



Facility Use Request Form for Non Curricular and Non School Organizations

Individual/Organization Requesting Facility: _____

Name of Facility (School or Location): _____

Event Title: _____

Purpose & Event Description: _____

Area(s) or Room(s) Requested:

- | | | |
|--|---|---|
| <input type="checkbox"/> Cafeteria/Commons | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Baseball Field |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Main Gym | <input type="checkbox"/> Softball Field |
| <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Aux Gym | <input type="checkbox"/> Soccer/Track |
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Other Gym | <input type="checkbox"/> Other |
| <input type="checkbox"/> Little Theater | <input type="checkbox"/> Athletic Indoor Facility | |
| <input type="checkbox"/> Lecture Hall | <input type="checkbox"/> Football Field | |

Additional Information for Area(s) or Room(s) Requested: _____

Date(s) of Event(s): _____

Time to Access Facility: _____ Time Event Starts: _____ Time Event Ends: _____

Number Attending: _____ Equipment Request: _____

Other Needs: _____

Signature of Authorized Representative

Street Address

Printed Name of Authorized Representative

City, State, and Zip Code

Date

Email Address

Phone Number



Facility Use Policy and Agreement for Non Curricular and Non School Organizations

School facilities are provided to meet the educational needs of students. School activities shall have first priority for all facility use. The Board of Education believes that when school facilities are not in use for school programs, the facilities, which are constructed and maintained through the expenditure of public funds, should be used to the fullest extent possible by community groups on a first come, first served basis. In order to assure that this accommodation may be extended to all patrons in the Bentonville School system, the following procedures for the use of the school facilities have been adopted and made available to the general public.

Bentonville Schools reserves the right to approve or reject any request for use of school facilities, or make appropriate limitations on use, based upon the legality of the proposed use, any potential conflict with other uses of the property, liability concerns, or any concerns related to safety and security of students, school personnel, school property, or other persons. Any individual or organization that has a facility use request rejected has the right to an appeal with the Superintendent of Schools within five (5) business days.

Facility Use Procedures

1. Non-curricular and non-school individuals and organizations ("User(s)") desiring use of a school facility must complete a Facility Use Request Form and Facility Use Agreement at least ten (10) working days, but not more than one year, in advance of the date of use. All agreements terminate on June 30 of each year.
2. Requests for facility use shall first be approved by the Site Principal or Site Director where usage is requested and then submitted for District Director approval.
3. Upon approval, a copy of the Facility Use Policy and Agreement will be provided to the User and must be presented to the building staff member at the time of the event(s).
4. For all paid uses, a deposit will be required prior to approval. If the District determines it necessary to cancel a scheduled event due to weather conditions or emergencies, all fees for the canceled event will be returned to the User.
5. Facility Use Agreements are not transferable to any other person or group (subleasing prohibited).
6. Any request for a prolonged use of a facility for four (4) or more events in a school calendar year must be approved by the Board of Education.
7. Users assume responsibility for any damage or loss that occurs to the facility, equipment, or grounds caused by their use. Proof of insurance is required for all uses. Users will provide proof of a minimum of \$1,000,000 of liability insurance coverage. Proof of insurance forms must be attached to the Facility Use Policy and Agreement.
8. Users assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants or alcohol is prohibited in school facilities and on school grounds. Firearms or weapons of any kind are prohibited in school facilities or on school grounds unless

the person carrying the firearm or weapon is permitted to do so by law as defined in A.C.A. § 5-73-120. Food and beverage products of any kind are not permitted in any auditorium.

9. A school representative must be on duty when school facilities are used by any User and is responsible for verifying the Users' credentials.
10. The school representative on duty will admit Users into facilities only upon verifying credentials, be present in the building during the time of use, and will secure the building when Users depart.
11. School equipment shall not be loaned to Users except by prior written authority of the Director of Facilities.
12. Any User requesting use of the kitchen facilities must contact Bentonville School's Food Service provider. When the kitchen is open for a special function at a time other than normal working hours, the food service manager or a food service staff member must be in the kitchen. The rates will be those shown on the Facility Use Policy and Agreement and are subject to change without prior written notice.
13. Animals or pets, other than those required by persons with disabilities, will not be allowed inside any District facility.
14. Users shall make no collections, donations or solicitations of money or goods of any kind on District premises without first obtaining written permission from the Executive Director of Finance or the Director of Facilities.
15. Any additional services for events must be coordinated by a District representative and are an additional expense to the User.
16. If security is necessary for any function, the cost shall be at the User's expense and must be approved and coordinated through the District. The District reserves the right to determine that security is required for safety reasons.
17. Elementary and Middle School facility use is available in one hour increments during weekdays between the school site dismissal time and 6:00 p.m. All requirements for the one hour rental use and rate must be met before approval is given. Requirements are listed on page 3 of the Facility Use Rental Rates.
18. The Board of Education grants Non-Profit Youth Organizations use of a limited number of facility types without charging a facility rental fee. However, these organizations must pay any personnel cost incurred by the District and must meet the other terms of use.

