



# ALCONA COMMUNITY SCHOOLS Facility Use Request

OFFICIAL USE ONLY: Date and Method Returned to Requestor: \_\_\_\_\_  
Approval Date: \_\_\_\_\_ Event Fee: \$ \_\_\_\_\_ Billing Date: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

Name of Requesting Organization or Person: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_

### Organization Contact Information:

Name: \_\_\_\_\_ - Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Facility Request Details:

Please Fill in a drop down for each portion of the facility you would like to request.

_____	_____
_____	_____
_____	_____
_____	_____

Other Items Request: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Recurring Event: \_\_\_\_\_ Time Requested: \_\_\_\_\_ to \_\_\_\_\_

Please be sure to indicate any setup or cleanup time needed in the requested times.

- If School is cancelled, all facilities are closed and any events will need to be rescheduled.
- If School is cancelled on a Friday, no facility use is allowed on the weekend and will have to be rescheduled
- A copy of Liability insurance (\$1,000,000) is required and must be attached to this application before processing.
- Use of district Sound and Light Technical is **Required** for Auditorium Use at \$25 an hour. All services shall be contracted with the tech directly. Sign and date to indicate that your organization is aware of this requirement.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Use of District Custodial Service is **Required** at \$22 Hour. Sign and date to indicate that your organization is aware of this requirement:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Special Equipment Needed:  
Folding Chairs \_\_\_\_\_ 8ft Tables \_\_\_\_\_ Coffee Cups \_\_\_\_\_

I, the undersigning authorized agent for the group/organization using the facility of Alcona Community Schools, agree to abide by the conditions set forth by the District Facility Use Policy and School Administration at the time of this agreement. I understand that I am responsible for full payment of any fees required for use of the requested facilities and I have reviewed the estimated fees to be charged as outlined on the back of this request.

# Alcona Community Schools

## FACILITY USE POLICY

Policies/facilityuse2002: 6/5/02 Revision

Board of Education Approval: 6/17/02

Board of Education First Reading Revision: 11/11/02

Board of Education Approval: 12/9/02

Board of Education Updated Approval: 1/24/05

Board of Education Revised Approval: 2/17/05

Board of Education Approval 7/5/05

Board of Education Approval 2/12/07

Board of Education Approval 8/10/09

### **HOURS OF AVAILABILITY**

- District buildings will normally be open one (1) hour prior to the activity and for one (1) hour after the scheduled event, unless other arrangements are requested on the application and approved.
- The normal closing hour in the buildings for all activities shall be 10:30 p.m. weekdays and 12:00 midnight on weekends. Prior administrative approval may allow for use beyond stated hours.
- Use during summer vacation, holidays or during other vacation periods shall not conflict with building cleaning and renovation programs and will depend on the availability of building service personnel or responsible district employee for supervision.
- The activity supervisor shall arrive well ahead of others and shall remain until all have departed from school facilities.
- The activity supervisor will be responsible for securing all building facilities after the event unless other arrangements are approved by the administration in advance.

### **CANCELLATION POLICY**

The district exercises the right to cancel use of district facilities with reasonable notice due to conditions beyond the district's control such as acts of God, power failure, and other unavoidable circumstances. The user will be notified of the potential cancellation immediately upon the district's awareness of a potential problem as stated above. Every effort will be made to resolve the problem to minimize disruption of the event. No damages will be paid to the user upon cancellation of an event due to the above circumstances.

### **LIABILITY INSURANCE**

Each user of School District facilities may, in the District's discretion, be required to present proof of adequate property and/or liability insurance and/or to name the School District as an additional insured, in an amount of one million dollars (\$1,000,000).

### **GENERAL POLICIES**

- In no case will those who have been granted building use permits assign, transfer, sublet, or charge a fee to others for the use of school property.
- Unauthorized methods of obtaining funds, including any form of gambling, are not permitted in District buildings or on District grounds.
- Possession of weapons on school property is prohibited.
- Possessing, using, soliciting or being under the influence of intoxicants and/or illegal drugs on school grounds is prohibited.

No chemicals shall be brought onto District property without the proper safety material datasheet. All Material Safety Data Sheet (MSDS) information shall be submitted to the building use coordinator and/or administration with the building use request form.

