

BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE H6P: FACILITY RENTAL PROCEDURES

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Summary

Burlington School District (BSD) maintains its buildings and grounds for the educational and extracurricular benefit of its students. When feasible and not in use by students or staff, BSD rents its grounds and school buildings, including classrooms, auditoriums, gymnasiums, grounds, etc. to individuals, community groups, and other outside organizations.

The purpose of this procedure is to inform BSD employees, school administrators, and community members how to properly request, manage, schedule, approve, and process payments for renting school buildings and grounds.

*Please Note: **Submission of a Building Use Request does not guarantee or entitle a group use of any space.** Additionally, this process is not intended to describe how space requests made by BSD student groups or staff members are handled, even if space is being requested at another school/work location. Those requests should be sent directly to the relevant school's principal and administrative assistant; if approved, the event should be added to the Shared Facility Calendar.*

Definitions

Building Use Request An official application submitted by an external group or organization seeking to reserve specific indoor spaces (e.g., classrooms, auditoriums, gyms) or outdoor grounds at a BSD facility. See *Appendix A: Building Use Request Form*.

Shared Facility Calendar The centralized, district-wide calendars used to track all school events, approved and tentative building uses, and facility rentals across the Burlington School District. As of 2026, these calendars are maintained in FS Direct, however, a different platform may be used in the future.

Tentative Hold A temporary reservation placed on the Shared Facility Calendar to account for upcoming planning events before a formal contract is fully finalized or approved.

Rental Agreement The legally binding contract executed between the Burlington School District (the District) and the renting individual, community group, or organization. This document formalizes the specific terms, dates, spaces reserved, fees, and operational expectations, and obligates the renter to assume liability, carry appropriate insurance, and comply with all applicable local, state, and federal laws during their use of BSD facilities.

Exception Review Process Building use requests that do not adhere to the standard timeframes or are for a space that is not generally rented to the public will undergo a more rigorous Exception Review Process.

Suspension of Access BSD reserves the right to suspend access to any group or individual including denying future facility rental requests, canceling existing reservations, and/or permanently barring from renting space or using facilities within any BSD school or property. Suspension or termination of rental privileges may occur at the sole discretion of the District.

Roles & Responsibilities

Requester The individual, community group, or other outside entity who is requesting use of space inside a BSD school or on school grounds.

Facility Scheduler Responsible for reviewing the Shared Facility Calendar and all facility rental requests before they can be officially approved. The Facility Scheduler also coordinates communications with school and athletics staff, property services, and the requester from request through successful execution of the rental agreement.

Principal or Designee School leader responsible for the daily operations of their respective schools. Principals or their designee must review automated building use notices, immediately share any operational or scheduling concerns, and manage potential scheduling conflicts within the established scheduling windows.

- *The Athletic Director serves as a designee for all BSD principals, supporting the management and oversight of all athletics spaces, including gymnasiums and fields.*

Executive Director of Finance and Operations The Executive Director of Finance and Operations oversees the Property Services and Business Office and is responsible for reviewing and approving all Building Use Requests considered through the Exception Review Process and for approving all Suspensions of Access requests.

Property Services Responsible for confirming and securing the custodial staff necessary to unlock the space, set up for, clean up after, and secure the space at the end of events. Property Services is also responsible for ensuring the space is set up in the manner requested by the renter and that the necessary audio visual equipment is set up and operational prior to the rental period. Property Services is also responsible for generating and sending facility rental invoices, tracking incoming payments, and enforcing the district's payment-before-use policy.

Business Office Responsible for processing payments.

Important Considerations for Rentals

Insurance Individuals or organizations who are renting space in a BSD school are required to maintain a policy of commercial general liability insurance and any other insurance deemed necessary by the District. All insurance requirements will be listed as a condition of use in the rental agreement. Insurance documentation must be provided prior to use of a BSD facility.

