

Bainbridge Island School District



2022-2023

Facility Use & Rental Guide



**BAINBRIDGE
ISLAND**

SCHOOL DISTRICT No. 303

Bainbridge Island School District

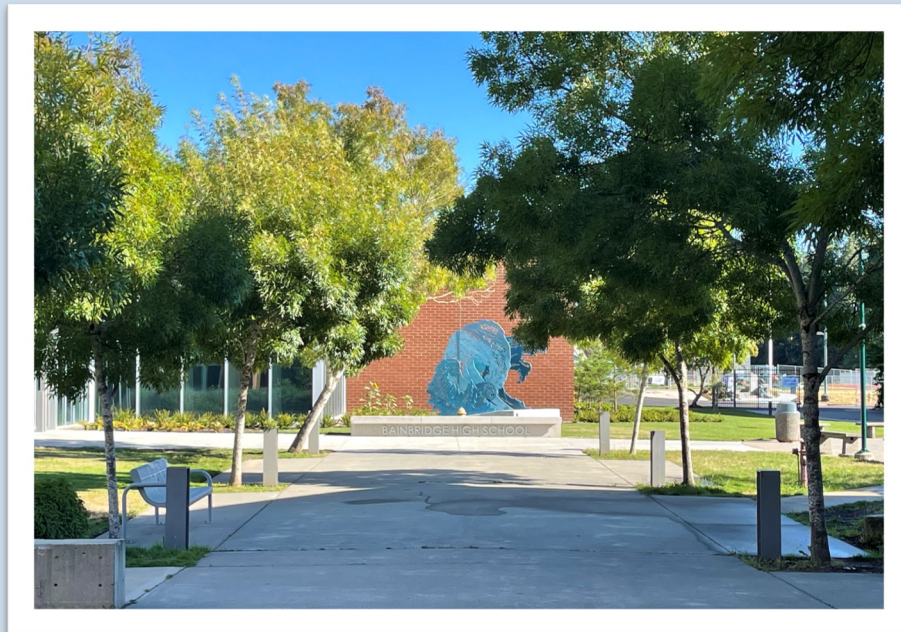
Thanks to the generosity of all Bainbridge Islanders, BISD has beautiful facilities to hold your next show, meeting, or event. We welcome members and groups to rent our amazing facilities. Please use this guide to gain a better understanding of our facilities rental request processes, fees, and other general information regarding community usage of our facilities.

SCHOOL BOARD OF DIRECTORS

Christina Hulet, President
Mark D. Emerson, Vice President
Robert Cromwell, Board Director
Sanjay Pal, Board Director
Lynn Smith, Board Director

DISTRICT ADMINISTRATION

Peter Bang-Knudsen, Superintendent
Erin Murphy, Deputy Superintendent



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BISD Facility Use & Rental Guide

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General Instructions for Facility Use

Please follow the steps below to request a BISD facility rental:

1. If you are a Community Member and would like to schedule a BISD facility room or field, please use the following link to agree to BISD's terms and conditions, and create an account with ML Schedules: <https://wa13.mlschedules.com/Register.aspx>.
2. After requesting an account, in order to receive approved account access to ML Schedules, you should download and complete both the **Application to Use School Facilities/District Fields** form and a **BISD Compliance** form, and then submit a signed copy of both to the Facilities Office (located at the Maintenance Facility, 9445 NE New Brooklyn Road, Bainbridge Island, WA 98110) along with a **Certificate of Insurance** (minimum: \$2 million general aggregate, \$1 million per occurrence) from your insurance company, listing Bainbridge Island School District as "additionally insured." You may also scan and email your signed forms and the Certificate of Insurance to Heather Patton, Facility Coordinator, hpatton@bisd303.org. All community user groups, regardless of event or organization type, are required to submit all of these documents, prior to event approval.

*Note: We understand that not all users have insurance that will cover the use of our facilities. However, users may purchase special event insurance that will satisfy (at least) our minimum insurance requirements. This type of insurance may be purchased through the Event Helper website <https://www.theeventhelper.com/>, or through other insurance providers who offer insurance that meets BISD's minimum insurance requirements, as listed on our website.