- Users must take reasonable steps to ensure orderly behavior and will be responsible for paying all damage associated with the use of the facility or equipment. The person, group or organization permitted to use District's facilities will name an adult supervisor(s) 21 years of age or older who will be responsible for supervising the activity.
- Schools were designed and built for the education of young people. Smoking in the school buildings is prohibited. Smoking on the school grounds is prohibited until 6:00 p.m. on days when school is in session.
- The users shall be fully responsible for all loss or damage to District property including property of students and employees.
- The District will not be responsible for any loss of valuables or personal property.
- The use of District facilities by any nonprofit community group, who are in-kind contributors to the District's educational program, may be without cost to the users (example- no hourly rate for the room), except that the users shall be responsible for any extra custodial fees/usage fee.
- Any individual or group using the facilities who fails to observe all rules and regulations set forth in this policy may forfeit the privilege of future use of the school buildings and facilities.
- Under **no** circumstances are persons, groups or organizations permitted to put nails, screws, bolts, etc, in the woodwork, in the floor, the furniture etc. No pinning, stapling or attaching of anything to walls, stage curtains or other parts of buildings or facilities is permitted unless granted with written permission from Maintenance Supervisor/Administration.
- Food or drinks shall not be permitted in any facility except with express written permission of the administration.
- Any person over the age of 18 may not use playground facilities, nor shall any person be allowed on playgrounds after dark.
- Corridors, exits and stairways must be free of obstructions at all time. Exits are to be lighted when facilities are in use. Members of an audience or spectators must never stand or sit so they block exits, stairways or aisles.
- 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 prohibited except with express written permission of the fire marshal and building administration.

## **CUSTODIAL/MAINTENANCE REQUIREMENTS**

- Any time a group uses District Facilities, a custodian must be on duty. The requirement for a custodian to be on duty may be waived when, in the opinion of the building Principal or Superintendent, it is not necessary. In this case, the Principal or the Superintendent accepts full responsibility for the facility use.
- A fee will be charged to non-school affiliated groups. If custodian(s) are already on duty, charges may be waived by the Administration or Superintendent if no special custodial assistance is required.
- If use extends beyond regular custodial hours, a fee will be charged for those hours at the current rate of pay.
- 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 their current rate of pay.
- Snow removal is an added cost to user. The amount of snow removed will only be what is necessary for the event.
- Custodians may be required to come in at the end of an event to clean, ensure lock-up, and to make sure the facilities are ready for use the next day at the discretion of the Administration.
- Custodians are to put audio visual or similar equipment away.
- Custodial staff will be paid \$22/hour. Overtime and double time wages will apply per contractual specifications.
- The **use of any materials** on floors or other parts of the buildings is strictly prohibited without specific approval in writing from the custodial supervisor.

## **KITCHEN**

Food service personnel will be required, when kitchen facilities are requested. A school kitchen shall not be opened nor kitchen equipment used unless an experienced school employee is in attendance. Food Service wages will be charged at their current rate of pay which may include overtime.

## **AUDITORIUM**

The use of a fog machine is not permitted in the auditorium. Other special effect devices must be approved by the administration well in advance of the event.

**Use of the sound and light booth in the auditorium requires the contracting of district approved personnel for operation and/or supervision of equipment. All fees associated with this requirement will be the responsibility of the user.**

## **FEE FOR USE OF DISTRICT FACILITIES**

- Request for District owned equipment shall be charged based upon the request and type of equipment.
- The District reserves the right to request payment of estimated fees in advance.
- The following provisions and cost will be the responsibility of the user of school facilities:
  - Adequate adult supervision.
  - Adequate crowd and traffic control.
  - Protection of private and public property. User shall furnish a bond covering liability and property damage, if required.
  - Other direct and indirect costs, such as utilities, cleaning, set-up and special equipment and use fees.

## **CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES**

To ensure fairness and consistency in the implementation of Board of Education policy governing use of school facilities, the following categories are established to determine a schedule of fees for approved users outside regular or extracurricular program or activities when designated space and facilities are available. Groups may be required to furnish a certificate of insurance. Use charges may be assessed in addition to charges assessed for required staffing as deemed appropriate by administration. Rental contracts are not transferable.

