



# Rockford Public Schools

Quality Community – Quality Schools  
*Together Building a Tradition of Excellence*

## Facility Use Procedures

The purpose of this document is to outline and further define the procedures to be followed when providing permission of use of school buildings and/or property. The procedures and rates indicated in this document have been developed using the Michigan School Business Officials (MSBO) Guidance for Cost Recovery for Community Use of Schools.

For purposes of prioritizing facility use and setting appropriate rental rates, there have been three levels determined by the type of use and group using space. Below are the descriptions. If there is any question of which level applies to a group, the determination is made by the Executive Director of Community Services.

### Who May Use the Facilities

Established organizations within the District (PTO/PTAs, booster groups, governmental and quasi-governmental public service bodies, religious, business/industrial organizations) serving residents of the District may apply to use school facilities provided the use is for an educational, civic, recreational, religious or other legitimate purpose of the organization.

Visitors are prohibited from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the Board of Administration for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned or contracted for by the Board, a District-sponsored event or in a District-owned vehicle.

**Level One** – This level applies to any school sponsored event or school sponsored sport practice/competition. It also applies to Community Services events and classes. These events and classes are coordinated through Community Services and applicable fees are settled through the set up process. Rockford Child Care Services, School based PTA/PTO, Booster group organizations, Special Olympics, Odyssey of the Mind and local Scout groups are also considered in this level.

**Level Two** – This level applies to a community based non-profit group, such as, but not limited to; governmental agencies, church groups or organized groups who provide local, civic, educational, religious or cultural activities and are staffed by volunteers. The School District may require proof of tax-exempt status. Events used to raise funds for charity or school sponsored sports team may have facility fees waived by the District.

**Level Three** – This level applies to not-for-profit use by private citizen, community based groups including non-school sponsored sports teams. Users in this level are defined as groups of community residents who are interested in using school facilities for a particular use such as recreational, educational, and cultural activities. A

group or organization under this category may conduct training or meeting sessions for employees related to their business, but may not actually generate revenue or profit from the activity.

This level includes, but, is not limited to: private citizens and businesses that provide opportunities for District students, private schools who are hosting events/activities, adult athletic clubs, neighborhood associations, and driving schools. This applies regardless of whether or not the person requesting use is a District employee.

*Any for-profit use must be coordinated through the Community Services office so any applicable charges are considered within the total cost of the program.*

## Process to Obtain Facility Use Reservation

- An application for use form must be completed by the person designated as responsible for the event/group while the school's facility or property is being used. This person must be at least 21 years of age. *Example form attached*
- The application form must be signed by the responsible party and be accompanied by proof of non-profit status and insurance certificate if applicable (see Liability and Insurance section). This form, including the applicant's signature and the permit (if issued) combined become the contract for use between the District and applicant.
- The application for use must be submitted to Community Services no less than 10 days prior to the date of requested use. Approval for use may not be granted unless proper advance notification is received.
- Permission to use facilities shall be allowed at the discretion of the District and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment and protection of school property.
- If use is approved, a permit will be issued to the responsible party which will outline the specific dates, times and facilities where use was approved. If a date is not listed, approval was not granted. Every opportunity to fulfill a request will be made, including researching alternative buildings if the requested building is not available. Approval will be granted on a priority basis for Level One groups first. If a permit has been issued to a Level Two or Three group, it will be under the condition that if a Level One group has an immediate need for the space, their permit will be revoked and a new permit will be issued for an alternative location (if available).
- Representatives who have been granted permission to use facilities shall not reassign, transfer or sublet or charge a fee to others for use of the school property.
- Without a permit, use of facility or property will be denied.
- Permits for use of sports facilities and/or fields will not be issued until the school sponsored sports programs have developed finalized schedules. Permits will not be issued more than six months in

advance of an event unless specific authorization for the permit has been given by the Executive Director of Community Services.

- Non-school events to be scheduled for the school year will not be scheduled until after September 15<sup>th</sup>.
- Rates for facility use and custodian charges will be posted on the website or available from Community Services upon request. After an event has occurred, an invoice will be emailed to the responsible party to be paid within 30 days. In order to receive approval for future use, the amount due must be paid on time. If a deposit is required for a particular use, that will be due prior the event taking place.

## Cancellations

- In the case of an event which needs to be cancelled, applicable deposit or facility use fees will be refunded less any expenses incurred by the District to prepare for the event.
- If the District is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.
- There are no refunds for field use provided on a "Per Season" basis. Regardless of whether a field was used during the approved period, the flat rate applies.
- The District reserves the right to deny or withdraw facility use privileges at any time.

## Liability and Insurance

- A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate is required for non-school groups for each event in the amount of at least \$1,000,000 Bodily Injury and \$1,000,000 Property Damage, and having the District named as "an additional insured" on the policy. The facility use applicant is responsible for getting the insurance.
- A copy of the certificate is due at least 10 days prior to the event.
- Failure to present proof of insurance voids all agreements.
- Events without the proper insurance will be cancelled.
- All facility use applicants must agree to hold harmless the District and its agents and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of or resulting from

applicants' use of District facilities. A Hold Harmless statement will be included on the signed application form/contract.

## Payment

- The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use.
- For one-time events, payment is due within thirty days after the event occurred.
- For series events, payment must be paid monthly. Payment for each month must be made within 10 days of the end of the month in which the facility use occurred.

## Prohibited Use

- School facilities are not available for private lessons or tutoring for any individuals other than District employees.
- School facilities cannot be used for political gain.
- Games of chance, lotteries or other activities classified as gambling cannot be conducted on school premises. The exception applies only to school sponsored events where the proper licensing has been obtained.

## On-Site Rules

- User groups are expected to leave all rooms and furniture 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 compensated by the user group.
- Do not disturb any message that may appear on white boards or chalkboards in the classroom areas.
- ABSOLUTELY NO ALCOHOLIC BEVERAGES may be served or consumed on school property.
- ABSOLUTELY NO SMOKING is permitted in school buildings or on school property. This includes the use of electronic smoking devices used with or without nicotine products.
- No food is allowed outside of the cafeteria/kitchen areas. No access will be allowed to those areas unless specifically provided for in the permit.
- The user is not entitled to use areas or equipment not specifically requested and approved per the Facility Use Application form and subsequent Permit.

- All activities must be under competent adult supervision approved by Community Services and the principal of the building involved. Children attending this event must be supervised by an adult at all times.
- 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 administration. The use of the school facilities may require that a school employee be present when the building is open.
- Users will be responsible for paying for all damages 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 principal and approved by the administration, and a bill for damages will be presented to the group using the facilities. Payment for damage 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.
- Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of any audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.
- Only decoration materials acceptable to the local Fire Marshall shall be used. Decorations shall be removed immediately after the event.
- If custodial staff is called away from regular duties to set up equipment and furniture, custodial services will be provided at user expense. If custodial staff is required for after-hours events, overtime pay for the period services are required shall be charged to the user. See rate sheet for custodial charge breakdown.
- Bats, hardballs, and softballs are prohibited from use in the school buildings, except in designated approved areas.
- Only in the case of emergency are offices to be opened and/or office telephones used.
- No food/drink items of any type are to be used in District facilities without the prior knowledge and consent of Community Services.
- Any outdoor trash created at an event is to be picked up and disposed of by the user. Trash receptacles will not be provided to the user.
- Rockford Public Schools is a Weapon Free Zone. The only exception is for law enforcement officers and security personnel who have received the necessary approval.
- Applicant must have their approved facility use Permit in their possession at the event.

*Attachments:            Fee Schedule for Facility Use  
                                         Facility use Application form*