Facility Use Rental Rates

Facility	Dep	Non-Profit		For-Profit
		Youth	Adult	
Level 1 Cafeteria ¹	25%	-0-	\$175.00	\$350.00
Level 2 Cafeteria ²	25%	-0-	\$125.00	\$250.00
Level 3 Cafeteria ³	25%	-0-	\$100.00	\$200.00
Classroom	25%	-0-	\$25.00	\$50.00
Level 1 Gym ⁴	25%	\$300.00	\$350.00	\$400.00
Level 2 Gym ⁵	25%	\$200.00	\$250.00	\$300.00
Level 3 Gym ⁶	25%	\$100.00	\$150.00	\$200.00
Jr. High Theater	25%	\$150.00	\$175.00	\$200.00
Kitchen ⁷	25%	\$150.00	\$200.00	\$250.00
Lecture Halls	25%	\$100.00	\$125.00	\$150.00
Multi-Purpose Rooms	25%	\$100.00	\$125.00	\$150.00
OHMS Auditorium	25%	\$200.00	\$300.00	\$400.00
Playgrounds	25%	\$40.00	\$60.00	\$75.00
Athletic Indoor Facility	25%	\$700.00	\$1,275.00	\$1,750.00
Baseball Field	25%	\$200.00	\$300.00	\$400.00
Football Stadium BHS/BWHS	25%	\$800.00	\$1,600.00	\$2,400.00
Football/Soccer/Track	25%	\$800.00	\$1,600.00	\$2,400.00
Multipurpose Den/TAC	25%	\$100.00	\$125.00	\$150.00
Soccer/Track TAC	25%	\$200.00	\$300.00	\$400.00
Softball Field	25%	\$200.00	\$300.00	\$400.00

1 Level 1 Cafeteria Sites -BHS, BWHS, BFM, CSM, OCE & WBE

2 Level 2 Cafeteria Sites - AAMS, CES, CGE, CPE, ETE, FJH, MMJ, LJHS, RBMS & WJHS

3 Level 3 Cafeteria Sites - ALE, AGE, OHMS, REB, SCE, TJE, TRPS

4 Level 1 Gym Sites - BHS, BWHS, CSMS, FJH & OCE

5 Level 2 Gym Sites - BFMS, CES, CGE, CPE, Coleman Rec, HLM, MMJ, LJHS, RBMS, TJE, WJHS, WBE

6 Level 3 Gym Sites - AAMS, AGE, ETE, OHMS, REB, SCE

7 Separate agreement with Food Service Department required (may include additional charges)

Personnel Cost

Security Personnel	\$35.00	per/hour or overtime rate whichever is greater
Supervisor	\$40.00	per/hour or overtime rate whichever is greater
Custodial	\$30.00	per/hour or overtime rate whichever is greater
Food Service	\$25.00	per/hour or overtime rate whichever is greater
City Police / County Sheriff	\$55.00	per/hour or overtime rate whichever is greater
Student Worker	\$12.50	per/hour or overtime rate whichever is greater

Additional Rate and Procedural Considerations

Definitions

Rental time is defined as hours when renters, event planners and others associated with an event have access to the facility. Access means from the time doors/gates are opened until doors/gates are closed.

Non-profit is defined as any 501(c) (3) organization or any City, State, or Federal governmental agency.

Non-Profit Adult and For-Profit Rentals

For Non-Profit Adult and For-Profit organizations, facility rental is a three-hour minimum with additional hour(s) charged at an hourly rate with any portion of an hour being charged at full hourly rate. Classrooms are available only when renting either the commons or cafeteria. In addition to facility fees, personnel costs are charged on an hourly basis with a three-hour minimum. As determined by the District, personnel costs may include security personnel.

Non-Profit Youth Rentals

On days school is in session, Non-Profit Youth rentals are available in one hour increments beginning at school dismissal time. The three-hour minimum requirement is waived. Classrooms may be rented separately from or in addition to the commons or cafeteria. Custodial fees will be waived for rentals ending by 9:00 pm. Except in the case of rentals involving 100 or more participants, only Supervisor Personnel Costs and Facility Rental fees will be charged. Rentals beginning when Adventure Club is in session (prior to 6:00 pm) at an elementary or middle school campus will require security procedures provided below.

On days school is not in session, Non-Profit Youth facility rental is a three-hour minimum with additional hour(s) charged at an hourly rate with any portion of an hour being charged at full hourly rate. Classrooms may be rented separately from or in addition to the commons or cafeteria. In addition to facility fees, personnel costs are charged on an hourly basis with a three-hour minimum. As determined by the District, personnel costs may include security personnel. Rentals occurring at an elementary or middle school campus when Adventure Club is in session will require security procedures provided below.

Security Procedures for Rentals at Elementary or Middle Schools when Adventure Club is in Session

1. Users must obtain State and Federal Criminal Background checks completed through the District office for all individuals associated with the Users who will be in elementary and middle school buildings prior to 6:00 p.m.
2. Identification Badges will be provided and must be worn at all times while in elementary and middle school buildings prior to 6:00 p.m.
3. For students leaving Adventure Club to attend a non-school or non-curricular group meeting, a parent/guardian must sign a permission slip verifying the child can attend a meeting that is not affiliated with the District.
4. All other existing Facility Use Policy and Procedures apply.

Authorization and Indemnification

User(s) agree to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Bentonville School District and Board of Education from any injury, loss or damage. User(s) agree to make full restitution for any and all damages incurred during use of the facility. Further, User(s) have read and understand the rules and regulations governing use of facilities and agree to abide with them.

Signature of Authorized User Representative	<input type="checkbox"/> Accept <input type="checkbox"/> Decline	Date
Signature of Site Principal or Site Director	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date
Signature of District Director	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date