

Facilities

Activity Centers

Jefferson Activity Center Kennedy Activity Center

Secondary Schools

Jefferson High School Oak Grove Middle
Kennedy High School Olson Middle
Valley View Middle

Elementary Schools

Hillcrest Community Poplar Bridge Elem.
Indian Mounds Elem. Ridgeview Elementary
Normandale Hills Elem. Southwood Family Ctr
Oak Grove Elementary Valley View Elementary
Olson Elementary Washburn Elementary
Pond Family Center Westwood Elementary

Application Procedure

Use of district facilities during non-school hours is scheduled through the Building Reservations office using the following procedures:

1. Submit a completed Facility Use Request Form to the Building Reservations office no less than **twenty business days** prior to your event. Include set-up and clean-up time when making your request.
2. Once your space is confirmed a permit listing all approved spaces, dates and times will be mailed to you.

Charges/Billing

All fees are due prior to the event unless arrangements have been made to have fees assessed on a monthly basis in which case a statement will be sent at the end of each month and is payable on receipt. A late charge of \$15 will be assessed for all overdue accounts. Bloomington Public Schools is using a service to electronically recover any insufficient fund checks returned to the school district along with a \$30 state allowed fee.

Cancellations/Changes

The permit holder is responsible for informing the Bldg. Res. office of all cancellations/changes at least **two** working days in advance of the event. Facility rental charges and staffing costs will be assessed if the office is not notified in advance. Large events require a

deposit, some of which may be retained in case of cancellation.

Limitations of Use

- The applicant and organization agree to abide by all District #271 policies and assumes all responsibility for damage or liability of any kind.
- District #271 is not responsible for lost or stolen items.
- Use of tobacco, intoxicating beverages and controlled substances is forbidden on all school property, including parking areas.
- All local and state ordinances and laws must be observed at all times.

Insurance

A certificate of insurance is required to be on file for all rental groups. The certificate should list ISD 271 as co-insured. These certificates can be obtained from your primary insurance company.

Kitchen Use

Pre-approval is required by Food Service, and given only on rare occasions. A food service supervisor must be on duty whenever a kitchen is scheduled for use. Arrangements for scheduling a food service supervisor may be made by contacting the Food Service office at 952-681-6574.

Food and Beverage

Indicate on the request if food and beverages are to be served. This is permitted only in approved areas and must meet City of Bloomington Health Dept. guidelines, a city permit may be required. Contact 952-563-8974 for more information.

Supervision

All groups are required to provide adequate adult supervision for their event. The adult supervisors are required to remain with the group at all times and are responsible for the group's conduct.



Community Use of School Facilities



**ISD #271
Bloomington Public Schools
Community Education**

**Building Reservations/Activity Centers
4001 W 102nd St.
Bloomington, MN 55437
Phone: 952-806-7888**

Facility Use Classifications

Class I: ISD #271 schools, activities, programs

Class II: Bloomington youth organizations, incl. HS Booster Clubs, athletics, scouting; political party meetings/caucuses

Class III: City of Bloomington sponsored activities.

Class IV: 501c3 non-profits and faith-based organizations; colleges/universities, other schools, adult groups; non-Bloomington youth groups, local youth groups run by separate individuals, incl. AAU teams.

Class V: Individuals and organizations engaged in for-profit gain.

Rates

The facility use rates are *per hour* and have been approved by the Bloomington School Board. They are subject to change on a yearly basis.

All charges must be prepaid, unless by special arrangement.

Weekends (and weeknights after 10pm) incur custodial costs in addition to rental fees.

Permit Fee (Classes II – V)	Rate
Per building	\$20.00

Other fees (All Classes)	Rate
Auditorium Tech	\$16.50 / hour
Custodial – Overtime/Holiday OT	\$40-\$52 / hour
Technology Supervisor	\$35 / hour
Lead Lifeguard	\$22 / hour
Additional Lifeguard	\$17 / hour
Building Supervisor	\$24 / hour

Auditorium Stage Lighting	\$25 / hour
Auditorium Sound System	\$50 / day
Microphone	\$10 / day
Grand Piano	\$25 / day
Upright Piano	\$15 / day
TV / VCR / DVD	\$25 / day
LED projector / Screen	\$35 / day
No show fee: \$20/date plus rental charges	
Paper restock fee: \$125/day (large events)	
Garbage pick up: \$50 per extra pickup	

Class:	i	ii	iii	iv	v
Auditoriums Includes seating, stage front, and house lights. Stage lights, sound and auditorium tech extra.					
Jefferson / Kennedy HS	-	\$23.75	\$47.50	\$95.00	\$190.00
Olson MS	-	\$13.25	\$26.50	\$53.00	\$106.00
Oak Grove MS	-	\$13.25	\$26.50	\$53.00	\$106.00
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Stage Includes stage in some elementary bldgs; backstage area and dressing rm(s) where available in secondary bldgs.					
Secondary Schools	-	\$7.50	\$15.00	\$30.00	\$60.00
Elementary Schools	-	\$4.25	\$8.50	\$17.00	\$34.00
Gyms / Turf Rate per gym . Water only in all gyms. Scoreboard use by special arrangement.					
Wood: High Schools	-	\$14.00	\$25.00	\$47.00*	\$88.00
Wood: Middle Schools	-	\$8.00	\$16.00	\$32.00	\$64.00
Tile: Elementary Schools	-	\$5.75	\$11.50	\$23.00	\$46.00
Artificial turf (JHS/KHS)	-	\$16.00	\$32.00	\$64.00	\$128.00
*Off-peak rate for Activity Center/High School courts from April-May: \$37.50					
Indoor Pools Includes both locker rooms and seating gallery. One lifeguard required per 20 persons.					
8 lanes: Olson Middle	-	\$19.00	\$38.00	\$76.00	\$152.00
6 lanes: Oak Grove Middle	-	\$14.75	\$29.50	\$59.00	\$118.00
5 lanes: Valley View Middle	-	\$12.50	\$25.00	\$50.00	\$100.00
Cafeterias Per half-section in high schools; full lunchroom in other buildings.					
Secondary Schools	-	\$6.25	\$12.50	\$25.00	\$50.00
Elementary Schools	-	\$5.25	\$10.50	\$21.00	\$42.00
Valley View MS cafeteria	-	\$7.50	\$15.00	\$30.00	\$60.00
Classrooms					
All Schools	-	\$2.25	\$4.50	\$9.00	\$18.00
Computer Labs					
All Schools	-	\$13.25	\$26.50	\$53.00	\$106.00
Specialty Rooms: Media Ctr, Kitchen/Dishroom, Locker Room, Conference room, music room)					
All Schools	-	\$7.50	\$15.00	\$30.00	\$60.00
Hallways / Foyers Required for events requesting set up of 3 – 10 tables.					
All Schools	-	\$3.25	\$6.50	\$13.00	\$26.00
Music Studio For private music instruction or educational tutoring.					
All Schools	-	\$0.75	\$1.50	\$3.00	\$6.00
Concessions Areas Requires permit from City of Bloomington. Must follow health codes for food handling.					
All	-	\$5.25	\$10.50	\$21.00	\$42.00