Access to BSD Properties Only authorized BSD staff members may have a physical key, key card, or access codes that permits access to BSD properties. Other individuals must be admitted by an authorized individual. Keys, key cards, and access codes may not be shared to facilitate access to a BSD property and doing so may be grounds for disciplinary action up to and including termination.

Concessions BSD reserves the right to sell concessions (i.e., snacks, beverages) at third-party events. If an individual or organization would like to sell their own concessions on BSD property, this request must be approved in advance, may require the rental of additional spaces, and will be documented in the rental agreement.

Worst-case Cancellation Limit BSD will do everything in its power to avoid cancellation of events once they are approved to maintain the trust and respect of our community partners. If an approved event is cancelled due to exceptional circumstances, an alternative space elsewhere in the school or in another BSD school will be offered to the requester at the same time as the initial rental. Approved external events will not be cancelled less than two (2) weeks prior to the scheduled event.

Audio Visual Equipment Renters who wish to utilize BSD audio visual equipment for their event may be charged an hourly rate for a BSD Facility Staff Member to be on site and operate the equipment on the District's behalf.

Additional Fees Whenever possible, BSD will include the full cost of using a space on the invoice sent prior to the event (see Appendix B for current facility rental rates). However, the District reserves the right to send an additional invoice after the event if the event extends more than 15 minutes beyond the agreed upon rental period or if the space is left in an extremely poor condition, resulting in excessive additional custodial time and/or damage to BSD property.

Drug Free Zones BSD schools and properties are Drug Free Zones. No drugs, alcohol, marijuana, or tobacco products are allowed on BSD property at any time.

Reservation Privileges & Suspension of Access BSD reserves the right to deny future facility rental requests, cancel existing reservations, or permanently bar any group or individual from renting space or using facilities within any BSD school or property. Suspension or termination of rental privileges may occur at the sole discretion of the District for cause or bad behavior, including but not limited to:

- **Property Misuse or Damage:** Leaving school spaces, equipment, or grounds in poor or unsanitary condition; causing property damage that requires extensive cleaning, restoration, or repairs; and/or gaining access to or using space(s) within the school that were not included in the Rental Agreement.
- **Conduct Violations:** Engaging in rude, aggressive, harassment, or disrespectful behavior toward BSD staff, administrators, custodians, or students or disturbing other groups who have rented space within the school.
- **Safety Concerns:** Creating unsafe conditions, including leaving spaces unlocked/ unsecured at the end of the rental period, violating campus security protocols, or exceeding authorized occupancy limits.
- **Financial Non-Compliance:** Failure to remit rental payments on time or maintaining delinquent account balances.
- **Contractual Breach:** Any other failure to comply with BSD policies, school rules, or the terms outlined in the signed rental agreement.

Suspensions of Access must be approved by the Executive Director of Finance and Operations before the requestor is notified of suspension and any existing reservations are cancelled.

Booking Request Window

To ensure adequate staffing and to minimize the impact on regular school operations, BSD has established a standard booking window of time during which building use requests will be received and considered. For requests that will take place over several days, the window described applies to the first date in the series:

- **Maximum Booking Window:** Facility rental requests may be submitted no earlier than July 1 for events that will take place during the upcoming school year (July-June).
- **Minimum Booking Window:** Facility rental requests must be submitted at least one (1) month prior to the date of the requested event.
- **Unavailable Time:** Facility rentals that fall on school days may not occur during instructional time or during time set aside for professional learning communities (8:00 a.m - 3:00 p.m.), and may not interfere with afterschool programs.

- **Unavailable Spaces:** BSD does not generally rent out its kitchen or concession stand spaces. Requests to use these spaces will be subject to the exception review process even if they fall within the standard Booking Request Window.
- **Exceptions:** If a building use request is received that does not adhere to these standard timeframes (i.e., earlier than July 1, less than one month prior, and/or during the school day) or is for a space that is not generally rented to the public, it will not be advanced through standard process and must undergo a formal Exception Review Process overseen by the Facility Scheduler and school administration.

