

Overview of Instructions for Leasing of BDS Facilities

Leasing and Use of BDS Facilities

Bay District School Board Policy 6.501 governs the leasing and use of school facilities and property by other organizations under certain defined conditions and with proper procedures, supervision, and documentation. The school Principal is responsible to enforce School Board policy and has authority to enter into lease agreements with other organizations for use of his /her school facilities.

Reference documents and forms for use of BDS school facilities:

- School Board Policy 6.501
- Standard Lease Agreement
- Fees and Labor Calculator Worksheet
- Example Certificate of Insurance

User Instructions: (Please follow these steps in sequence.)

1. Check the school calendar (may be online and/or with Site Leasing Coordinator) to see if the desired time slot is open.
2. Review the standard lease agreement and confirm your organization's willingness and ability to comply with the lease terms and conditions.
3. Review the example Certificate of Insurance and confirm your organization's willingness and ability to provide and pay for the required liability insurance coverage. If you do not know the cost of such insurance, call your insurance carrier and get a quotation. Note that School Board Policy 6.501 requires LIABILITY INSURANCE COVERAGE IN AT LEAST THE AMOUNT OF \$100,000 PER PERSON AND \$300,000 PER OCCURRENCE. It also requires Bay District Schools be named as an additional insured with the specific school / facility listed under "Certificate Holder".
4. Contact the school's Site Leasing Coordinator to confirm the school calendar is open, then jointly define the space and labor requirements for your use / event and estimated attendance. Identify any risky activities or aspects (will security or other needs/permits be required?).
5. With the school's Site Leasing Coordinator, complete Fees and Labor Calculator Worksheet to calculate fees and labor cost and gate receipts for your use / event. Confirm your organization's ability to pay the required fees and labor cost and gate share, if applicable. The school Principal must approve your event plan, required labor, fees to be charged, and risk assessment and mitigation plan.
6. If you want to reserve the school space / facility, fill out the Booking Form and pay the non-refundable booking deposit (greater of \$250 or 20% of the total lease fee, unless the total lease fee is less than \$250 in which case the total lease fee is due at the time of booking). The booking deposit will be credited toward the school lease fees.
7. Work with the school's Site Leasing Coordinator to assign your lease number and sign the Standard Lease Agreement. Leases must be executed at least 10 days in advance of your use / event. Your booking and event will be cancelled if your lease is not signed on time.
8. Provide your Certificate of Insurance to the school Lease Coordinator at least 10 days in advance of your use / event. Your booking and event will be cancelled if your Certificate of Insurance are not submitted on time. Your lease period cannot extend beyond your insurance validity date.
9. The Principal has full authority and responsibility for the lease agreements for their school facilities and property, including authority to modify school and district lease fees. In each such case, the School Board policy requires the Principal to notify the Superintendent in writing about the fee modification and the case justification.
10. The school's Site Leasing Coordinator will define any required labor to ensure safety of personnel and proper care and operation of equipment and facilities. Lessee will be responsible to hire and pay all labor for the use / event separate from payment to the school and district for the lease. At the time of payment for the labor, Lessee must provide documentation to the school that the labor has been paid (Site Leasing Coordinator makes a copy of the separate checks for labor to place on file with the school/district).
11. Full payment of the school and district lease fees must be made 10 days in advance of the use / event. Separate checks must be written to the school and district as well as for separate laborers.
12. The school and / or district will perform an inspection of the leased space / facilities prior to and promptly after the use / event. Any excessive wear and tear or damages will be charged to the Lessee and paid in full within 10 days of billing.

Space Fees	School \$ Per Hour	District \$ Per Hour
Classroom	\$22	\$4
Cafeteria / Multi-Purpose Room	\$32	\$12
Small Multi-Purpose Room / Band Room	\$22	\$9
Media Center	\$42	\$12
Gymnasium (Middle School)	\$31	\$60
Gymnasium (High School)	\$103	\$60
Locker Room High School or Middle School)	\$30	\$18
Auditorium - Arnold HS	\$200	\$60
Auditorium - St. Andrew ES	\$125	\$30
Fine Arts Center - Mosley HS	\$200	\$60
Grand Piano - Mosley HS FAC	\$250	
Fine Arts Center - Bay HS	\$200	\$60
Auditorium - Rutherford HS	\$160	\$60
Football / Soccer Field / Track (no lights)	\$100	
Football / Soccer Field / Track (with lights)	\$100	\$70
Baseball / Softball Field (no lights)	\$100	
Baseball / Softball Field (with lights)	\$100	\$70
Practice Field	\$75	
School Board Room - Nelson Building		\$80
Staff Development / Training Room - Nelson Building		\$50
Tommy Oliver Stadium		\$250
Gavlak Stadium		\$200
Bozeman Stadium		\$200
Swimming Pool - Mosley HS		\$75

Notes on Fees:

1. Unless otherwise noted and agreed with the Principal, minimum charge per space is 2 hours.
2. District fees cover costs for electrical power, natural gas, water, pool chemicals, field paint, and Maintenance Department equipment and fuel.
3. Stadium sports events shall be charged at \$500 district fee per event for non-profit organizations for first 6 hours, then hourly thereafter. For profit events the flat district fee shall be \$750, plus hourly fee after 6 hours.
4. Mosley swimming pool shall be charged per hour up to 6 hours per day. (Maximum daily fee is \$450.)
5. Total chargeable hours on a day shall run continuously from the initial start time until last finish time unless specifically agreed with the Principal. Gaps and breaks in use during the day shall chargeable to the user unless the space can be otherwise be used by the school.
6. Stadiums, Mosley Swimming Pool, and Nelson Building are district facilities, not school facilities. For Stadiums, Mosley Swimming Pool, and Nelson Building, the District Executive Director of Operations (or his / her designee) shall have the same authorities and responsibilities as the Principals have for their school facilities under Board Policy 6.501.