

# Superior Central Schools



## Facilities Use Agreement

## REQUEST FOR USE OF SCHOOL FACILITIES – SUPERIOR CENTRAL SCHOOLS

This packet contains all appropriate material that an organization or individual would need to request the use of school facilities at Superior Central Schools.

Part 1 – Part 1 includes the administrative guidelines set forth by the school district for an organization or individual desiring to use the Districts facilities. It details the application process, the regulations and the supervision process.

Part 2- Part 2 is form 7510F1. Form 7510F1 must be completed and turned into the administration for review. Part 2 also details the schedule of fees for the use of the facilities.

Part 3 –Part 3 is the volunteer administrative guidelines. These guidelines apply to groups affiliated with Superior Central School. This would include the Elementary Basketball Program.

Part 4 – Part 4 is required for individuals or groups using the facilities for youth athletic activities.

# REQUEST FOR USE OF SCHOOL FACILITIES – SUPERIOR CENTRAL SCHOOLS

## PART 1 – ADMINISTRATIVE GUIDELINES

# guidelines

OFFICE OF THE SUPERINTENDENT  
SUPERIOR CENTRAL SCHOOL DISTRICT

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## USE OF DISTRICT FACILITIES

### Applications

Any organization or individual desiring to use District facilities shall complete an application (Form 7510 F1) and submit it to the administrator for approval.

- A. The administrator shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the administrator with or without due notice. All approvals are to be granted with this understanding.
- C. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

### Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

### Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of any required fees in advance.
- C. Use of tobacco is prohibited. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on District property at any time.

# guidelines

OFFICE OF THE SUPERINTENDENT  
SUPERIOR CENTRAL SCHOOL DISTRICT

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- E. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. 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.
- F. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- G. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- I. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- J. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- K. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- L. A school custodian shall be on duty whenever a facility is being used except as exempted by the Superintendent/Administrator. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

# guidelines

**OFFICE OF THE SUPERINTENDENT  
SUPERIOR CENTRAL SCHOOL DISTRICT**

PROPERTY  
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- M. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- N. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- O. The District will not be responsible for any loss of valuables or personal property.
- P. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- Q. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

# guidelines

OFFICE OF THE SUPERINTENDENT  
SUPERIOR CENTRAL SCHOOL DISTRICT

PROPERTY  
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## SUPERVISION OF SCHOOL FACILITIES

- A. Each group requesting the use of District facilities may be required to use the services of a District custodian and may be required to pay for such services.
- B. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
- C. If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
- D. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
- E. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

REQUEST FOR USE OF SCHOOL FACILITIES -- SUPERIOR CENTRAL SCHOOLS

PART 2 -- FORM 7510F1



REQUEST FOR USE OF SCHOOL FACILITIES – SUPERIOR CENTRAL SCHOOLS

FORM  
7510F1

TO: Principal: \_\_\_\_\_

We seek permission to use the following school facilities:

Room(s) \_\_\_\_\_

If for a season or extended period, state the beginning and ending dates.

<u>Day</u>	<u>Date</u>	<u>From</u>	<u>Hours</u>	<u>To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Name of Adult in Charge: \_\_\_\_\_

We wish to enter the building at: \_\_\_\_\_ (time)

We will vacate the building by: \_\_\_\_\_ (time)

We (will) (will not) charge an admission fee. We expect an attendance of approximately \_\_\_\_\_ persons.

We require use of the following:

\_\_\_\_ Projector

\_\_\_\_ Folding Chairs (#\_\_\_\_)

\_\_\_\_ Ticket Table & Chairs (#\_\_\_\_)

\_\_\_\_ Tables (#\_\_\_\_)

\_\_\_\_ Lectern

\_\_\_\_ Speaker

Additional requests or comments: \_\_\_\_\_  
\_\_\_\_\_

REQUEST FOR USE OF SCHOOL FACILITIES - SUPERIOR CENTRAL SCHOOLS

FORM  
7510F1

It is understood that Superior Central School Activities have preference over outside activities in using the school building and this request is subject to cancellation if the requested facility is needed for a school activity.

If permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be not use of tobacco, alcohol, controlled substances in the school building.

\_\_\_\_\_  
Name of organization/person/group

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

-----  
**THIS SPACE FOR SCHOOL USE ONLY**

\_\_\_\_\_ This request has been approved and granted.

Rental \$ \_\_\_\_\_

Other Fees \$ \_\_\_\_\_

-----  
\_\_\_\_\_ This request has been denied for the following reason(s)

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

# REQUEST FOR USE OF SCHOOL FACILITIES – SUPERIOR CENTRAL SCHOOLS

FORM  
7510F1

## FEES FOR USE OF SCHOOL BUILDING

A schedule of fees for the use of the school facilities is determined annually and based upon the following factors:

- A. The use of school facilities for activities related to the educational program and school operations shall be without cost to the users, except that users shall be responsible for any police fees.
- B. The use of school facilities for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and police fees.
- C. All other organizations or persons granted the use of the school shall assume the following charges as indicated.

**Elementary Gym - \$25.00 per session \***

**Classroom - \$10.00 per session \***

**Library - \$10.00 per session \***

\* Superior Central Staff will be charged 1/2 of above fees.