Fall Quarter: September-November Winter Quarter: December-February Spring Quarter: March-May Summer Quarter: June-August



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General Instructions for Facility Use Continued

3. Once you have created an account and successfully submitted the aforementioned required documents, you will receive an email confirming the status of your new account. You may then login and submit requests via the Master Library Scheduling website at <https://wa13.mlschedules.com/Login.aspx>.

*Note: The BHS and Commodore fields and gyms are scheduled through the “BHS” site location. All other school fields and gyms are to be found under the “Sports Fields/Parking Lots” site location.

4. Successfully submitting a request *does not* mean your booking has been approved. After submitting your request, you will receive an emailed notification that your submission was successful. Hang in there.

5. Once you receive an email acknowledging your event has been approved and activated, you may do the happy dance!

*Note: While the district does all it can to load school events into the calendar in advance, your approved schedule may still be subject to change and/or cancellation if a school program requires the use of that facility.

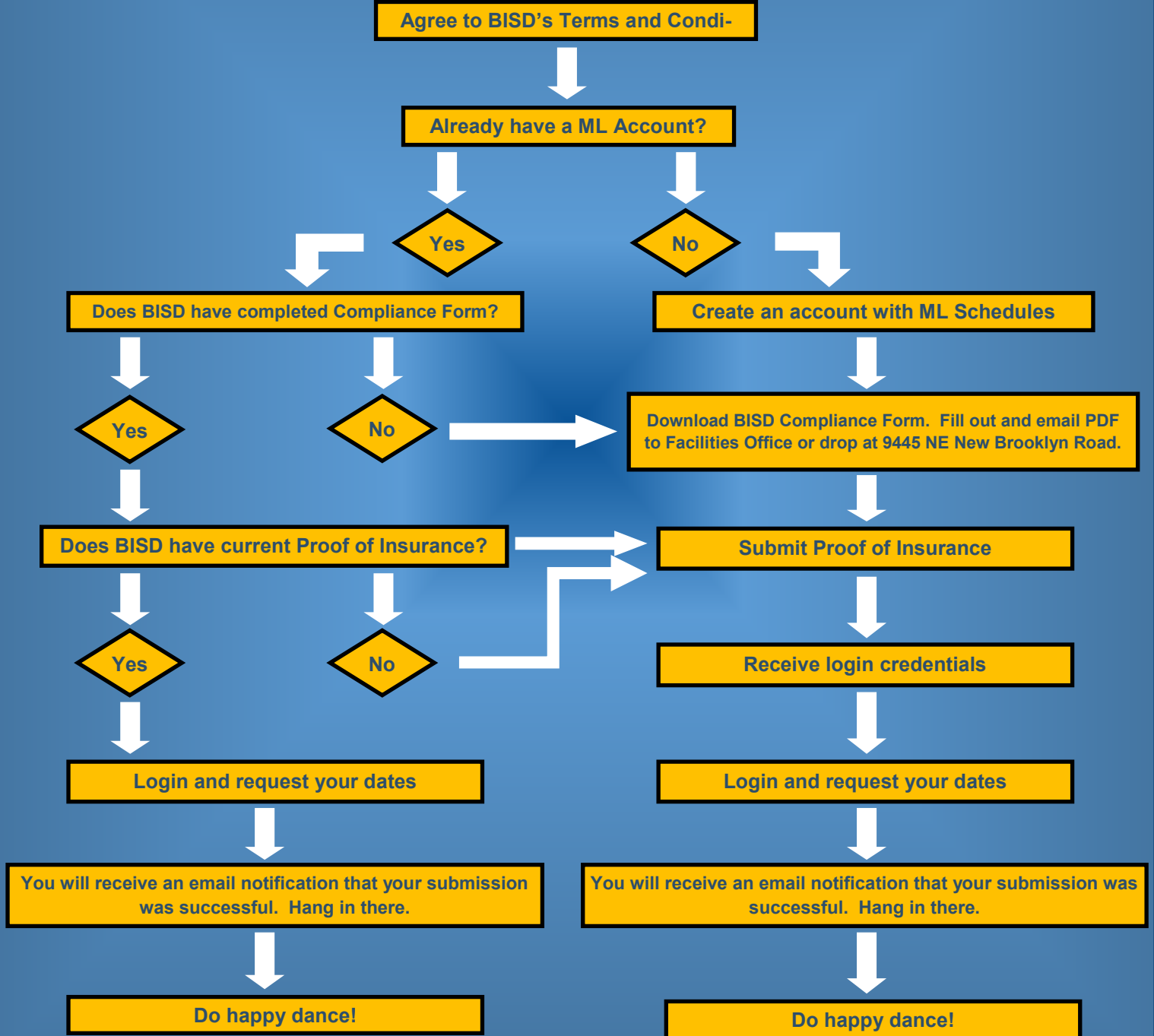
**Billing: Payment will be accepted by the BISD Business Office after monthly invoices have been transmitted.

