

USE OF SCHOOL PROPERTIES

A. General Policy for the Use of School Property:

The Huron Valley School buildings are considered to be community centers and are available for use by any organized group of residents of the district or non-residents whenever not in use by the schools. The schools encourage such building use and will cooperate to make school facilities available to community groups.

1. Classification and Prioritization of Users:

Building Use Permits granted to groups may be canceled if they later conflict or interfere with district sponsored educational, athletic, co-curricular, extra-curricular and/or Recreation and Community Ed programs. Reasonable advance notice of such cancellation will be given. User groups will receive priority on requests as follows:

- a. District sponsored groups: K-12 instructional programs; co-curricular activities; athletics/extra curricular;
- b. HV Rec and Community Ed programs; HVS Adult and Alternative Ed programs
- c. PTO/PTA and School Booster Groups
- d. School related community & employee groups, business partners, and governmental and civic organizations
- e. Local youth recreation/enrichment organizations and Scouts
- f. Local community groups: non-profit; subdivisions groups, etc.
- g. Church groups: Religious groups must submit a planned schedule for the total period of time they expect to use a school for instruction or worship. Use for an undefined or indefinite period of time will not be approved.
- h. Non-resident, not for profit, private, or profit-making groups. Private, non-profit or for profit groups who are in competition with the district will not be allowed to use district facilities.

B. Facility Usage Fees

Strict adherence to the fee schedule will occur in all buildings unless a modification is approved by the Assistant Superintendent of Administrative Services. The Superintendent or his/her designee shall establish a schedule of charges each year to reflect changes in salaries.

Facility usage fees for district recognized Partners may vary from the fee schedule in accordance with the Partnership Agreement. The Director of Recreation and Community Ed must approve the Partnership Agreement.

1. Group I: District sponsored groups: K-12 instructional programs; co-curricular activities; athletics/extra-curricular; Rec and Community Ed programs; Adult and Alternative Ed programs; PTO/PTA and School Booster Groups

- a. Cost Free Activities:
Activities sponsored are normally without charge.
- b. Actual Cost Activities:
Actual costs for activities may be charged for extraordinary activities involving prolonged set-up, use, clean-up and special services (security) associated with major district-wide activities or fundraising activities (tournaments, festivals...). In such cases, fees will be mutually determined between the requesting parties and the school administration (based on actual cost).
- c. Rental Activities:
None

2. Group II: Non-profit (501c3) resident organizations

- a. Cost Free Activities:
None
- b. Actual Cost Activities:
Actual costs for activities will be charged on the basis of all personnel costs incurred by the district due to the approval of the activity.
- c. Rental Activities:
The rate charged will be for employee costs incurred, plus the fee schedule shown in Board Policy 1330-Administrative Procedures

3. Group III: All other rental groups including non-profit (501c3) non-resident organizations, for profit organizations, religious organizations, etc.

- a. Cost Free Activities:
None
- b. Actual Cost Activities:
None
- c. Rental Activities:
The rate charged will be for employee costs incurred, plus the fee schedule shown in Board Policy 1330-Administrative Procedures.

C. Security:

Security Guard staffing may be required if deemed necessary by the administrator granting the request. The building administrator is responsible for arranging this security. The user group is responsible for reimbursement to the district.

D. Approval Process:

The Superintendent or his/her designee shall develop forms and procedures to implement this policy.

E. Restricted Uses:

1. Activities which are discriminatory in the legal sense.
2. Activities which are in conflict with city, township, state or federal laws or ordinances or with Board policies.
3. Any activity which is intended to promote the overthrow of the government by force, violence or unlawful means.
4. Illegal gambling.
5. Activities which involve any use of tobacco, alcohol, firearms or illegal drugs.
6. Use which would pose an environmental hazard.
7. Activities that are in direct conflict with HVS School District activities.

F. Fire Marshall and Other Regulations:

1. User group is responsible for and liable to limit the number of people involved to the rated occupancy limit of the facility. This information can be obtained from the building principal.
2. Prevention of smoking, drinking and disorderly conduct is the responsibility and liability of the user group.

Policy 1330

G. Exceptions:

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

A copy of this policy and procedure is given to all user groups upon request.

Policy Reviewed: 5/18/2015

Policy Reviewed: 4/9/2015

Policy Reviewed: 05/06/10

Policy Revised: 08/22/02

Policy Revised: 04/18/91

Policy Revised: 11/16/89

Policy Revised: 04/22/82

Policy Revised: 09/19/74

Policy Adopted: 12/06/66