

**ADMINISTRATIVE PROCEDURE - USE OF SCHOOL BUILDINGS AND FACILITIES****A. Administration:**

Huron Valley Recreation and Community Education's Facilities Secretary is responsible for scheduling and renting school facilities for all activities that occur outside the normal school day. In the event there is an issue that cannot be resolved by the Facilities Secretary, the issue shall be forwarded to the Director of Recreation and Community Education for final resolution.

**B. Application Process:**

User groups must complete a Facilities Request Form and, when required, the Insurance Information Form. No requests will be scheduled until a Facilities Request Form and, when required, the Insurance Information Form has been completed and approved by the Facilities Secretary.

All requests must be received no later than two (2) weeks prior to the scheduled event. Scheduling of events and activities may be restricted to not more than 30 days in advance. Facilities Request Forms must be completed annually for user groups renewing their facility use requests.

The Facilities Secretary will determine whether facility use requests for periods when school is not in session (holidays, summer vacation, etc) can be granted based on, but not limited to, custodial availability, and cleaning and construction needs.

A copy of Board Policy #1330 and the Administrative Procedure for this policy will be given to the applicant signing the Facilities Request Form upon request. It shall be the responsibility of the applicant and organization to review and comply with the requirements set forth in these procedures.

The applicant signing the Facilities Request Form is responsible for all payments of fees and charges associated with the group's use of school facilities. Requirements for payment of fees and charges are listed under Facility Management/Usage Fees. At the time of the usage request, the Facilities Secretary /designee will determine if there will be a deposit due (either 50% down or full payment before use).

Facilities Request Form will not be issued to persons under 21 years of age. Student groups using school facilities will require supervision and assumption of responsibility for fees and charges by an adult 21 years or older. The applicant signing the Facilities Request Form shall be in attendance and responsible for the conduct and control of both patrons and participants and shall see that all District procedures, including safety, are followed.

**C. General Regulations for the Use of School Property by Any Group:**

1. The user group agrees to assume all liabilities for damage which may occur in, on, or about any Huron Valley School facilities while said persons or groups are using those facilities when damage to property or injury to persons is the result of the acts, omissions and/or neglect of the users or their agents, servants and employees.

2. Persons or groups who fail to adhere to the policies and regulations established by the Board of Education and Superintendent of Schools shall subject themselves to forfeiture of all privileges of future use of Huron Valley School facilities.
3. Subleasing or shared use (not authorized by the District) is prohibited.
4. Use of district property does not indicate district support or endorsement of groups, programs (or products and services provided by the groups/programs) utilizing district facilities.
5. School personnel will receive no special consideration or privilege in using school facilities during non-school time. District employees who are members of local groups or organizations must schedule school facilities for use by the group on the same basis and through the same procedures as any other community group. All fees will be paid as charged to a community group.
6. Smoking shall not be permitted at any building or on grounds owned by the District.
7. No alcoholic beverages or illegal substances shall be brought into or consumed in the building or on the grounds.
8. No activity shall be permitted in which open flames are used unless approved by the fire department and the building principal/school district designee.
9. Under no circumstances shall equipment or other property be stored on school property unless approved by the building principal/building manager/school district designee. The School District assumes no responsibility for properties left on the premises by the applicant.
10. The use of building facilities is restricted to the specific area requested. If the user group does not remain in that area, the building principal/custodian/designee has the authority to ask the group to leave the building. The same authority applies to serious misconduct on the part of the user group or its individual members. Supervision of children is the sole responsibility of the user group.
11. It is understood that all student/teacher projects and equipment will remain undisturbed. Further, it is agreed that all facilities will be left in a suitable condition for student classes the next day.
12. Use of school facilities does not include the use of school property or additional equipment usage unless special arrangements have been made for such use and it is noted on the Facilities Request Form. Custodians are not authorized to provide school equipment to user groups except as noted on the Facilities Request Form.
13. Use of any kitchen equipment requires that Food Service personnel be on duty. In the event that food is prepared or sold, the user group must comply with Oakland County Health Regulations.
14. Decorations must be approved in advance and detailed on the Facilities Request Form.
15. Huron Valley Schools are under an Exclusive Beverage Contract . User groups are expected to honor this contract and only sell or market those products. Noncompliance may result in loss of use of District facilities.

#### **D. Classification and Prioritization of Users:**

Huron Valley Schools facilities shall be available to the user groups listed below in priority order. There is a different pricing structure for each group.

##### ***Group I:***

HVS K-12 School Activities and School Sponsored Extra-Curricular Activities, HV Recreation and Community Education, and HVS Adult and Alternative Education, HV Education Foundation, school related employee groups and HV Youth Assistance.

##### ***Group II:***

Resident Non-profit Organizations of the District and Government Entities. To be included in this group, the requesting organization must be exempt under section 501(c)3 of the Internal Revenue Code and whose membership must consist of a minimum of 75% District Residents (e.g. local youth recreation organizations, Scouts, YMCA, civic organizations, homeowner associations, etc). Local, state, and federal government entities are also included in this grouping.

##### ***Group III:***

Non-Resident Non-Profit Organizations, private or profit making organizations whose interests are limited exclusively to the membership of said group (e.g., religious/church groups, home school groups, higher education institutions, non-community groups, private groups, profit-making groups, etc.)