Fall Quarter: September-November Winter Quarter: December-February Spring Quarter: March-May Summer Quarter: June-August



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Scheduling a BISD Facility Process Flow



Facility Rental Contact Information

For general facility rental information, please contact:

Bill Ackerman, Facilities Manager

(206)780-1865

backerman@bisd303.org

or

Heather Patton, Facilities Coordinator

(206)780-1590

hpatton@bisd303.org

For BHS Theater information and reservations, please contact:

Kyle Ricks, Theater Manager

(206)855-0452

kricks@bisd303.org



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Forms and Insurance Requirements for Facility Use

Forms Required for Facility Use

BISD requires that the following forms be completed and submitted to the BISD Facilities Department to be able to submit requests for facility use. You may access these forms via our website at <https://www.bisd303.org/Page/16615> or by emailing a request for these documents to either backerman@bisd303.org or hpatton@bisd303.org.

- ◆ Application to Use School Facilities/District Fields—Rules and Regulations;
- ◆ BISD Compliance Statement.

*Note: These requirements are subject to change. Additional forms may be requested by BISD before approving your requested reservation as required by district policy.

Insurance Coverage Requirements for Facility Use

All non-BISD groups using our facilities must provide evidence of liability insurance that meets (at least) the requirements as listed below. A copy of this insurance must be provided

- ◆ \$2 million general aggregate;
- ◆ \$1 million per occurrence;
- ◆ Bainbridge Island School District, 8489 Madison Avenue NE, Bainbridge Island, WA 98110, listed as “Additionally Insured.”
- ◆ The Certificate of Insurance must specify the effective date and expiration date of the policy. These dates must cover the date(s) being requested for the use of BISD facilities.

Additional Information

- ◆ Meetings of PTO, Booster Clubs, and officially sponsored school groups/clubs do not need to provide a Certificate of Insurance;
- ◆ We understand that not all users have insurance that will cover the use of our facilities. However, users may purchase special event insurance that will satisfy (at least) our minimum insurance requirements. This type of insurance may be purchased through the Event Helper website <https://www.theeventhelper.com/>, or through other insurance providers who offer insurance that meets BISD’s minimum insurance requirements, as listed above and on our website.



User Group Categories Defined

BISD user groups are organized into four distinct categories. A group's category will determine the costs associated with their rental and their priority level for facility use, with Category I being the top priority if/when scheduling conflicts arise.

