

Facilities Rental Fees

Large Gymnasium	Category 2	Category 3
Bismarck High – Karlgaard (2 Courts)	\$60	\$180
Century High – Olson (2 courts)	\$60	\$180
Legacy High – Haussler (3 courts)	\$60	\$180
Medium Gymnasium (1 Court)	Category 2	Category 3
Bismarck High – Lynch	\$50	\$150
Century High – New, Olson North/South	\$50	\$150
Legacy High – Haussler Main/North/South; Johnson	\$50	\$150
Middle School – 1 court	\$50	\$150
Small Gymnasium	Category 2	Category 3
Elementary	\$40	\$120
Hughes	\$40	\$120
Riverside Education	\$40	\$120
Career Academy	Category 2	Category 3
Collaboration – Full	\$40	\$105
Collaboration – Half	\$20	\$75
Multipurpose – Full	\$60	\$150
Multipurpose – Half	\$30	\$90
Classroom	\$25/room	\$75/room
Miscellaneous	Category 2	Category 3
Auditorium – Middle School	\$40	\$150
Commons Area	\$50	\$150
Library	\$40	\$120
Kitchen (Food Prep)*	\$35	\$105
Classroom	\$25	\$75
Family Consumer Science Room	\$30	\$90
Equipment Rental	Category 2	Category 3
Audio/Visual equipment	\$25/Flat	\$75/Flat
Pianos	\$25/Flat	\$75/Flat
Risers/Stage	\$25/Flat	\$75/Flat
Facility Use/Staff Charge	Category 2	Category 3
When meetings are held outside normal operating hours or in the case of fundraising events, an additional facility use fee may be charged. Personnel charges may apply if additional staff is required.	\$30	\$90

All rates are per hour per room or court
Youth Recreation Practice - \$15/1 hr max
Adult Recreation - \$40/hr

Events that are scheduled 5 days or longer may be considered for a “per-day” rate on a case-by-case basis.

BPS Athletic Complex

Use of the Sanford Sports Complex will include custodial services and restrooms. Food and concessions will not be allowed unless contracted through BPS's vendor. Locker rooms are not available for any event.

Dakota Community Bank Field – Football/Soccer (Artificial Turf)	Category 2	Category 3
Football/Soccer Practice Custodial services	\$125/hr	\$250/hr
Football/Soccer Game Includes lights, press box, scoreboard, sound, custodial services, general game equipment, ticket booth	\$550/game	\$1,100/game
Dakota Community Bank Field – Track (Artificial Turf)	Category 2	Category 3
Track Practice Custodial services and general track equipment	\$125/hr	\$250/hr
Track Meet Lights, press box, scoreboard, sound, custodial, general equipment, ticket booth	\$250/hr	\$500/hr
Main Baseball Field (artificial turf)	Category 2	Category 3
Baseball Practice Custodial Services	\$75/hr	\$150/hr
Baseball Game Lights, press box, scoreboard, sound, custodial services, ticket booth	\$175/game	\$350/game
Practice Baseball Field (natural grass)	Category 2	Category 3
Baseball Practice Custodial Services	\$50/hr	\$100/hr
Baseball Game Scoreboard, custodial services, field prep, ticket booth	\$100/game	\$200/game
Main Softball Field (artificial turf)	Category 2	Category 3
Softball Practice Custodial services	\$75/hr	\$150/hr
Softball Game Scoreboard, custodial services, field prep, ticket booth	\$175/game	\$350/game
Practice Softball Field (natural grass)	Category 2	Category 3
Softball Practice Custodial	\$50/hr	\$100/hr
Softball Game Scoreboard, custodial services, field prep, ticket booth	\$100/game	\$200/game
Tennis Court (2 Areas/3 courts per area)	Category 2	Category 3
Organized Tournament 6 courts, custodial services	\$80/half day \$150/full day	\$160/half day \$300/full day

Auditorium Rental

These rates are for high school auditorium use only. Middle School auditorium rates can be found under the general facility use rates and have limited lighting/sound capabilities.

The classes of events are based on the number of performers, the amount of technical support each group needs and how that group will use the theaters. There are varying levels of support in each package. Each package includes BPS Staff and will be determined by the Principal or his designee.

A half day is considered under 4 hours and a full day is considered 4+ hours.

1. Classes of Events

- a. PRODUCTION - These include plays, musicals, and operas which characteristically require any or all of the following: Some sort of scenery, theatrical lighting and sound, an orchestra, and a larger number of performers.