## Categories of Users and Fee Schedules

Facility Requested	Category of Users					
	Category 1: Commercial Promotions	Category 2: Service Clubs, Fraternal Groups, Civic Groups, Church Groups, Schools	Category 3: Any group offering a not-for-profit educational, professional development or information program not included in category 2, 4, 5, or 6. <b>Must present proof of 501(c3) status.</b>	Category 4: Community Sponsored Youth and Athletic & Community Education Activities.	Category 5: Public School Groups	Category 6: Governmental Groups
<b>Auditorium</b>	\$200 per event. Limited to 4 hours.	No rental fees, but must pay all costs of operation, including any additional personnel costs as deemed appropriate by the administration, to cover the costs of the event. Additional charges may be assessed for Saturday, Sunday, vacation periods, and other times when the district is not open.	\$100 per event. Limited to 4 hours.	No rental fees, but must pay all costs of operation, including any additional personnel costs as deemed appropriate by the administration, to cover the costs of the event. Additional charges may be assessed for Saturday, Sunday, vacation periods, and other times when the district is not open.	No rental fees, but must pay all costs of operation, including any additional personnel costs as deemed appropriate by the administration, to cover the costs of the event. Additional charges may be assessed for Saturday, Sunday, vacation periods, and other times when the district is not open.	No rental fees, but must pay all costs of operation, including any additional personnel costs as deemed appropriate by the administration, to cover the costs of the event. Additional charges may be assessed for Saturday, Sunday, vacation periods, and other times when the district is not open.
<b>Auditorium Concession Stand</b>	\$25 per event. Limited to 4 hours.		\$25 per event. Limited to 4 hours.			
<b>Performance</b>	\$200 per event. Limited to 4 hours.		\$100 per event. Limited to 4 hours.			
<b>Performance Gymnasium Concession Stand</b>	\$25 per event. Limited to 4 hours.		\$25 per event. Limited to 4 hours.			
<b>Gymnasium</b>	\$100 per event. Limited to 4 hours.		\$50 per event. Limited to 4 hours.			
<b>Gymnasium Concession Stand</b>	\$15 per event. Limited to 4 hours.		\$15 per event. Limited to 4 hours.			
<b>Stadium</b>	\$200 per event. Limited to 4 hours.		\$100 per event. Limited to 4 hours.			
<b>Stadium Concession Stand</b>	\$25 per event. Limited to 4 hours.		\$25 per event. Limited to 4 hours.			
<b>Cafeteria/ Multi-Purpose Room</b>	\$60 per event. Limited to 4 hours.		\$30 per event. Limited to 4 hours.			
<b>Kitchen</b>	\$60 per event. Limited to 4 hours.		\$30 per event. Limited to 4 hours.			
<b>Portable Stage Units</b>	\$30 per event. Limited to 4 hours.		\$30 per event. Limited to 4 hours.			
<b>Classroom</b>	\$20 per hour. Limited to 4 hours.		\$10 per hour. Limited to 4 hours.			
<b>Other Notes</b>	<p>*Use of District Sound/Light Technician is REQUIRED for auditorium use. Use of District Custodial Service is REQUIRED unless other arrangements are approved in advance.</p> <p>*In the event that an organization in <b>Category 2, 4, 5, or 6</b> utilizes a specific facility for ten (10) or more times for a single event, the requirement for school custodial staff to be present during the entire time of use may be waived or modified at the discretion of the Superintendent in accordance with established district policies and guidelines and organized labor agreements if, in the opinion of the Superintendent, the organization successfully demonstrates that the <b>absence</b> of such personnel is not detrimental to the effective and safe use of the facility and participants. Such waivers or modifications in requirements may be revoked at any time by the district should the district deem it necessary to promote or reinstate the effective and safe use of the facility.</p> <p>*Appropriate personnel costs will be assessed in addition to facility charges.</p> <p>*All food and beverage sales must be done through the available concession stands. Food and beverage products may be purchased through Alcona Community Schools. All food and beverage products sold through concessions must be approved by the administration prior to the event. District personnel must be utilized to supervise the operation of the concession stand unless other arrangements are approved in advance by the administration. Certified food service personnel must be used when required by district policy or law.</p>					