Category I

There will be no charge for use of any properly reserved facility. Costs for utilities, as well as custodial, food services, technology support, and/or other use of compensated employee support or contracted services will be paid by the respective school or department. These costs will be determined and assessed by the district's business office. Activity coordinators are encouraged to contact the business office prior to the event to obtain an estimate of costs

Category II

Non-profit Youth Groups or Youth Recreation Programs

Category III

Non-Profit Community Groups, Government Agencies, Adult Recreation Groups, Out-of-Community Non-Profit Youth Organizations, or Church/Religious Groups

Category IV

Profit Generating, Commercial Enterprise, or Non-Community Groups

*Note: A roster may be required to establish user category and/or priority



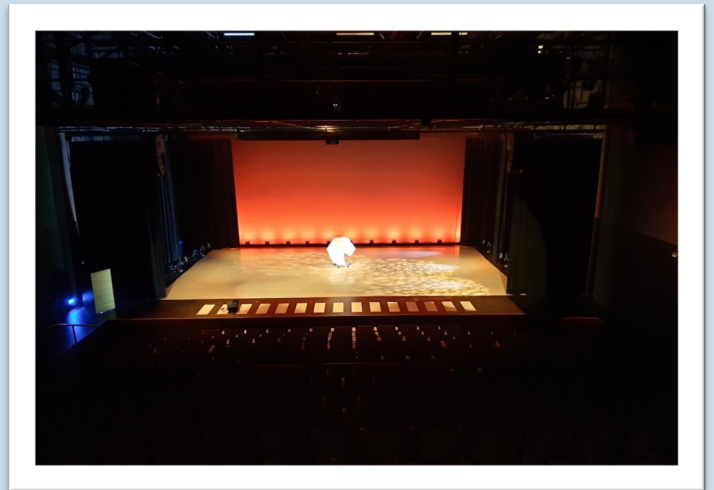
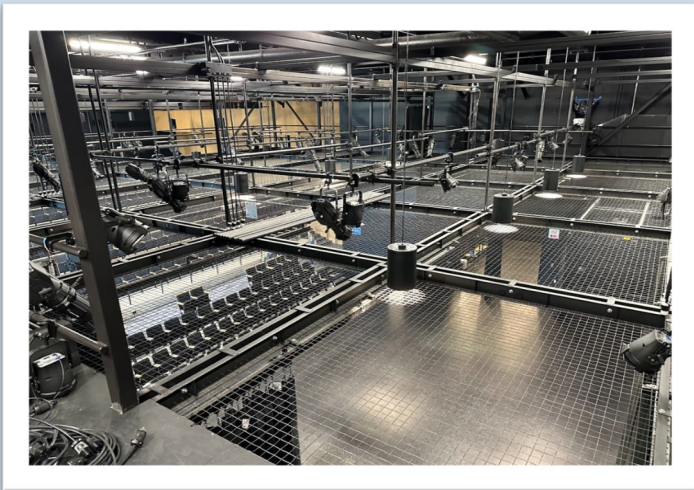
Fee Schedule (Hourly Rate)