REQUEST FOR USE OF SCHOOL FACILITIES – SUPERIOR CENTRAL SCHOOLS

**PART 3 – VOLUNTEER ADMINISTRATIVE  
GUIDELINES**

# Volunteer Administrative Guidelines

## School Volunteers

Effective January 1, 2006, the School Safety legislation (PA 129-131 & PA 138) requires all individuals who apply for employment in Michigan have a criminal history check. For the protection of our students, all volunteers must complete the attached volunteer registration form and the criminal history check/record affidavit prior to volunteering in the Superior Central School District.

Volunteers are vital to the success of the Superior Central School District. The Board of Education (Board) encourages and appreciates the many efforts of the district's exceptional volunteers who give so willingly of their time to help support the staff and students of Superior Central Schools.

The Board encourages and promotes the support of school volunteers in order to expand and enhance parental and community involvement while maintaining safety and security for students and staff. The purpose of this policy is to assist volunteers in the performance of their service to the District. Nothing in this policy shall be deemed to create a contract between the volunteer and the District. This policy does not in any way affect the District's ability or right to terminate its association with any volunteer for any reason with or without cause.

A volunteer is defined as a parent, community member or other adult who assist at a school site or program on a regular or semi-regular basis. Also included in this definition are those who help on a one-time basis transporting or working with children without the direct oversight of District staff. Parents who observe or visit their child at school on a regular basis and stay more than 15 minutes each time are considered volunteers. A volunteer criminal record check and history affidavit and/or fingerprinting are required for all volunteers.

Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened. Examples include helping at a school fair, school party, assembling registration packets, participating in a school clean-up day, or attending a career day. A parent picking up their child from school or randomly observing or visiting their child's school is not considered a volunteer. Volunteers shall be informed that the district is conducting this records check.

Volunteer activities requiring a criminal record clearance and/or fingerprinting in addition for other specific requirements include, but are not limited to:

1. Coaching
2. One-on-one tutoring or mentoring inside or outside the classroom or another supervised school setting.
3. Attending or chaperoning overnight school-sponsored trips
4. Transporting students in a private vehicle
5. Special Olympics
6. Any other volunteer activity, including that done by parents in child care and development programs, where there is the possibility of unsupervised contact with children

SUPERIOR CENTRAL SCHOOL DISTRICT  
VOLUNTEER REGISTRATION FORM

\*\*\*THIS INFORMATION WILL BE USED FOR A CRIMINAL BACKGROUND CHECK\*\*\*  
A COPY OF YOUR DIRVERS LICENSE WILL NEED TO BE PROVIDED TO PERSONNEL IN ORDER TO  
COMPLETE THE CRIMINAL BACKGROUND CHECK

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Birth Date \_\_\_\_\_ Race \_\_\_\_\_ Gender \_\_\_\_\_

Drivers License # \_\_\_\_\_

Student Name \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Volunteering in building(s): Please circle **all that apply**:

Classroom \_\_\_\_\_ Transporting students in private vehicle \_\_\_\_\_

Field Trip \_\_\_\_\_ Chaperone \_\_\_\_\_

Other \_\_\_\_\_

I have read the Superior Central School District Volunteer Policy and agree to comply with its requirements including a criminal background check and/or fingerprinting if deemed necessary.

\_\_\_\_\_  
Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal (or designee) \_\_\_\_\_ Date \_\_\_\_\_

-----Office Use Only-----

Background check verified by \_\_\_\_\_

Date of ICHAT Report: \_\_\_\_\_ Results \_\_\_\_\_

SUPERIOR CENTRAL SCHOOL DISTRICT  
VOLUNTEER CRIMINAL RECORD CHECK & HISTORY AFFIDAVIT

Name: \_\_\_\_\_  
                            First  Middle  Last

Other/Former Names \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Birth Date \_\_\_\_\_

Volunteer Assignment \_\_\_\_\_

Building \_\_\_\_\_ Length of Service \_\_\_\_\_

Effective January 1, 2006, the School Safety Legislation (PA 129-131 & PA 138) requires all individuals who apply for employment in Michigan have a criminal history check. For the protection of our students, all volunteers must complete the following questionnaire.

I have not been convicted of or pled guilty or no contest to any crimes (misdemeanors or felonies).

I have been convicted of or pled guilty or no contest to the following crimes. If necessary, use separate sheet to explain nature of conviction, date and court.

No                     Yes (Explain below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following charges are pending against me. If necessary, use separate sheet to explain nature of charge, date and court.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any of the following crimes: criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct in any degree, felonious assault on a child, child abuse in any degree, attempt to commit child abuse in any degree, cruelty, torture or incident exposure involving a child?

No                     Yes (Explain below)

\_\_\_\_\_  
\_\_\_\_\_

REQUEST FOR USE OF SCHOOL FACILITIES – SUPERIOR CENTRAL SCHOOLS

PART 4 – CONCUSSION AWARENESS



## CONCUSSION AWARENESS

As of June 2013 Michigan enacted a law that regulates sports concussions.

In order to meet the requirements of the law all coaches, employees, volunteers, and other adults who are involved with a youth athletic activity must complete one of the concussion awareness on-line training courses listed below. Please follow the appropriate link below for either youth or high school sports training. These videos are approximately 30 minutes. Please **be sure to print or save** the certificate that is offered at the end of the training session. Your certificate must be submitted to the school with this application.

Youth Sports Training - <http://www.cdc.gov/concussion/HeadsUp/Training/index.html> - CDC "Heads Up" Concussion In Youth Sports

High School Sports Training - <http://nfhslearn.com/electiveDetail.aspx?courseID=38000> - The National Federation of State High School Associations (NFHS) Training