

FACILITY/BUILDING USE POLICY

The (School District) Board of Education, in keeping with the philosophy of community education, encourages the use of school facilities for purposes for the community. It recognizes that the primary purpose of school facilities is to implement the regular instructional program and that other usage shall not interfere with the daily school student routine or any school sponsored student activity.

I. Regulations

A. Precedence of School Organizations

The use of school facilities for school purposes, meeting of students, teachers, parent- teacher organizations or other organizations directly affiliated with the schools have precedence over all others.

B. Applications/Process for Request

Parties requesting use of facilities must obtain an Application for Use of School Facility from any administrative office of (School District). The form must be completed in cooperation with the Building and Field Use Facilitator and signed and submitted a minimum of five (5) business days in advance of use. The signing party may be either an authorized signatory of the applying organization or a private individual. In either case the signatory will become the party responsible to the district for the facilities use and compliance with all district rules and regulations. If more than one date is being requested, each date must be listed.

C. Sublet or Assignment

In no case will any party to whom a permit has been granted assign, transfer, or sublet.

D. Approval Facilities

Upon written approval of the application by both the Building and Field Use Facilitator and the Building Administrator, a copy will be sent to the applicant. The applicant's request should not be considered approved until the applicant receives the signed copy. Approved users should have their copy of the building use permit available for presentation to the Maintenance Staff or school officials upon request.

II. Requirements

- A.** The Board reserves the right to demand sufficient time for full investigation, notice and arrangements of all requests for the use of school facilities.

B. Supervision and Security

All activities must be under competent adult supervision approved by the Building and Field Use Facilitator and the Building Administrator. User groups must take reasonable steps to insure orderly behavior and will be required at their expense to provide school approved security personnel as determined necessary by the Building and Field Use Facilitator.

C. Damage and/or Property Loss

Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of students and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the Building Administrator and approved by the Assistant Superintendent. A bill for the damages will be presented to the group using the facilities. Payment must be made within two weeks of receipt of the bill. The district will not be responsible for any loss of valuables or personal property.

D. Nature of Programs

Programs and activities of users must be of a nature suitable for presentation in a public school, must be lawful, and must conform to all of the policies of the Board. Persons or groups whose activities or programs are determined to be illegal or inappropriate for presentation in public school buildings or school grounds, will not be granted permits.

E. Restrictions on Use

Approved users are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by both the Building and Field Use Facilitator, and the Building Administrator. Alcoholic beverages and controlled substances are not permitted in school facilities or on school property. Smoking in a school building is prohibited by Board policy and by federal law. All users must comply with these regulations.

F. Fire and Safety Regulations

Approved users are responsible for complying with all local and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit so they block exits, aisles or stairways. Facility capacities, as determined by the fire marshal, shall be observed. Decorations are subject to the approval of the Building Administrator. The use of open flames, such as candles, is permitted only with written permission from the Fire Marshal and the Building and Field Use Facilitator.

G. Condition of Rooms

User groups are expected to leave all rooms, furniture and restrooms in the condition and arrangement in which they were found. Any additional custodial services which are necessary to return the facility to the condition in which it was found shall be paid for by the user group.

H. Cancellations of Events

It may be necessary to cancel community use of a school facility in the event of school closings as a result of weather, equipment failures, and unforeseen emergencies.

I. Maintenance Staff

A member of the Maintenance Staff shall be on duty whenever a facility is being used. The Maintenance Staff will be responsible for handling furniture and equipment. Handling of specialized equipment (lighting and sound) is not the responsibility of the school Maintenance Staff and shall be performed only by an Auditorium Technician.

J. Opening of Offices

Maintenance Staff have been instructed that only in the case of extreme emergency are offices to be opened and/or district telephones to be used.

K. Food in Buildings

No food items are to be consumed in district facilities without the prior knowledge and consent of the Building Administrator. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the school cafeteria staff may be necessary at user expense to supervise the kitchen.

L. Opening and Closing of Buildings

Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program.

M. Enforcement of Rules

Responsibility for enforcement of rules and regulations concerning use of all school facilities rests with the user group. Permits to use a facility may be cancelled at any time when there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, the district assumes no liability other than return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been

processed. Any infractions of the building use regulations herein may also be grounds for refusing to grant subsequent requests for the use of school facilities.

N. Liability Insurance

A certificate of liability insurance will be required for all Category 5 users at least two weeks prior to use. Minimum liability insurance in the following amounts must be provided: \$100,000 per person, \$300,000 per occurrence, and \$100,000 property damage; or combined single limit liability of \$300,000. Users in Category 3 and 4 may be required to provide insurance at the discretion of the Building and Field Use Facilitator.

