



Birmingham Community Education  
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## 2016-2017 SCOUT PROCEDURES & RATES

Welcome to the 2016-2017 school year! Listed below is the procedure you will need to follow, as well as information regarding fees and custodial charges.

- All Scouting activities using school district facilities must be scheduled by the Community Education Department at Seaholm High School (2436 W. Lincoln Street, Suite F102, Birmingham, MI 48009 or fax 248-203-3818). Applications can be submitted starting September 1, 2016.** No scout meetings can be scheduled before September 26, 2016. *Just a reminder, that all school activities take priority over community/scouting events.* A scout application is available on the Birmingham Community Education's website, [www.communityed.net](http://www.communityed.net) under "BPS Facility Rental."
- As a result of the reduction in the custodial services in the school district, it has been determined that classrooms in the elementary schools will not be used for afterschool activities by community groups including scouts. The multipurpose rooms/cafeterias, and gyms are available to community groups after 6:15 p.m. to host your Scout meetings. (Approval for use immediately after school, is up to the individual school's administration.) The facility rental rates for Scouting Groups for the 2016-2017 school year will remain the same as last year's. (See rates below under numbers 5 and 7.)
- 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 pack's application. There needs to be one primary contact for each troop or pack for scheduling. No multiple troops on an application. Correct billing information must be provided on the application.
- Once you have received an approved schedule of meetings and an invoice, the scout organization is responsible to pay in advance.** The troop will be billed for the entire schedule of room reservations and payment must be received by Community Education 15 days prior to the scheduled date. Credits will be granted as long as cancellations are made 48 hours in advance in writing (fax, email or letter). A credit will be applied on your account and applied to future room use. Excessive changes to your reservation will move your troop/pack to a community group and your rental rates will be current published rates and no further reservation changes will be accepted. At the end of the year, the scout organization can request a check refund or carry the balance forward to the following year. Credits will be issued for snow days or school closures and applied to the account.
- The rental fees for routine troop/pack meetings are:**
  - Hallway/Common Areas and Classrooms: \$7.50/ for any amount of time up to a two hour meeting
  - Elementary Multipurpose Room/ Gym (after 6 p.m.): \$12.50/ for any amount of time up to a two hour meeting*Note: West Maple will be billed at elementary school rates for scout events ONLY. For all other programs West Maple is considered a middle school.*
- If necessary, additional staffing charges (\$50/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.
- All other events/meetings such as Daddy Daughter Dances, Neighborhood/Multi troop events, Pinewood Derby, Court of Honors, Rain Gutter Regattas, Banquets, etc. will be billed at 50% of room rates + custodial rates.\***
  - Gym \$25/hour
  - Cafeteria \$25/hour
  - Media Center \$20/hour
  - PLEASE NOTE THAT THE KITCHENS AT ALL SCHOOLS ARE NOT AVAILABLE FOR RENT.*\*Stated rates are 50% off the public rental rates.*  
*Note: West Maple will be billed at elementary school rates for scout events ONLY. For all other programs West Maple is considered a middle school.*
- Any meetings or events scheduled on a weekend or holiday will be subject to an additional staffing charge of \$50/hour for the entire meeting/event reservation, plus a fee to open and close building.** There may be additional charges for cleaning time after the meeting/event has concluded.
- 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).