

## Facilities Use Policy

### I. General Rules:

- a. The school facilities and grounds are drug free environments. No alcoholic beverages or illegal substances are allowed on school grounds at any time.
- b. Renters should be responsible for all damages or loss of school property. The school may require a damage deposit prior to event.
- c. Renters may not merchandise on school property unless the facility use is sponsored by a school or community related group, and specifically approved in advance.
- d. Groups who are renting the facility and will be serving food for public consumption are responsible for securing the necessary license and certification from the Public Health Department as required by law. A copy should be forwarded to the Facility Reservation Office prior to use.
- e. A (School District) employee must be in the building during any facility use.
- f. If the back drops and risers are used, no staples and/or screws should be left in them.
- g. (School District) shall be held harmless from any and all claims as a result of any facility use agreement.

### II. Master calendar and scheduling:

- a. The master calendar will be the basis upon which the availability of a school facility is determined.
- b. Each building will have a master calendar or you may call the Facility Reservation Office at (Area Code) (Phone Number). The master calendar will be posted on the (School District) Website, e-mailed to Administrators, Central Office, Technical and Maintenance and Custodian Departments.
- c. School buildings and related facilities may be made available for community use when it is compatible with the program, vision, and mission of the school district.
- d. Cancellation may be ordered by the school authorities with due notice to the user whenever possible. In such case, any fee for facility use will be returned. All bookings are granted with this understanding.

### III. District wide scheduling process:

- a. Internal Scheduling:  
Elementary staff:
  1. Staff will schedule with their building administrator all activities and events for use of their building facilities that take place during and after the regular school day.
  2. Elementary Administrators should contact the Facility Reservation Office when requesting High School or Middle School facilities.Middle School and High School staff:
  1. Middle School and High School staff should schedule daytime building events up till 4:00 p.m. with the building administrator. However, the building administrator will notify the Facility Reservation Office as soon as possible when scheduling events for the Auditorium, Classrooms, Commons Area, Fields, Gym, Kitchen, and Pool. Administrators may direct staff to directly contact the Facilities Reservation Office.
  2. All after school activities and use of the facilities are to be scheduled through the Facility Reservation Office.
- b. Outside Scheduling:  
Elementary building use:
  1. Individuals/Groups will schedule all daytime and after school activities and events requiring the use of facilities with the building administrator.Middle and High School buildings use:
  1. All daytime and afterschool building events and use of the building facilities must be scheduled with the Facility Reservation Office to check on availability and to place the event on the master calendar.

### IV. License/Permit/Insurance

- a. A temporary license/permit is required and must be secured for kitchen use (This includes booster groups).
- b. This license is issued through the MI Department of Public Health and a copy of the license must present to the Superintendent or his/her designee prior to use.
- c. All equipment belonging to the holder and being used in the school facilities must meet the state and city codes.
- d. Liability insurance may be required depending on the size and scope of the event. Proof of insurance must be submitted to our office no less than 10 business days prior to event.

**V. Fee Schedule:**

- a. School/Community related groups will have rental fees waived if they are a nonprofit or community service organizations whose function and/or funds are intended for the betterment of the schools and community which are fully non-discriminatory and non-partisan in nature. Examples of such groups: PTO, School Boosters, Scouts, and Service Clubs. This does not exclude school/community related groups from paying labor charges for custodial services, food services, lifeguards, and supervisors, when applicable.
- b. Non-profit groups must pay rental fees if they require priority scheduling. This means the school will do everything possible to schedule around their activity.
- c. Fee payment arrangements should be made clear and in advance to the renter by the Authorizing party.
- d. District reserves the right to request a down payment or payment in full ten days prior to the event.
- e. Groups wanting to use school facilities will follow the fee schedule listed below. Rental fee is based on a per session usage rate except for pool usage, which is an hourly rate. Fee schedule may be adjusted based on number of uses.

Facility	Rental Rate	Custodial	Other	Hourly Rate 2008-2009
Classroom	\$15.00	A	D	Custodial Saturday/Sunday
Gym/Elementary	\$15.00	A	D	17.07/25.60/ 34.14
Gym/HS/MS	\$25.00	A	D	Maintenance
Kitchen	\$15.00/hour	A	B	21.90/32.85/43.80
Pool	\$75/hour*	A	C	Technician
Auditorium	\$50.00	A	E	17.67/26.50/ 35.34
Cafeteria	\$25.00	A	D	Pool Supervisor
Specialty Rooms	\$20.00**	A	D	10.78/16.17/21.56
				Senior Lifeguard
				10.78/16.17/ 21.56
				Junior Lifeguard
				9.41/14.11/18.82

If salting/plowing is required to hold an event an additional charge of \$ 75.00 per hour will be billed to renter.

\*If group exceeds 40 people, a charge of \$15.00 per hour is added. Rental by an out of district persons is \$85.00/hr

\*\*Fitness room, Computer lab, etc.

- 1. Custodian per hour if not usually scheduled or extra time is required for set up and clean- up.
- 2. Food Service employee must be present when school kitchens are used, and Food Service equipment is used.
- 3. Includes supervisor and one lifeguard.
- 4. Qualified supervisor approved by school administration.
- 5. Sound/light technician.
- 6. Cancellation of facility use must be reported to the Facility Reservation Office immediately.
- 7. Rental fees and labor charged will be determined according to the fee schedule.