	Category 2		Category 3	
Production - A	Half Day	Full Day	Half Day	Full Day
Includes full stage, scene shop, make-up rooms, lobby, lighting system with base plot and basic sound. Example: a non-musical play or basic dance show	\$420	\$840	\$600	\$1,200
Rehearsal/Set Up	\$210	\$420	\$300	\$1,000
	Category 2		Category 3	
Production - B	Half Day	Full Day	Half Day	Full Day
This package is Production A plus full lighting system, with either your or our unique plot. Example: a large scale dance show	\$490	\$980	\$700	\$1,400
Rehearsal/Set Up	\$245	\$490	\$350	\$700
	Category 2		Category 3	
Production - C	Half Day	Full Day	Half Day	Full Day
This package is Production A plus full sound system. Example: a show with live musical accompaniment or a play that uses wireless microphones.	\$630	\$1,260	\$900	\$1,800
Rehearsal/Set Up	\$315	\$630	\$450	\$900
	Category 2		Category 3	
Production - D	Half Day	Full Day	Half Day	Full Day
This package is Production B & C, the whole theater. Example: a musical or opera with live orchestra	N/A	\$1,890	N/A	\$2,700
Rehearsal/Set Up		\$945		\$1,350

- b. CONCERT - These include band, orchestra, choir concerts and solo performers. These usually have limited lighting and some sound. Some musical performances might be more theatrical than concerts and will be categorized as a Production.

		Category 2		Category 3	
Concert - A		Half Day	Full Day	Half Day	Full Day
	Includes full stage, general concert lighting, and announcing/solo mic. Example: Orchestra concert	\$315	\$630	\$450	\$900
	Rehearsal/Set Up	\$115	\$430	\$250	\$700
		Category 2		Category 3	
Concert - B		Half Day	Full Day	Half Day	Full Day
	This is Concert A with a larger number of mics, monitor speakers and the option of additional lighting using the base plot. Example: Jazz Concert	\$420	\$840	\$600	\$1,200
	Rehearsal/Set Up	\$220	\$640	\$400	\$800

- c. LECTURE - These include lectures, awards ceremonies, class meetings, and audio-visual (AV) presentations. They usually have a couple speakers and limited sound and lighting.

		Category 2		Category 3	
Lecture - A		Half Day	Full Day	Half Day	Full Day
	Includes the area in front of the main curtain, general light on that area, and one mic and a lectern. Includes basic computer/screen use. Example: Awards ceremonies or speakers	\$175	\$350	\$250	\$500
		Category 2		Category 3	
Lecture - B		Half Day	Full Day	Half Day	Full Day
	This is Lecture A with advanced equipment. Could also use more of the stage and controlled light on that area. Example: Financial aid night, small graduation ceremonies	\$315	\$630	\$450	\$900

2. Make-Up Rooms

Renters bring their own make-up and accessories (hair dryers, curling irons, etc.)

3. Scene Shop

The scene shop may only be used as crossover/storage space or set up of their equipment/scenery. The shop shall not be used for construction nor will the use of BPS tools, equipment, or materials be allowed.

4. Accessories/Questions

- Pianos can be used at an additional charge; renter will be charged for tuning if necessary.
- Outside equipment must be approved in advance.
- Only BPS Staff are allowed to operate district equipment.
- The building technical engineer is final arbiter of onsite problems.

5. Auditorium Capacities

a.	Bismarck High School	688
b.	Century High School	410
c.	Legacy High School	620
d.	Horizon Middle School	684
e.	Simle Middle School	499
f.	Wachter Middle School	357

6. Summer Rental Conditions

- a. Normal summer hours are from 7:00 am until 5:30 pm Monday through Thursday. The renter will have access only during these times. Extended hours may require additional staffing costs.

7. Policies and Procedures

- a. Contact the Principal at least 3 weeks prior to the event to discuss availability and production needs.
- b. Availability is dependent on staff availability.
 - i. At least one BPS Staff member is required for any event sponsored by an outside group. This includes renters, other BPS groups that are not from the school where the facility is located and in-building groups unfamiliar with the theater and its procedures.
 - ii. The Principal will decide how many staff members are needed for an event.
- c. Only Bismarck Public Schools staff are allowed to use BPS equipment. The booth and catwalks are off limits without BPS staff present.
- d. The use of tobacco and liquor is strictly prohibited.
- e. Food and drink are not allowed in the auditoriums. If your event includes food of any kind, then BPS staff must be required to ensure no food is allowed in the auditorium.
- f. All events include use of the box office space if available, but BPS will not provide a cash box, programs, or box office staff for any event.

8. Explanation of Fees

- a. If other areas of the building are required for your event, they will be rented on a "per room" basis at the current hourly rate.
- b. Each package is a flat rate that includes BPS Staff and the use of dressing rooms and lobby facilities. Total costs are calculated prior to rental approval.