

## FAQ's (Frequently Asked Questions)

**1. When can District facilities be rented?**

School District programs take precedence, however you may submit your application for use, and if there are no conflicts with school programs your use will be approved. Due to staffing, we can not approve use earlier than 5:30 a.m. or later than 10:00 p.m., nor can we approve use on a District or National Holiday.

**2. Do I need insurance?**

Yes, all applications must be accompanied by a proof of liability insurance. Depending on the event an additional endorsement may be required, with Beaumont Unified School District listed as the additional insured. Your organization's home office should be able to request that for you.

**3. What if my organization doesn't have insurance?**

You may purchase special event insurance through the District's third party administrator. Please call for details.

**4. How much do I have to put down as a deposit?**

Once the application has been through the approval process and is confirmed a 50% deposit will be required. Purchase Orders are accepted.

**5. When is final payment required?**

The balance is due within 30 days of final use. For recurring monthly use, we will accept monthly payments. All charges for the current school year are due by May 15<sup>th</sup> each year.

**6. What if I have to cancel?**

Written cancellations received at least 72 hours prior to the scheduled event will be issued a refund (credit), less a \$25.00 cancellation fee. Cancellations without property notice (less than 72 hours) will be eligible for a refund (credit) **minus** the \$25.00 cancellation fee of the facility charges, however you will not be credited for any personnel charges or actual costs incurred by the district due to the lack of notice.

**7. Who can rent District Facilities?**

Approval for the use of the District facilities will only be granted to adult applicants that submit the proper paperwork. There are two group fee categories.

<b>Group 1</b>	<b>Group 2</b>
Other School Districts	Non School Districts
Education Entities	Adult Only Groups
Local Community Groups	Churches, etc.

**8. How much does it cost to rent District facilities?**

Your organization will be charged depending on your organization's make up, as qualified in question number seven (7). Please reference the fee schedule on the following page.

**9. How do school personnel know that I am approved to be on site for my use?**

The "in charge" facility user is to keep a copy of the approved facility use on his/her person as evidence of authorization, and should provide to any district personnel that questions why their organization is there. Failure to provide evidence is grounds for dismissal from District grounds.

**10. Will someone from the District be available to assist with any problems or questions I might have during my scheduled use?**

If you scheduled use is during the week, a night custodian is on staff at all times. If you are not successful in locating them you can the Night Custodian Supervisor, via his cell phone. If your scheduled use is on a weekend, you can contact the custodian. All pertinent phone numbers will be provided to you once your application has been approved.