III. Categories of Use

To insure the care and preservation of school facilities and equipment and to insure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories have been established. These categories have been established to determine priority for use and a schedule of fees for approved user groups.

A. Category 1: K-12 Program Activities

K-12 program activities are those which directly relate to regular or extra-curricular school sponsored K-12 events. These include music performances, plays athletic events, parent orientation meetings, honor society inductions, awards banquets, etc. K-12 program activities must have dates approved a minimum of 90 days prior to date of use to guarantee availability of the requested facility. Scheduling of high use areas such as school gymnasiums and performing arts center by K-12 programs should be done during the district's annual spring scheduling process whenever possible.

Fees for Category 1

For use during usual building hours of operation, no rental charges will be assessed for activities and performances which are considered part of the regular or extracurricular school sponsored K-12 program. The overtime cost for labor shall apply and will be charged to the user group. All Maintenance overtime fees must receive prior approval from the Building Administrator. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee.

B. Category 2: Community Education Programs/School Support Groups

Community education programs solely or jointly administered by the Board will be granted second priority for available school district space and facilities. In addition, this category includes, but is not limited to, school related support groups, Band Boosters, Sports Boosters, RCRA and (School District) Foundation.

Fees for Category 2

For use during usual hours of operation, no rental charges will be assessed. The overtime cost for labor shall apply and will be charged to the user group. All Maintenance overtime fees must receive prior approval from the Building Administrator. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee.

C. Category 3: Student Groups/Groups Organized to Benefit Students and Government Organizations

(School District) Student groups/groups organized to benefit students and governmental organizations come under two definitions. Student groups and groups organized to benefit students are defined as groups that are interested in using school facilities for a particular solitary, occasional or regularly scheduled use for an activity with recreational, civic, educational, cultural or charitable goals and are staffed by students or adult volunteers and whose activities are organized for the primary benefit of the students. Typically, the only adults in attendance would be those required to provide appropriate supervision and oversight as necessary in the judgment of the Superintendent. If acceptable to the Building and Field Use Facilitator, student groups may be self-lead.

Government organizations are defined as units of local, city and township government (and quasi-government such as Economic Development Corporations) and their established committees. Such groups will be issued permits for space and facilities a third priority basis. Examples of Category 3 users include, but are not limited to, local Scout organizations, (City) Chamber of Commerce, Downtown Development Authority, Economic Development Authority, and local, city and township units of government.

Fees for Category 3

Users will be charged according to schedule for allowable space permit. Classroom use at the (Designated Site) will be at no charge. The overtime cost for labor shall apply and will be charged to the user group. All overtime costs must receive prior approval from the Assistant Superintendent of Business and Operations. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee. When activities in Category 3 involve ticket sales, admission fees or are of a fund-raising nature, fees listed in the schedule for Category 4 may be charged. Participation at scheduled events must be composed of at least fifty-one percent (51%) (School District's) students in order to be in Category 3. If attendance at a scheduled event is determined to be composed of less than fifty-one percent (51%) of (School District) students, then the group will be classification 4.

D. Category 4: Private Resident Use/Community Groups

Private resident use/community groups are defined as informally organized groups of community residents who are interested in using school facilities for a particular use, who are requesting solitary, occasional or regularly scheduled use for an activity with recreational, educational, cultural, or charitable goals. This group includes, but is not limited to, recreational groups, which limit membership and is not open to the public, neighborhood associations, and other groups whose activity has limited participation. Participants in these groups will typically be adults, not K-12 school age. These groups will be assigned fourth priority of available spaces.

Fees for Category 4

Category 4 users will be charged according to the schedule for allowable space permits. Participation at scheduled events must be composed of at least fifty-one percent (51%) residents of the district in order to be charged according to the schedule. If attendance at a scheduled event is determined to be composed of less than fifty-one percent (51%) residents of the district, then the fee schedule for Category 5 will apply.

E. Category 5: Commercial Users/Non-resident Groups

Commercial users, defined as private, for profit businesses, vendors or entrepreneurs, shall not be routinely serviced in school facilities, and are discouraged from application for use of school facilities. Non-resident groups are groups of users composed of a majority of people living outside the district. Approval of all applications in Category 5 will be based upon the following criteria: Benefits to the district and community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; and relationship of the activity to the stated mission of the district.

Fees for Category 5

Category 5 users will be charged according to the schedule for allowable space permits. A deposit of \$500 or ten percent (10%) of the total estimated fee, whichever is greater, shall be paid by these groups to reserve the facility with the balance of all estimated fees due at least two weeks prior to the date of use.

