

## 2017-2018 SCOUT PROCEDURES & RATES

Welcome to the 2017-2018 school year! Listed below is the procedure you will need to follow, as well as information regarding fees and custodial charges. Please read and sign this two page document and return it with your application. Remember to send a copy of the second page to all of your scouting families.

- 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, 2017.** No scout meetings can be scheduled before September 25, 2017. *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 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 2017-2018 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, **unless prior arrangements have been made.** 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 60% of room rates + custodial rates.\***
  - Gym \$30/hour
  - Cafeteria \$30/hour
  - Media Center \$24/hour
  - PLEASE NOTE THAT THE KITCHENS AT ALL SCHOOLS ARE NOT AVAILABLE FOR RENT.***\*Stated rates are 60% 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.

## 2017-2018 School Year - SCOUTS

Dear Scout Leader,

We're happy that scouts are able to meet in BPS schools again this year! In an effort to avoid ongoing issues that we experienced with scout room rentals last year, we are asking that you **read the below expectations and return a signed copy to Community Education prior to your first meeting.** It is important that this information be communicated to **ALL OF YOUR SCOUT FAMILIES so everyone is aware of the expectations regarding appropriate use of the building for after school and evening meetings.** The disregard of these expectations by one family could affect the ability of the entire group to continue to use the rooms.

We appreciate everyone's cooperation and assistance to provide a positive experience for all involved. It is important to know that improper use of the building may result in loss of privileges for room use in every BPS building. Please contact Meli Zikakis at Community Education ([mzikakis@birmingham.k12.mi.us](mailto:mzikakis@birmingham.k12.mi.us)) if you have questions. Thank you!

### SCOUT ROOM RENTAL EXPECTATIONS

1. Please wait until your scheduled time to enter the room you've scheduled. For evening rooms there is no entry of rooms until after 6:00 p.m. The building will be locked until 6:00 p.m.
2. Please be prepared to leave the room in the same condition it was in when you arrived. This would include tables washed, rearranged furniture put back into place, and floors swept of food or craft remains. Costs for custodial staff to prepare the room for the next day use will be \$50 per hour. The custodial staff will only "spot mop" the floor in the cafeteria. A broom and dustpan are provided in the cafeteria for your use.
3. Leaders, parents and students should be only in the room, adjoining hallways, and closest restrooms to the room that has been reserved for use by the group. No one should ever be in the Kitchen, Media Center, Staff Lounge, classrooms or other hallways/bathrooms at any time. Siblings **MUST** remain with the responsible adult they came with.
4. Please bring all equipment and supplies that you will require for your meeting. PE equipment and art supplies are for the use of students during the school day only. This includes computers, paper cutters, copiers and gym mats. The Art Teacher desk should not be disturbed.
5. For safety reasons, please do not prop outside doors open.
6. Please have consideration for bulletin boards and posters on the walls so they are not damaged during your activity.

**WE agree to meet the above expectations and to communicate them to the families of my scout group.**

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Scout Leader Printed Name

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Scout Leader Signature

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Date