Group II & III activities and events running during the school year shall be scheduled no earlier than August 1.

#### **E. Fees and Charges for Use of School Facilities:**

The Superintendent or her/his designee shall establish a schedule of charges governing the use and rental of school facilities to protect the regular instructional program and those who use the facilities. Strict adherence to the Facility Management and Usage Fee Schedule is required unless a modification is approved by the Superintendent or her/his designee.

##### ***Group I:***

Group I events and activities are exempt from application processing fees and facility usage fees except for events and activities using the Pools & Fitness (see facility management/usage fees schedule).

Facility usage fees may be assessed for activities involving prolonged setup, use, cleanup, and personnel services. In these cases, and if a fee/admission is charged, predetermined expenses, including personnel services, will be assessed to the user group. The facility usage fees will be determined by the Superintendent or her/his designee prior to completion of the Facilities Request Form.

When assessed, Group I users will be required to pay facility usage fees on or before the first scheduled rental, unless the Superintendent or her/his designee waives this requirement.

Any such waiver will be documented on the Facilities Request Form and the due date for payment of facility usage fees will be noted.

### **Groups II & III:**

Application Fee- An application processing fee will be charged to all groups classified as a Group II or III. A charge of \$15 will be made to users for each facility request. Application processing fees must be paid upon submittal of the Facilities Request Form. All non-approved applications and/or non-approved dates on approved applications will result in the applicant receiving a full refund for fees assessed for the given situation. Dates cancelled due to emergency situations (e.g., snow days, building maintenance) will result in a full refund or a rescheduled, mutually agreed upon date(s).

Facility Usage Fees- In addition to application processing fees, Group II & III users will be charged facility usage fees. (See Fee and Charge Chart) All facility usage fees must be paid within 5 business days of approval of requested dates.

NOTE: Group II & III users in competition with the District or District programs may be denied use of District facilities.

### **F. Personnel Services:**

An HVS or contracted service employee designated by District administration must be on-site at all times. This may be waived by the Facilities Secretary for outdoor facility use.

When a group or organization uses a facility during the time a custodian is normally on duty, it is expected that the custodian will see that the facility is properly heated, that lights are turned on, and that the doors are opened for the group or groups using the facility. If services of the custodian are requested in addition to the aforementioned, and the custodian is called away from his/her regular duties, the group will be required to pay the current overtime rate for each hour or fraction of an hour that he/she is obliged to work overtime because of services rendered. If a group uses a facility at a time when a custodian is not normally on duty, then all of the custodian's overtime for the period his/her services are required shall be charged to the renting group. The use period will ordinarily include one-half hour before the time designated for use and one-half hour after.

If a facility is used during the heating/air conditioning seasons and at a time, such as a weekend, when the heat/air conditioning is not turned on, additional time may be required to bring the building temperature to a comfortable level and this additional time will also be charged to the renting group.

If, after the user group has departed, an inspection reveals misuse of the area or other problems, including the general conduct of the group, a report will be forwarded to the Facilities Secretary or the Director of Recreation and Community Education using the District's Injury/Incident Report Form. If there is damage which warrants a repair cost being levied against the user group, this will be included in the report. The Secretary will contact the applicant signing the Facilities Request Form.

### **G. Payment and Cancellation:**

Upon completion of the Facilities Request Form the \$15 application processing fees must be paid. The application processing fee is non-refundable unless the events/activities are cancelled by the District.

Payment of facility usage fees is due 5 business days after approval of requested dates.

Failure to make payment will result in a cancellation of the events/activities.

Notification of cancellation by the user group must be submitted to the Facilities Secretary at least five business days before scheduled events/activities or full fees and charges will be assessed. Depending on the scope and size of the scheduled events/activities, notification of cancellation may be required up to 15 business days before the scheduled events/activities, and this will be noted on the Facilities Request Form.

When applicable, penalties and additional charges (personnel, services, equipment, etc.) will be assessed and must be paid within 30 calendar days. Non-payment of fees and charges within 30 calendar days will result in forfeiture of the right of the group to future use of school facilities unless payment arrangements are made in advance.

Late payment of penalties and additional charges will also be assessed fees as follows:

- 30 business days late – 10% of total fees and charges

Overtime shall not be paid directly to any school employee by the user. All custodial charges will be based on the overtime provisions of the current contract and will be billed by the Community Education office after scheduled facility use. If the HVS regular day school program is cancelled due to inclement weather, all daytime and evening activities will also be cancelled with the exception of activities scheduled for Lakeland and Milford High Schools.

Failure of any group to pay charges, comply with the rules and regulations for facility usage, or pay costs of any damages or losses resulting from the group's use of the school facility shall forfeit the right of the group to use of school facilities.

Use of the Huron Valley Equestrian Field at Milford High School must be approved by the Huron Valley Equestrian Committee. A \$50 deposit will be collected by the committee to cover any damage to the ring or building. The Equestrian Committee will be responsible for inspecting the grounds and returning the deposit.

Use of the Huron Valley Centers for Performing Arts will require a \$1000 deposit to be collected to cover any damage to the equipment/supplies/facility while using the CPA. The CPA Mgr will be responsible for inspecting the equipment/supplies/facility after the rental. If there is no damage or replacement necessary, this deposit will be applied towards the balance due for the rental.

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