



# **Bloomington Public Schools**

## **Facilities Rental Handbook**

Bloomington Public Schools offers many different schools and centers throughout Bloomington. All locations have facilities which may be rented by the general public outside of normal school hours.

### **Rental Facilities**

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#### [Facilities Map](#)

#### **Auditoriums**

- Jefferson High School  
Seating for 929 in a front and back pod (3 sections) design. Stage area 35' x 64'. Dressing rooms stage right and stage left. Seating chart.
- Kennedy High School  
Seating for 961 in a front and back pod (2 sections) design. Stage area 32' x 80'. Dressing room stage right. Seating chart.
- Oak Grove Middle School  
Seating for 440 in a front and back pod (3 sections) design. Thrust stage is 25' x 30' with a 15' x 30' backstage area.
- Olson Middle School  
Seating for 650 in a center / left / right design. Stage area 36' x 77'.
- Valley View Middle School  
Seating for 249 in a center / left / right design. Stage area is 22' x 31'. Cafetorium.

#### **Classrooms**

Classrooms in all buildings are generally available for rent by contacting the Building Reservations Office at 952-806-7888. Most classrooms have desks with attached chairs, but at Kennedy High School there are several double rooms available, separated by a folding curtain. Computer rooms are also available, as well as technical support for holding classes in those facilities.

## **Gym Courts**

- Jefferson High School  
Wood floors. Gyms are separated by a roll-up curtain. Each gym is 8,400 sq.ft. with 4 baskets and an 84' x 50' court. Varsity floor includes both gyms. Pull out bleachers seat approximately 1,600.
- Jefferson High School Activity Center  
Wood floors. Courts are separated by roll-up curtains. Each court is 5,225 sq.ft. with 2 baskets and an 84' x 50' court. Courts 1, 2, 3 and 4 have two additional baskets, some can be lowered to 8 ft. Court 5 has two batting / golf cages.
- Kennedy High School  
Wood floor. Gyms are separated by moveable walls. Each gym is 6,600 sq.ft. with 6 baskets and an 84' x 50' court. Gym B is the varsity floor. Pull out bleachers on courts A and C seat approximately 1,600.
- Kennedy High School Activity Center  
Wood floors. Courts are separated by roll-up curtains. Each court is 5,225 sq.ft. with 2 baskets and an 84' x 50' court. Courts 1, 2, and 3 have two additional baskets, some can be lowered to 8 ft. Court 5 has two batting / golf cages.
- Oak Grove Middle School  
Wood floors. Gyms are separated by a moveable wall.. Gym A is 4,870 sq.ft., Gym B is 5,525 sq.ft. Basketball courts are 78' x 50' with 6 baskets each.
- Olson Middle School  
Wood floors. Gyms are separated by permanent wall. Both gyms are 5,590 sq.ft. Basketball courts are 84' x 50' with 6 baskets each.
- Valley View Middle School  
Wood floors. Gyms are separate. Gym AB is 5,750 sq.ft. with bleacher seating capability of approximately 200. Gym D is 4,200 sq.ft. Both have 84' x 50' basketball courts with 6 baskets each.
- Elementary Schools: Hillcrest, Indian Mounds, Normandale Hills, Oak Grove, Olson, Poplar Bridge, Ridgeview, Valley View, Washburn, Westwood  
Tile floors, 6 baskets, most 4,200 sq.ft.
- Early Learning Centers: Pond, Southwood  
Tile floors

## **Cafeterias**

- Jefferson High School  
Seating for 600 in two halves. Concession stand in south half. Seating comprised of rectangular tables with separate chairs. Total area approximately 11,000 sq.ft. Projection capacities.
- Kennedy High School  
Approximately 8,000 sq.ft. Room cannot be divided and both sections must be rented. Seating at both rectangular and round tables with seats attached. Small stage, projection capacities.

- Oak Grove Middle School  
Approximately 3,600 sq.ft. Seating for about 300 at both rectangular and round tables with seats attached. Eight breakout pods (10' x 15') on the perimeter.
- Olson Middle School  
60' x 50', seating for 338 at both rectangular and round tables with seats attached.
- Valley View Middle School  
Seating for about 300 at both rectangular and round tables with seats attached. Stage with lighting, sound and projection capabilities.