Description of the Exception Review Process

1. The Building Use Request will be returned to the requester by the Facility Scheduler with a request to adjust their request to adhere to the standard Booking Request Window parameters.
2. If the requester is unable or unwilling to adjust their event, they may ask for their request to be considered via the exception process.
3. Exception Requests will be sent by the Facility Scheduler via email to the Executive Director of Finance and Operations for their approval. If denied, the requester will be notified and the request will not proceed.
4. After receiving approval from the Executive Director of Finance and Operations, the Facility Scheduler will send the request via email (i.e., not via automated message) to the principal of the school and their designee(s) for their explicit approval. The Executive Director of Finance and Operations will be CC'd on this email.
5. **For requests less than one (1) month prior to the requested event:** The request will also be sent via email (i.e., not via automated message) to Property Services to confirm that custodial coverage is possible on short notice.
6. If approved by the principal and Property Services (if appropriate), the request will be added to the Shared Facility Calendar, and a Rental Agreement will be issued. For events that will occur less than one (1) month from the date the Rental Agreement is issued, the invoice will be sent immediately.

Facility Calendar Management

To prevent scheduling conflicts and ensure transparency, the Shared Facility Calendar must be kept updated according to the following guidelines:

- **Long-Range Scheduling:** When possible, major school and student activity events should be added to the calendar by the Principal or their designee at least six (6) months in advance.
- **Managing Uncertainty:** In cases of scheduling uncertainty, tentative holds may be added to the calendar to temporarily reserve the space and prevent conflicting requests; however, tentative holds should be cancelled as quickly as possible if it is determined an event will not take place or will be held at a different time.

Process Flow & Timeline for Standard Requests

The following are the steps taken to assess and approve Building Use Requests:

Task	Manager	Timeframe
Building use requests are submitted by an external party. See <i>Appendix A: Building Use Request Form</i> .	Requester	N/A
The building use request is reviewed for completeness and to ensure it adheres to the Booking Request Window. See Section V. Booking Request Window for the Exception Review Process to understand how requests made outside of the Booking Request Window are handled.	Facility Scheduler	1 day
Request reviewed to ensure there is no conflict on the Shared Facility Calendar. ● If there is a conflict, the request will be rejected. ● If there is no conflict, the process continues.	Facility Scheduler	2 business days
The request is added to the FS Direct calendar, which will generate automated notifications to the relevant school's principal, their designee(s), and the athletics	Facility Scheduler	2 business days

department when a gym or field has been requested.		
The request is shared with the Property Services department, so they can confirm the necessary custodial staffing for the contract and schedule staff.		
Wait time: After the request is added in FS Direct, the Facility Scheduler will wait three (3) business days before confirming the reservation with the requester. Principals, their designee, and the athletics department should closely review the automated message and alert the Facility Scheduler if there are operational concerns or scheduling issues (i.e., there is a conflicting school event that was not added to the Shared Facility Calendar) within three (3) business days. • If there is a conflict, the request will be rejected. • If there is a valid operational issue, the issue will be mitigated or the request will be rejected.	Principal or designee	3 business days
The Property Services department confirms whether custodial staff beyond standard coverage will be needed due to the type of event or anticipated number of attendees.	Property Services	
Rental agreement is developed, including all anticipated custodial charges, and sent to the requester for signature.	Facility Scheduler	Within two weeks of the initial request
Requester returns signed agreement and proof of insurance.	Requester	Within one week of agreement issuance

Fees

External parties will be charged to rent space in a BSD school according to the schedule found in *Appendix B: Facility Rental Rates*.

Invoicing & Payment Terms

Property Service manages billing and collections for all facility rentals in accordance with the following terms:

- **Standard Monthly Invoicing:** Invoices are generated and sent on the first (1st) of the month for all reservations scheduled to occur the following month.
- **Expedited Billing:** For rental requests submitted less than one month prior to the event (approved via the exception process), invoices will be generated and sent immediately upon approval.
- **Strict Payment Deadline:** External groups are prohibited from using BSD facilities if full payment has not been received at least seven (7) days prior to the scheduled event.

