.00	\$50.00
Non-Profit Agency/College/SAVEC	\$100.00	\$150.00	\$250.00

Use of Gym and Weight Room

Use of weight room and exercise area or gym

Type of use	Daily Fee	Quarterly Fee	Annual Fee
Weight room and exercise area	\$5.00	\$20.00	\$80.00
New or old gym use	\$3.00	\$20.00	\$80.00
Access to both areas	\$8.00	\$35.00	\$140.00

Weight room and exercise area are open seven days per week. Evening gym times are limited to two or three times per week. Summer gym hours are limited due to building projects and access.

Quarters begin: September 1, December 1, March 1, and June 1,