	Category II	Category III	Category IV
INDOOR FACILITIES (2-hour min)	M - Sun	M - Sun	M - Sun
Band/Music Room	\$ 20.00	\$ 25.00	\$ 30.00
Classrooms	\$ 3.00	\$ 20.00	\$ 25.00
Commons/Cafeteria	\$ 15.00	\$ 30.00	\$ 35.00
Large Commons/Cafeteria (BHS 100)	\$ 40.00	\$ 65.00	\$ 85.00
Small Commons/Cafeteria (BHS 100)	\$ 30.00	\$ 55.00	\$ 75.00
Computer (Technology) Classroom	\$ 20.00	\$ 65.00	\$ 80.00
Conference Room (all except BHS)	\$ 8.00	\$ 15.00	\$ 20.00
Conference Room (BHS 200)	\$ 10.00	\$ 20.00	\$ 25.00
Gymnasiums:			
BHS Paski Varsity	\$ 45.00	\$ 60.00	\$ 75.00
Commodore North	\$ 10.00	\$ 40.00	\$ 50.00
Commodore South	\$ 10.00	\$ 40.00	\$ 50.00
Elementary	\$ 5.00	\$ 25.00	\$ 35.00
Sakai	\$ 10.00	\$ 40.00	\$ 50.00
Woodward	\$ 35.00	\$ 55.00	\$ 70.00
Kitchen (serve only)	\$ 20.00	\$ 25.00	\$ 35.00
Kitchen (use of equipment)	\$ 25.00	\$ 45.00	\$ 55.00
Library (all except BHS)	\$ 10.00	\$ 25.00	\$ 35.00
Library (BHS 200)	\$ 20.00	\$ 40.00	\$ 50.00
THEATER (2-hour min)	M - Sun	M - Sun	M - Sun
Theater	\$ 50.00	\$ 75.00	\$ 90.00
Rehearsal	\$500.00 weekly	\$500.00 weekly	\$500.00 weekly
Theater Technicians	TBD	TBD	TBD
Lighting/Audio Technicians	TBD	TBD	TBD
Grand Piano	\$120.00 weekly	\$120.00 weekly	\$120.00 weekly
Choral Risers	\$100.00 weekly	\$100.00 weekly	\$100.00 weekly
BHS Black Box Theater	\$ 30.00	\$ 50.00	\$ 70.00
OUTDOOR FACILITY (2-hour min)	M - Sun	M - Sun	M - Sun
Athletic/Multi-Purpose Fields	\$ 9.00	\$ 25.00	\$ 30.00
BHS Stadium Field	\$ 50.00	\$ 75.00	\$ 100.00
w/ Lights	\$ 60.00	\$ 90.00	\$ 130.00
w/ Equipment (PA systems/scoreboard)	+\$10.00/hour	+\$10.00/hour	+\$10.00/hour
BHS Tennis Courts per 2 court session	\$ 5.00	\$ 10.00	\$ 20.00
STAFFING FEES (2-hour min)	M - Sat / Sun	M - Sat / Sun	M - Sat / Sun
BHS Security	\$45.00 / \$60.00	\$45.00 / \$60.00	\$45.00 / \$60.00
Custodial Staff	\$62.00 / \$83.00	\$62.00 / \$83.00	\$62.00 / \$83.00
Facility Assistant	\$30.00 / \$35.00	\$30.00 / \$35.00	\$30.00 / \$35.00
Kitchen Staff	\$55.00 / \$74.00	\$55.00 / \$74.00	\$55.00 / \$74.00
Technology (wi-fi setup)	\$10.00 / request	\$10.00 / request	\$10.00 / request
ADMINISTRATIVE FEES			
Waste Disposal Call Out	Custodial Staff (2-hour min) at applicable rate		
Filing & Processing (per application)	\$ 10.00	\$ 15.00	\$ 20.00



BHS Theater Rental Information

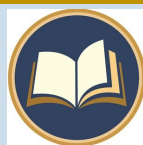
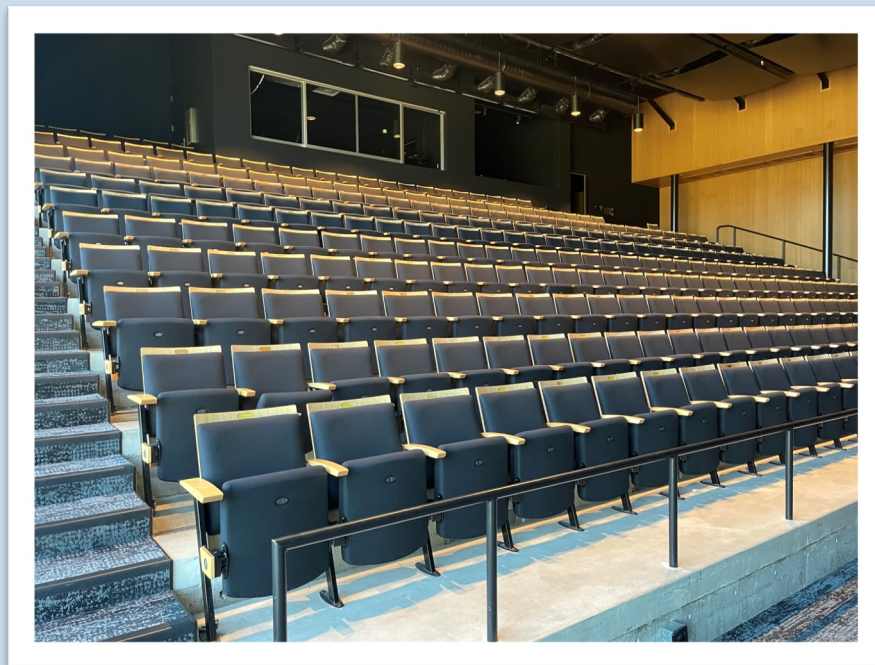
WELCOME to our brand-new, state-of-the-art theater located at Bainbridge High School. We believe that our theater is the perfect place to hold your next performance, meeting, or special event. It boasts a 1500 square foot stage and 363 comfortable stadium-style seats plus an additional 14 ADA-compliant spaces which are reserved for wheelchairs. Offering both sound and lighting expertise, our Theater Manager will help tailor your event to meet your specific needs and requests. We encourage you to reach out and coordinate a time to tour our facility to fully understand all of the benefits that come with the rental of our theater. We know you will be impressed.