## **Media Centers**

All Media Center rental is by special arrangement with the school administration and the Building Reservations Office.

- Jefferson High School
- Kennedy High School
- Oak Grove Middle School
- Olson Middle School
- Valley View Middle School
- Elementary Schools: Hillcrest, Indian Mounds, Normandale Hills, Oak Grove, Olson, Poplar Bridge, Ridgeview, Valley View, Washburn, Westwood

## **Pools**

- Oak Grove Middle School Pool  
6 lanes, 25 yards long. Shallow end 3' deep. Two diving boards, deep end 11' deep. Seating capacity is 180. Home site for Kennedy HS swim teams.
- Olson Middle School Pool  
8 lanes, 25 yards long. Shallow end 3' deep, deep end 10' deep. No diving. Seating gallery capacity is 300. Home site for Jefferson HS swim teams.
- Valley View Middle School Pool  
5 lanes, 25 yards long. Shallow end 3' deep. No diving. Temperature kept at 87 degrees F. Extensively used for community programs and swimming lessons.

## **Turf Fields**

## Policies

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Our goal is to create and maintain a pleasant, safe and cost effective environment for all community members and visitors. Repeat offenders of these policies may be denied access to the facilities.

### Facility Use Classifications

- Class I - ISD 271 schools, activities, programs
- Class II - Bloomington youth organizations: high school booster clubs, athletics, scouting; political party meetings/caucuses
- Class III - City of Bloomington sponsored activities
- Class IV - 501c3 non-profits and faith-based organizations; colleges/universities, other schools; adult groups; non-Bloomington youth groups; local youth groups run by separate individuals, i.e. not a Bloomington youth organization , incl. AAU teams.
- Class V - Individuals and organizations engaged in for-profit gain

### Weather Closing Policy

During adverse weather conditions, the buildings will close under these circumstances:

- When all District school buildings have been closed by the Superintendent and staff sent home or told not to report,
- Road and parking lot conditions are not safe for travel.

At other times, the District may cancel after-school activities, but not close buildings. Under these circumstances, the buildings will remain open as long as weather, road, and parking lot conditions allow for staff and visitors to travel safely. It is up to the individual groups who have scheduled facility use to determine if they want their groups or participants to continue with scheduled plans.

In the event of a weather closing, Bloomington Schools will publish the information in a banner on all District websites.

### Payments and Fees

All payments are due in advance of the event unless other arrangements have been made.

An annual fee will be billed on the first invoice. The permit fee of \$20 is paid once per year and covers the fiscal year July 1 through June 30.

The facility use rates are per hour. Late weeknight (after 10 p.m.) and weekend usage requires custodial costs in addition to the rental fee.

### Annual Permit Fee

An annual permit fee is assessed to all Class II, III, IV, and V facility users and is applied from July 1 - June 30. The current rate is \$20 for each school building.

### Indemnification

The applicant and organization assumes all responsibility for damage and liability and agrees to hold the school district harmless from any expense in connection with the use of school facilities or equipment.

**Insurance**

A certificate of insurance may be required to be on file with the department for large groups, groups serving food, athletic events, or other events deemed necessary.

**Food and Beverage**

Use of food and beverages must meet City of Bloomington Health Department guidelines and are allowed only in approved areas. (See also [Temporary Food License Application](#) from the City of Bloomington.) It must also be indicated on the district request form if food and beverage are to be consumed.

**Limitations of Use**

- District #271 is not responsible for lost or stolen items
- Use of controlled substances, alcohol, and tobacco is not allowed on school property
- Possession and/or use of firearms on school property is strictly prohibited
- Latex, e.g. balloons, gloves, etc. is not allowed
- Any forms of open fire, e.g. candles, propane burners, etc. is prohibited
- All local and state laws must be observed along with all District #271 policies including [Policy 802 Use of School Facilities](#).