Contact

Concerns or questions regarding this procedure should be directed to BSD Property Services.

Clerical Information

BSD Version:	BSD Facility Rental Procedures (F4PFR)
Date Adopted:	September 21, 2026
Legal Reference(s):	N/A
Policy Reference:	H6: Use of School Facilities



DISTRICT OFFICES
Tom Flanagan, Superintendent
150 Colchester Avenue
Burlington, VT 05401
802-865-5332
tflanagan@bsdvt.org

Appendix A: Building Use Request Form

Only completed and signed forms will be accepted. Email complete form to facilities@bsdvt.org

Requester Information

Name of organization or individual: _____

For organizations, name of point of contact: _____

Address of organization or individual: _____

Telephone: _____ Email address: _____

Does the host individual or organization have **commercial general liability or comparable insurance**? Providing proof of insurance will be required one (1) week prior to the event. _____ Yes / No

Space Requested

Date(s) requested: _____

Start time: _____ a.m. / p.m. End time: _____ a.m. / p.m.

School Requested

Please check the box to the right of all that apply or indicate that you are flexible to be assigned a school.

Burlington High School	☐	Edmunds Middle School	☐	Hunt Middle School	☐
Champlain Elementary	☐	Edmunds Elementary	☐	Integrated Arts Academy	☐
C.P. Smith Elementary	☐	John J. Flynn Elementary	☐	Sustainability Academy	☐
Eagle Bay Academy	☐	No preference	☐		

Rooms or Fields Requested

Please note the **number of each type of room requested**.

Type	#	Type	#
Auditorium		Community gymnasium (BHS)	
Cafeteria		Gymnasium (ES/MS/HS)	
Classroom		Multipurpose room (BHS)	
Courtyard (BHS)		Turf athletic field	

Library (BHS)		<u>Grass</u> athletic field	
Other (please describe):			

About Your Event

Please briefly describe the event you will be hosting.			
Approximate number of attendees:		Will admission be charged?	Yes / No
Day of point of contact name:			
Day of point of contact phone #:			
Does your event require audiovisual equipment? If yes, describe needs:			

Additional Information

Please share any additional information including any furniture or room set up requests.

I have read and to agree to abide by BSD's Facility Rental Procedures and hereby agree that proof of insurance will be provided and all payments made at least seven (7) days prior to the event noted herein.

Signature of Authorized Individual

Date

Office Use

Class:	I / II / III	Facility Staff Hours or N/A:	
Facility rate per hour:		Total hours:	
Approved:	Yes / No	Total cost:	

Appendix B: Facility Rental Rates

BSD School Events: Free		
Renter Differentiation:	Class I: Burlington Residents & Organizations	Class II: Non-Burlington Residents & Organizations
Auditorium Middle	\$30 per hour	\$45 per hour
Auditorium High School	\$40 per hour	\$60 per hour
Athletic Fields (grass)	\$30 per hour	\$45 per hour
Athletic Fields (turf)	\$150 per hour	\$200 per hour
Cafeteria	\$30 per hour	\$45 per hour
Classroom Elementary	\$10 per hour	\$15 per hour
Classroom Middle	\$10 per hour	\$15 per hour
Classroom High School	\$15 per hour	\$25 per hour
Gymnasium Elementary	\$30 per hour	\$45 per hour
Gymnasium Middle	\$40 per hour	\$60 per hour
BHS Communal Spaces • Community gym • Courtyard • Library • Multipurpose room	\$40 per hour	\$60 per hour
Gymnasium High School	\$60 per hour	\$90 per hour
BSD Facility Staff Hourly Rate *	\$50 per hour*	

** This rate is in addition to the hourly rate above and includes custodial staff, staff members providing audiovisual equipment support, and any other staff members required to provide operational support before, after, and/or during an event. Custodial staff are generally required a minimum of the half hour before and half hour after all events. HOWEVER, if the event is completed during a staff member's normal work schedule, these fees won't be charged.*