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BHS Theater General Rules for Use

- ◆ No food or drinks inside the theater;
- ◆ Maximum occupancy: Auditorium—373, Stage—158
- ◆ Please ensure all windows and doors are closed and locked at the end of each rental session;
- ◆ Please clear space of all trash or debris left by your group and its patrons;
- ◆ Sets and staging cannot interfere with daily school usage. Any items left on the stage for the duration of your group's rental is subject to being relocated unless prior arrangements with the facility have been made;
- ◆ Beyond their initial reservation(s), all non-district BHS Theater users are required to coordinate their event with our Theater Manager. Additional fees may apply;
- ◆ The rental of the BHS Theater 250 does not include the usage of the Black Box Theater. This space is separate and its usage will require a separate reservation and additional fees.



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BHS Theater Equipment Specifications & Information

Lighting Information:

- ETC Element 2 Lighting Console Manual:
<https://www.etcconnect.com/WorkArea/DownloadAsset.aspx?id=10737502820>
- 42 ETC ColorSource Spot in Deep Blue
- 20 ETC ColorSource Par in Deep Blue
- 12 ETC ColorSource Cyc in Deep Blue
- 74 Total Production Lights to work with
- Simple Production Lighting presets can be created for smaller simple events

Audio Information:

- Allen and Heath SQ7 Mixing Console:
https://www.allen-heath.com/media/SQ_ReferenceGuide_V1_5_0.pdf
 - Stereo JBL Line Arrays With Subwoofers
- x12 ASL Audio receivers with over ear speaker
- x6 Intercom belt packs with headsets
- Audio System can be used in a simple “Auto” mode with 2 wireless mics and 2 wired mic “Automixing”

Video Information:

- Epson Pro L1505UHNL HD Projector with 4K enhancement and 12,000 Lumens
- HDMI inputs on both stage and inside Audio Control Room
 - HDMI Video Switching
- Blu-Ray Player with simple stage controls



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BHS Theater Equipment Options

