

BEDFORD PUBLIC SCHOOLS
REGULATIONS FOR USE OF DISTRICT FACILITIES

A. Procedure for Requesting Facilities

1. All requests for the use of facilities by ALL groups/organizations shall be made using the District's online facility request software program. Requests shall be submitted **at least 5 days prior to the date the specified facilities are desired.**
2. Some reservations may require a **certificate of insurance** (required for Class 2 and 3 groups except for those requesting space for routine meetings).
3. Users will be billed upon application of the event in accordance with the schedule of usage fee or rental charges. All checks should be payable to **Bedford Public Schools**. Additional fees may be billed after event if applicable.
4. Organizations and groups using school facilities must designate one adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made.

B. Restrictions in Use of Facilities

1. No group will be permitted use of school facilities if it interferes with school programs. The Community Education Director may cancel any permits for school use should conflict with school programs develop. Notification will be given in advance of a cancellation.
2. Smoking, use of tobacco products and/or illegal drugs and alcohol is prohibited on **all** school property (indoor and outdoor). If this provision is violated, the renting organization will be denied the privilege of any further rental for the remainder of the school year.
3. The sale or use of alcoholic beverages is strictly forbidden. If this ruling is violated, the renting organization may be denied the privilege of any further rentals.
4. It is a violation of law to carry a weapon on school property. If provision is violated, the renting organization will be denied the privilege of any further rental for remainder of the school year.
5. There will be **no eating in the media center, auditorium, or in any room** not reserved for that purpose.
6. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.
7. Use of stadium football field or stadium soccer field must be authorized by the Athletic Director prior to applying for the permit.
8. Bedford Public Schools assumes no responsibility for properties left on the premises by the applicant.
9. Permits will be issued only for the dates, hours, areas & equipment specified. Permits inside facilities will include only the nearest restrooms and drinking fountain.
10. Members of the activity will not be admitted to the reserved spaces until the group supervisor is present.
11. A completed and approved Scout Pack must be on file in the Community Education office prior to any meetings taking place. There must be an approved adult present in the room at all times. (Background check must be submitted and approved prior to meeting.)
12. No permits will be issued for holidays, conference days, in-service days, or any day that school is not in session. Scout permits are limited to Monday-Thursday between the hours of 5:00pm and 9:00pm.
13. No permits will be issued immediately following the dismissal of school. If you wish to hold an activity after school, you must have the principal's permission in writing prior to submitting your request to the Community Ed office. The permit holder or responsible adult is to be present from dismissal of school until the permitted time to supervise the children.
14. If school is canceled due to weather, your event will be canceled for that day. Please inform your participants of this policy in advance.

C. Responsibilities of the User

1. A “certificate of insurance” with liability coverage of at least \$300,000 and naming the Bedford Public School District as an additional insured must accompany applications (except when requesting space for routine meetings).
2. The user of any school facility must assume full responsibility for personal injury to participants and spectators. Please consider this statement our Hold Harmless Clause. By submitting a Facilities Request Form you are agreeing to the District’s Hold Harmless Clause.
3. Any group using the facilities of the Bedford Public Schools District is required to restore to original conditions any property suffering from more than normal wear and tear. The Bedford Public Schools District shall be the sole judge of destruction of property or excessive wear and tear.
4. The user must bring own supplies. The supplies in the room are for Bedford Public School use and are not to be used by your group.

D. Use of Custodial, Cafeteria, Auditorium

1. Whenever the service of any off-duty custodian is required, or if one is required to remain after the normal workday, the user will be billed at a minimum of **\$33/hour** for overtime or **\$50/hour** for double time including additional time for opening and closing the building.
2. Use of school cafeterias with kitchens for functions requiring catering service will be under the general supervision of the Food Service Director. A member of the cafeteria staff must be on duty at all times and will be billed at overtime rate. Requires a minimum of 3 days to be arranged.
3. When using the auditorium you will be billed a rate of \$35 per night for light usage. Audio visual and sound technicians can be arranged with the Auditorium manager.

E. Hold Harmless Clause:

Permit holder and all parties involved agrees to indemnify and HOLD HARMLESS Bedford Public Schools Board of Education and their agents and employees from all liability, claims demands, costs for/or arising out of the use of this building under this building permit, if it was caused by the negligence of the indemnifier.

F. Certificate of Insurance

The user(s) is to take out and maintain current throughout the term of this agreement a General Liability insurance policy with a reputable insurer, having an A.M. Best rating of A- or better, in which (a) the school is indemnified in an amount not less than \$300,000 for any claims whatsoever (including injury to persons or damage to property) arising out of the use of the school premises by the User(s); (b) the school is named as an Additional Insured under the policy; and (c) the policy or a certificate of insurance must be produced to the school prior to use of the facilities. User(s) and the school agree that any insurance policies produce by User(s) that provide benefits or protection for the school shall be primary and that any policies procured by school that might happen to provide protection or benefits to the school arising out of User’s use of the school premises shall be excess.

G. Cancellation

The School District encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge \$25 for each occurrence that a facility is reserved but not used. If the total charge for one school year reaches \$100, the group will be removed from the approved users list (if they are on that list) and may jeopardize future use of facilities. Cancellations will be accepted by calling the Community Education office up to 3 days prior to event. Cancellations may also be accepted on an emergency basis with prior approval at the Community Education office. Cancellations due to inclement weather will be considered an emergency.