



**BIRMINGHAM PUBLIC SCHOOLS**  
*Birmingham Community Education*  
www.communityed.net

June 2011

Dear Scouting Group:

The facility rental rates for Scouting Groups 2011-2012 school year will remain the same as last year's. Listed below is the procedure you will need to follow, as well as information regarding fees and overtime charges.

1. **All Scouting activities using school district facilities must be scheduled by the Community Education Department at Seaholm High School (2436 W. Lincoln Street, Suite F101, Birmingham, MI 48009 or fax 248-203-3818). Applications can be submitted starting August 15, 2011.** No scout meetings can be scheduled before school opens on September 6, 2011. Just a reminder, that all school activities take priority over community/scouting events. A scout application is available on the Birmingham Public School's website, [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us) under Community/Facility Rental.
2. **One application must be submitted for each troop or pack.** Each troop or pack must complete a separate application and non-refundable application processing fee of \$25. A den or patrol can schedule under the troop or packs application. There needs to be one primary contact for each troop or pack for scheduling.
3. **Once you have received an approved schedule of meetings and an invoice, the scout organization is responsible to pay in advance.** Any meetings cancelled with 24 hours written notice, or due to building closure will be credited to your account. At the end of the year, the scout organization can request a check refund or carry the balance forward to the following year.
4. **The rental fees for *routine* troop/pack meetings are:**
  - Art Room or other classroom \$7.50/ two hour meeting
  - Multipurpose Room/Media Center/Gym: \$12.50/two hour meeting
5. **If necessary, additional staffing charges (\$43/hour) will be assessed if the building staff is unable to clean the building in preparation for school the following day.** Your cooperation in planning and clean up after your weeknight meetings will be appreciated.
6. **All other events/meetings such as Daddy Daughter Dances, Neighborhood/Multi troop events, Pinewood Derby, Court of Honors, Rain Gutter Regattas, etc will be billed at 50% of room rates.\***
  - Gym \$25/hour
  - Cafeteria \$25/hour
  - Media Center \$20/hour

*\*Stated rates are 50% off the public rental rates*
7. **Any meetings or events scheduled on a weekend or holiday will be subject to a staffing charge of \$43/hour plus a fee to open and close building.** There may be additional charges for cleaning time after the event has concluded.
8. **Any Scout Group with an account that is past due will NOT be allowed to use or reserve space within the BPS School District, until their account is brought current.**

Questions regarding specific room use, and availability in your home school and facility use and requirements at all locations should be directed to Birmingham Community Education at 248-203-3800 or [ce-info@birmingham.k12.mi.us](mailto:ce-info@birmingham.k12.mi.us).

Sincerely,  
BIRMINGHAM COMMUNITY EDUCATION