Equipment Options

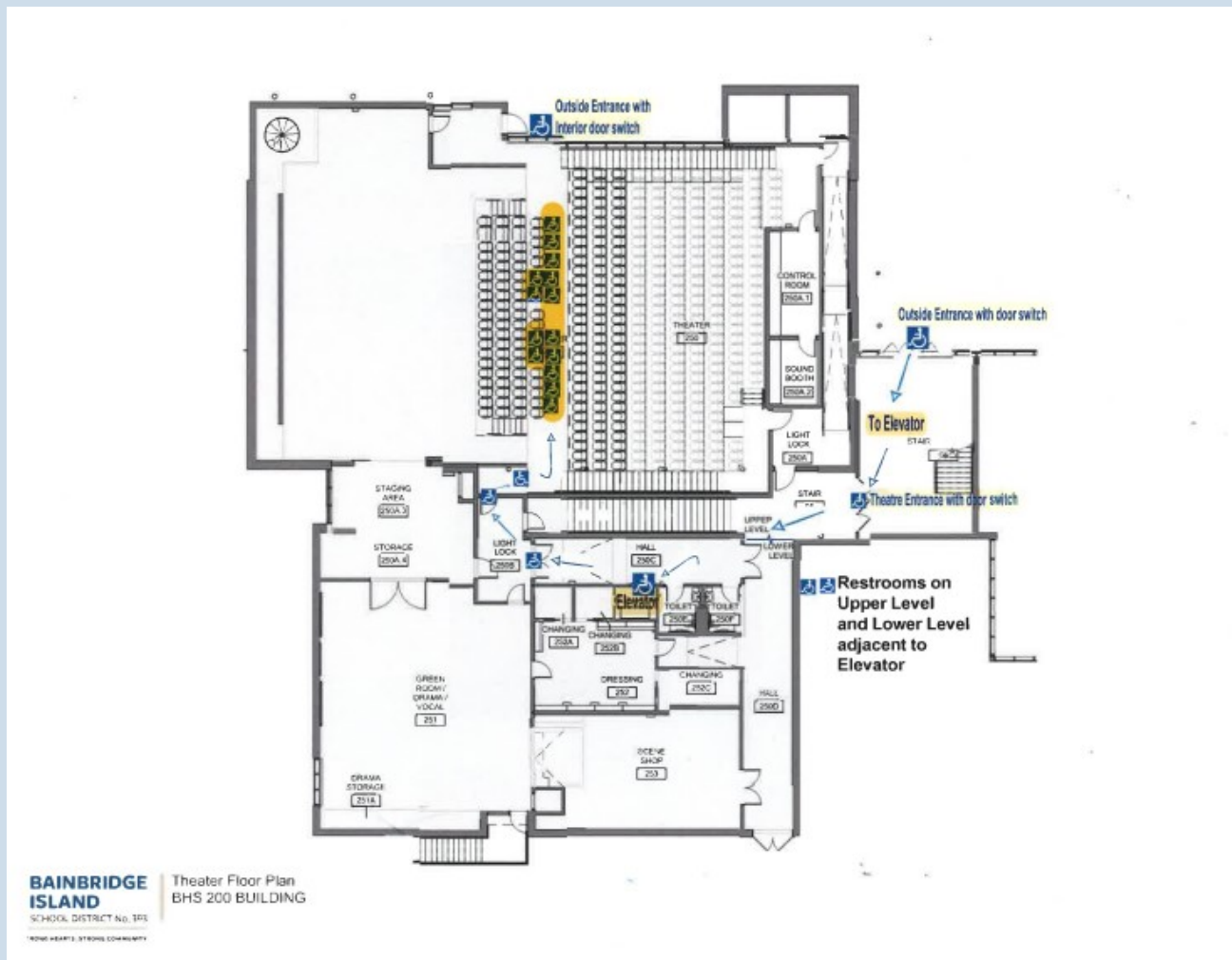
Audio D-Snake	Allen and Heath	AB168	1
Overhead Mic	Shure	MX202B/C	2
Overhead Mic	Audio-Technica	PRO 45	1
Switched Handheld Mic	Shure	PGA58	4
Kick Drum Mic	Shure	PGS52	1
Mono Direct Box	PRO CO	DB1	4
Drum Mic	Shure	SM57	8
Wired Mic	Shure	SM58	8
Guitar DI	Radial	SGI-RX	3
Amplifier Mic	Sennheiser	MD 421-II	4
Instrument Mic	Shure	SM81-LC	4
Instrument Mic	Audio-Technica	AT4021	2
Floor Mic	Crown	PCC160	4
Earworn Mic	Shure	Microflex MX153	24
Headworn Mic	Countryman	Isomax	16
Floor Monitor	JBL	JRX200	2



BHS Theater ADA Information & Access

The Bainbridge Island School District always wants to ensure that our guests with ADA requirements always have safe access and ample opportunities to enjoy our facilities. Our BHS Theater is no exception. It offers ease of access to our 14 ADA accessible wheelchair spaces as well as 12 ADA Assisted Listening Devices, so every audience member can enjoy the experience of the performance or event they have come to see.