IV. Schedule of Fees for Direct and Indirect Costs

A. Facility Fee Schedule - Per hour

	<u>Category of Use</u>			
	<u>1,2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Classrooms (Designated Site)	\$0	\$0	\$10	\$15
Classrooms (Designated Site)	\$0	\$ 5	\$10	\$15
Library (Designated Sites)	\$0-	\$10	\$15	\$20
Kitchen (Designated Site)	\$0	\$10	\$15	\$40
Commons (Designated Site)	\$0	\$15	\$20	\$30
Gym (Designated Site)	\$0	\$20	\$40*	\$80*
Gym (Other Designated Site)	\$0	\$15	\$20*	\$40*
Gym (Other Designated Site)	\$0	\$10	\$40*	\$80*
Gym (Other Designated Site)	\$0	\$10	\$15	\$20
Senior Center	\$0	\$10	\$15	\$20
Auditorium (Designated Site)	\$0	\$30	\$40	\$75
Cafeteria (Designated Site)	\$0	\$15	\$20	\$30
Stage (Designated Site)	\$0	\$20	\$30	\$50

No items can be stored on school property.

* Soft soled shoes only.

A fee may be charged when an event is expected to cause excessive wear and tear on a facility or additional utility costs (i.e. air conditioning of performing arts center during summer months). This fee will be determined on an individual bases and will be presented to the user prior to the approval of the facility.

B. Equipment Rental Charges

Charges to user groups for special equipment or services provided are as follows. All fees are for one day use.

Grand Piano	\$35
Other Pianos	\$25
Overhead with Screen	\$25
Podium	\$10
Portable Sound System – P.A. with Microphone	\$25
Projector with Screen	\$25
Portable VCR and Monitor	\$35

C. Personnel Charges

Maintenance Staff - When a group or organization uses a facility during the time the Maintenance Staff is normally on duty, the Maintenance Staff will see that the facility is properly heated, that lights are turned on, and that doors are opened for the group's use of the facility. If services of the Maintenance Staff are requested in addition to the above and the Maintenance Staff is called away from his regular duties, then the group will be required to pay the rate listed for each hour or fraction thereof that they are obliged to work overtime because of services rendered. This amount will be estimated and charged and at the end of the event re-billed if more time is required. Users will be charged for the Maintenance Staff time required to set up special school equipment and furniture (e.g. P.A., tables for large banquets, risers, etc). If a group uses a school facility at a time when a Maintenance Staff member is not normally on duty, then all of the Maintenance Staff's overtime for the period their services are required, shall be charged to the renting user group. No overtime shall be paid directly to any school employee by the user group. All Maintenance Staff charges will be based on the overtime provisions of the current Maintenance Staff contract and will be billed by the business office after scheduled facility uses.

Overtime Maintenance Staff Rates: (Mon. through Sat) (\$ Amount) per hour

Includes costs for wages as established by Maintenance agreement, as well as FICA, workers' compensation insurance, and state retirement.

Overtime Maintenance Staff Rates: (Sun) (\$ Amount) per hour

Includes costs for wages as established by Maintenance agreement, as well as FICA, workers' compensation insurance, and state retirement.

Food Services/Kitchen Supervisor: (\$ Amount) per hour

Includes costs for wages as established by current food service agreement, as well as FICA, workers' compensation insurance, and state retirement.

Auditorium Technician: (\$ Amount) per hour

Includes costs for wages as well as FICA, workers' compensation insurance, and state retirement.

D. Collection of Fees

Individuals requesting the use of school facilities will be responsible for payment for all costs incurred, including the cost per hour charged for the use of facility. The school district requires full payment of facility use fees upon approval of facility. If the event requires an estimate, one hundred percent (100%) of the estimate must be paid in advance with any extra amount due immediately after all the costs are determined unless a deposit is agreed to under special circumstances.

E. Cancellations by User Groups

Holders of permits may cancel by giving 48-hour notice to the Building and Field Use Coordinator without penalty. If less than 48 hours, permit holders will be held responsible for any costs incurred. A fee of twenty-five percent (25%) is nonrefundable for all cancellations unless twenty-five percent (25%) does not cover all incurred charges, a larger percent may be charged.

V. Concluding Statement

The district herein has attempted to provide for maximum usage of school facilities within a framework that will guarantee to the community that school facility use is in no way a detriment to the regular educational program of the students. Fees are designed so that no undue burden is placed upon the public as the result of individual group use of school facilities.

Adopted: (Date)

Revised: (Date)