

1 **Bainville K-12 Schools**

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3 **NON-INSTRUCTIONAL OPERATIONS**

8500

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6 School Owned Housing

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8 Bainville Public School Housing is maintained for the purpose of providing housing for faculty and  
9 staff of the Bainville Public School. However, housing may be rented to others when the faculty and  
10 staff needs are met. Determinations and assignments of apartments/houses will be made by the  
11 Bainville Public School Superintendent based upon faculty and staff needs.

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13 Bainville Public School will utilize but is not limited to the following general terms and conditions  
14 dealing with occupancy:

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- 16 • Use and occupancy of the apartments/houses shall be on a month-to-month basis  
17 (including summer) until termination.
  - 18 • Staff/faculty members who are renting a house may be reassigned to a different dwelling  
19 when a family house is needed.
  - 20 • Rent and other charges are to be paid in full by the 5<sup>th</sup> of the month by the staff/faculty  
21 and by the 1<sup>st</sup> of the month for others. Checks are to be made out to Bainville Public  
22 School and may be paid at the school office.
  - 23 • Clearance of final salary payment for staff/faculty will not be issued until all  
24 apartment/housing obligations have been fulfilled.
  - 25 • The occupant shall cooperate with the Bainville Public School in the care of the  
26 dwellings and grounds. In case of emergencies call the school office at 769-2321. If this  
27 number can't reach an individual contact the superintendent at 769-2111 and/or the head  
28 custodian at 769-7111.
  - 29 • The occupant will report plumbing, heating and any other maintenance difficulties as  
30 soon as they are discovered.
  - 31 • The occupant is responsible for minor property repair, care of equipment and lawn  
32 maintenance. The yard and grounds of your residence are mowed, trimmed, and  
33 maintained by May 1<sup>st</sup> of each year and continued to be maintained throughout the  
34 spring, summer, and fall months. (School equipment is available for use. Make  
35 arrangements with the head maintenance and/or custodian.) A fee will be assessed if the  
36 District needs to maintain the grounds of the property.
  - 37 • Bainville Public School reserves the right to enter the premise unannounced in the event  
38 repairs are called for and the repair person is in Bainville. The District will attempt to  
39 notify the tenant prior to the repair person entering the premise.
  - 40 • The occupant will be responsible for providing electricity for the apartment/house.
  - 41 • At the beginning of occupancy the tenant will receive a check sheet (attached) listing the  
42 dwelling equipment and general conditions of the apartment/house.
  - 43 • The tenant is to check the apartment/house carefully for damage or need for repair, note  
44 such items on the check sheet and return to the office.
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- Bainville Public School will provide washers and dryers that are for tenant use only, which are located in the apartments/housing.
- Bainville Public School does not provide coverage and is not responsible for damage and/or loss of personal property, therefore be it noted that all occupants are advised to carry insurance on personal property.
- Bainville Public School retains the right to quarterly and/or semiannually inspect the dwellings for damages and/or fire alarm monitoring.

Termination of Occupancy

Bainville Public School will/may terminate the occupancy of an apartment/house if the occupant fails to pay rent or other charges when due, and/or if the occupant fails to comply with the terms of the apartment/housing rental agreement.

The District reserves the right to award housing on a case by case basis.

Policy History

1<sup>st</sup> Reading: 2008

2<sup>nd</sup> Reading: 2008

Adopted on: Aug 2008

Revised on: April 2011