BHS Theater Seating Chart and ADA Routes



Field/Gym/Classroom Rentals

Each school within the Bainbridge Island School District offers its community many options to hold an event, game, meeting, and so much more!

We offer multiple types of athletic fields, so no matter the sport or activity, we have a space to fit your needs!



BHS Stadium Track & Field



Blakely Fields



WMS Multi-purpose Field

We have gymnasiums of every size to accommodate large and small teams!



WMS Gymnasium



BHS Paski Gymnasium



COS Gymnasiums

Our classrooms and libraries come in a variety of options and offer our community a great place to host a meeting or gathering!



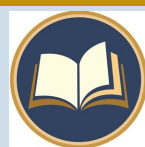
Wilkes Classroom



Sakai Library



BHS Classroom



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General Information

Bainbridge Island School District Office

8489 Madison Avenue NE
Bainbridge Island, WA 98110
(206)842-4714

Ordway Elementary School

8555 Madison Avenue NE
Bainbridge Island, WA 98110
(206)842-7637

Bainbridge High School (BHS)

9330 NE High School Road
Bainbridge Island, WA 98110
(206)842-2634

Sakai Intermediate School

9343 Sportsman Club Road NE
Bainbridge Island, WA 98110
(206)780-6500

Blakely Elementary School

4704 Blakely Avenue NE
Bainbridge Island, WA 98110
(206)842-4752

Wilkes Elementary School

12781 Madison Avenue NE
Bainbridge Island, WA 98110
(206)842-4411

Commodore Options School (COS)

9530 NE High School Road
Bainbridge Island, WA 98110
(206)780-1646

Woodward Middle School (WMS)

9125 Sportsman Club Road NE
Bainbridge Island, WA 98110
(206)842-4787

The Bainbridge Island School District welcomes all peoples to its facilities.



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Rules & Regulations

1. Individuals, groups, and organizations are prohibited from discrimination if the activity being conducted in district facilities or on district grounds is open to the public. Discrimination based on the following categories is strictly prohibited: race, color, sex, creed, religion, sexual orientation, ancestry, national origin, physical, sensory or mental disabilities. The applicant/organization shall not practice discrimination of any kind.
2. The applicant/organization is responsible for the safety and conduct of its participants and spectators.
3. Satisfactory sponsorship and adequate adult supervision must be provided by the applicant at all times. Security may be required for some activities.
4. Groups and individuals using facilities for special events and/or activities may be required to submit a certificate of insurance verifying proof of liability coverage.
5. All events will be required to meet the occupancy load.
6. **Use of alcohol, tobacco and/or drugs is prohibited as defined by law and will result in the barred use of facilities. Profane language and/or other objectionable conduct may result in barred use of facilities.**
7. **Firearms or other dangerous weapons are prohibited on school grounds as defined by law.**
8. Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper permits.
9. Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
10. Alterations to the field/facility are prohibited without prior written approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
11. District-owned equipment shall not be removed from the facility. Groups or individuals cannot use district-owned expendable supplies without the prior written approval of the district.
12. Applicants are responsible for special set-up requirements and clean-up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
13. Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
14. Cancellations by applicants require at least a 24-hour notice. Otherwise, related actual costs of the district shall be borne by the applicant.
15. Facility use is canceled when the facility/building is closed due to an emergency or inclement weather.
16. The district reserves the right to revoke any authorization issued for the use of a school building or grounds and, if rental has been paid, to refund such rental, less expense incurred by the district.

Please use the following link for further information and access to District Policies & Procedures regarding community facility use:

<https://www.bisd303.org/site/handlers/filedownload.ashx?moduleinstanceid=575&dataid=485&FileName=Policy%206113%20Community%20Use%20of%20School%20Facilities%2011%2014,%202019.pdf>



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