

SCHOOL FACILITIES

Category 3: Private Resident Use/ Community Groups and Government Organizations: Private resident use/community groups are defined as informally organized groups of community residents who are interested in using school facilities for a particular use, who are requesting solitary, occasional or regularly scheduled use for an activity with recreational, educational, cultural or charitable goals. This group includes, but is not limited to, recreational groups, which limit membership and/or are not open to the public, neighborhood associations, and other groups whose activity has limited participation. Government organizations are defined as units of local, city and township government (and quasi-government such as economic development corporations) and their established committees. Such groups will be issued permits for space and facilities at a third priority basis as they are available. Examples of Category 3 users include, but are not limited to; local Scout organizations, Chamber of Commerce and local, city and township units of government.

Category 3 Fees: Users will be charged according to schedule for allowable space permit. The overtime cost for labor shall apply and will be charged to the user group. In addition, requests for permits for extraordinary activities involving prolonged set-ups,, use and clean-up and/or special services may require an additional fee. When activities in Category 3 involve ticket sales, admission fees or are of a fund-raising nature, fees listed in the schedule for Category 4 may be charged. Participation at scheduled events must be composed of at least fifty-one percent (51%) Bentley Community Schools students in order to be in Category 3. If attendance at a scheduled event is determined to be composed of less than fifty-one percent (51%) of Bentley Community Schools students, the group will be classified as Category 4.

Category 4: Commercial Users/Non-resident Groups: Commercial users defined as private, for profit businesses, vendors or entrepreneurs, shall not be routinely serviced in school facilities, and are discouraged from application for use of school facilities. Non-resident groups are groups of users composed of a majority of people living outside the District. Approval of all applications in Category 4 will be based upon the following criteria: Benefits to the District and community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; and relationship of the activity to the state mission of the District.

Category 4 Fees: Users will be charged according to the schedule for allowable space permits. Payment for rental of facilities is due when the facility use form is submitted to the district administrative offices. Overtime cost for labor shall apply and will be charged to the user group. The user group will be charged for any time over and above the time stated on the facility use form after the event. A deposit of \$500 of ten percent (10%) of the total estimated fee, whichever is greater, shall be paid by these groups to reserve the facility with the balance of all estimated fees due at least two (2) weeks prior to the date of use.

BENTLEY COMMUNITY SCHOOLS SCHOOL FACILITIES

The Bentley Community School District encourages the use of school facilities by district residents. Groups, agencies, and institutions conducting programs in school facilities play an important role in further developing our learning community .



APPLYING FOR FACILITY USAGE:

Individuals or groups interested in using school facilities should make application by calling the administration office at 810-591-9120 or visit us in person at :

Bentley Community Schools
1170 N. Belsay Rd.
Burton, MI 48539



RENTAL FEES—PER HOUR OF USE

Requested Facility	Category of Use			
	1	2	3	4
Classrooms	\$0	\$0	\$10*	\$15
Media Center	\$0	\$10	\$15	\$20
Kitchen	\$0	\$10	\$15	\$40
BMS or BHS Gymnasium	\$0	\$20	\$40**	\$80**
Barhitte Gym	\$0	\$15	\$20**	\$40**
MS Cafetorium Stage	\$0	\$30	\$40	\$50
BHS or Barhitte Cafeteria	\$0	\$15	\$20	\$30
Computer Labs	\$0	\$20	\$40	\$55
Athletic Fields	\$0	\$10/day	\$20/day	\$30/day
Football Stadium (press box, re-	\$0	\$25/day	\$50/day	\$100/day

No items can be stored on school property.

Extra fees for supervision, cooks, technical services and/or custodial/maintenance services may apply.

*Scout groups (category 3) will be charged \$1 per room, per mtg.

**Soft-soled shoes only

CATEGORIES OF USE:

To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories have been established. These categories have been established to determine priority for use and a schedule of fees for approved user groups.

Category 1: K-12 Program Activities and Community Education programs are those which directly relate to regular or extra-curricular school sponsored K-12 events and enrichment programming. These include before and after school enrichment programs, music performances, plays, athletic events, parent orientation meetings, honor society inductions, award banquets, etc. K-12 program activities must have dates approved a minimum of 90 days prior to the date of use to guarantee availability of the requested facility.

Category 1 Fees: For use during usual building hours of operation, no rental charges will be assessed for activities and performances which are considered part of the regular or extracurricular school sponsored and k-12 programs. The overtime cost for labor shall apply and will be charged to the user group. All custodial overtime fees must receive prior approval from the Superintendent. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee.

Category 2: Student Groups/Groups organized to Benefit Students and School Support Groups: Bentley Community School's student groups/groups organized to benefit students are defined as groups interested in using school facilities for a particular solitary, occasional or regularly scheduled use for an activity with recreational, civic, educational, cultural or charitable goals and are staffed by staff, students or adult volunteers and whose activities are organized for the primary benefit of Bentley students. Typically, the only adults in attendance would be those required to provide appropriate supervision and oversight as necessary in the judgment of the Building Administrator. School support groups are defined as Music Boosters, Athletic Boosters, Bentley Athletic Hall of Fame Committee, District Improvement Committee, etc...

Category 2 Fees: For use during usual hours of operation, no rental charges will be assessed. The overtime cost for labor shall apply and will be charged to the user group. When activities in Category 2 involve ticket sales, admission fees or are of a fund-raising nature, fees listed in the schedule for Category 4 may be charged. A rental fee will be charged for use of facilities during weekends to groups using facilities, as this requires custodial staff and the overhead costs of maintaining building heat, air, etc... All custodial overtime fees must receive prior approval from the Superintendent. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee.