



# Columbia School District



## FACILITY USAGE GUIDELINE AND REQUIREMENTS

Purpose: This guideline is to establish the authority and priority for the usage of the Columbia Central School District's facilities with respect to the following areas:

### Lower Elementary School:

- All Purpose Room (Cafeteria)
- Gymnasium

### Upper Elementary School:

- All Purpose Room (Cafeteria)
- Gymnasium
- Baseball Field
- Football Field

### JR/SR High

- Fitness Center Gymnasiums – Court A
- Fitness Center Gymnasiums – Court B
- Fitness Center Classrooms
- All Purpose Room (Cafeteria)
- "The Commons" Area
- All Non-Varsity - Football, Baseball, Softball, Soccer fields and Tennis Courts

### Options High

- Gymnasium (Cafeteria)
- Soccer Field

Note: All Varsity Gyms, Fields and Courts scheduling reside with the Columbia School Athletic Director and Administration and are not considered for this guideline and requirement.

The Fitness Center Director is responsible for managing the scheduling of facilities with the following order of precedence:

### No Fees for the following (Group 1):

1. School Related Classroom Activities
2. School Administration Event (Superintendent, Principals, Athletic Director Authority)
3. Varsity – In Season
4. Junior Varsity – In Season
5. Jr High – In Season
6. School Sanctioned Event for Students
7. Out of Season School Sports
8. Community Youth Programs (Equal to or greater than 75% of Students Enrolled in Columbia Central School District)

### Fees apply for following per Fee Schedule (Group 2):

9. Adult Programs (Equal to or greater than 75% of Adults reside in the District)
10. Community Youth Programs (Less than 75% of Students Enrolled in Columbia Central School District)
11. Adult Programs (Less than 50% of Adults reside in the District)

### Fees apply for following per Fee Schedule (Group 3):

12. Fully out of District

Note: Activities 7 through 12 are limited to 2 days/nights per week. Additional days/nights maybe granted if additional time slots are available.

One month is the maximum amount of time a facility may be reserved. Subsequent months will require additional Usage Forms for each month. Usage Forms and fees (if required) must be submitted no later than the 15<sup>th</sup> day of the month prior to the desired reservation month. The person "In Charge" is responsible to make payment in full, no partial payments or pay at the door are allowed. All payments must be paid prior to activities taking place. All reservations will be approved or declined by the 25<sup>th</sup> day of the month. If reservation is declined, usage fees will be returned or voided. Any Usage Forms submitted after the 15<sup>th</sup> day deadline



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will be considered on a first come first serve basis for any open time slots but must be made 7 days in advance. Please contact the Fitness Center Director for available forms of payment, if required.

Facility times are subject to change but requesting person(s) will be informed of any changes in advance. In the event a reservation needs to change, the Fitness Center Director will work to provide an alternative day within the week. If a time slot cannot be established and fees were paid, fees for the cancelled portion of the reservation will be returned or will be credited to the next reservation period.

A new Usage Form is required to be submitted for Christmas and Spring Breaks for times other than what has been already approved for the month(s) in which the break falls.

The person responsible, other than school staff, are required to have an approved copy (electronic or paper) with them while utilizing the facility and can present it upon request. Failing to do so will jeopardize future approvals for facility usage and may result in ending the day's activities.

All adults using the facility during school hours must provide information for background checks or be on file for the current school year.

All facility users are expected to be responsible, courteous, and safe conscientious at all times. Disorderly conduct, abuse or miss use of the facility or its equipment, or disregard for policies will not be tolerated.

If the person "in charge" does not attend all practices/activities there will be no practice/activity for that day but a fee will be charged in or out of district. Parents are not allowed in the facility after hours alone without a coach in attendance. Also, if a coach is more than 10 minutes to the designated practice/activity without prior communication that they will be late the facility will be locked back up and a fee will be charged whether in district or out of district.

If a practice is cancelled, and you have not contacted Courtney @517-592-3393 or at Courtney.Toteff@myeagles.org, you will be charged for the practice in district or out of district.

The requesting person is only allowed to use the facility stated during the specific time slot requested, if caught using any of the other facilities outside of the reservations without permission the person will be charge for the practice in district or out of district.

The facility is not available during major holidays, snow days or any other times there is no school unless approved by school administration.

There is to be no outdoor cleats, shoes are outside hard softball/baseball used in any of the gyms or facilities. If you are caught using any of these items the facility usage will be discontinued. There is a no tolerance rule.

The requesting group is responsible for any damages to the facility, equipment or school grounds during the time of rental.

When fees are required, facility time slots are not reserved until payment has been received in full.

All participants who attend practices/activities are asked to stay in the area that has been reserved other than to use the restrooms. There will be no playing in the hallways, weight rooms or any other rooms in the facility.

Users who are suspended will not have any portion of their fees refunded.

I have read the above and agree to abide by these guidelines and requirements.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## USAGE FORM

Name of Organization: \_\_\_\_\_

**Requestor's Information:**

Name of Person Making Request: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

Name(s) of Person(s) "In Charge"

(Must attend all facility usages & be able to present approved form):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Bleachers Needed: Yes  / No

**Check Type of Program / Activity**

<input type="checkbox"/>	School Related Classroom Activities
<input type="checkbox"/>	School Administration Event (Superintendent, Principals, Athletic Director Authority)
<input type="checkbox"/>	Varsity
<input type="checkbox"/>	Junior Varsity
<input type="checkbox"/>	Jr High
<input type="checkbox"/>	School Sanctioned Event for Students
<input type="checkbox"/>	Off Season School Sports
<input type="checkbox"/>	Community Youth Programs (Equal to or greater than 50% of Students Enrolled in Columbia Central School District)
<input type="checkbox"/>	Adult Programs (Equal to or greater than 50% of Adults reside in the District)
<input type="checkbox"/>	Community Youth Programs (Less than 50% of Students Enrolled in Columbia Central School District)
<input type="checkbox"/>	Adult Programs (Less than 50% of Adults reside in the District)
<input type="checkbox"/>	Fully out of District

Facility and Reservation Information

Name of Facility: \_\_\_\_\_

Room: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

<input type="checkbox"/>	Monday
<input type="checkbox"/>	Tuesday
<input type="checkbox"/>	Wednesday
<input type="checkbox"/>	Thursday
<input type="checkbox"/>	Friday
<input type="checkbox"/>	Saturday
<input type="checkbox"/>	Sunday

We, the above organization, agree to the following by signing this form:

- 1) Will Submit a Group Participant Form with names and addresses for participants for all non-school programs/activities.
- 2) To follow the rules and regulations, which govern the use of the school facilities requested.
- 3) To be responsible for any damage to the school facilities, equipment, or grounds.
- 4) To be liable for any and all claims resulting from the use of said school facilities, equipment, or grounds.
- 5) Facility fees must be paid in full by the 15<sup>th</sup> day of the month prior.

In consideration of the use of the facility referenced in this form, the organization or person named on this form, for itself and on behalf of its individual members and guest, hereby expressly relieves discharges Columbia School District, it's Board, officers, agents and employees, from any and all liabilities for any loss, injury or damage to persons or property that may be sustained by reasons of the use or occupancy of facilities used hereunder and the lobbies, corridors, parking lots and any other parts of Columbia School District premises, and waive any claim which it or they may have against Columbia School District officers, agents and employees by reason of any such loss, injury or damage to persons or property arising out of the use or occupancy of the room or facility used hereunder in the lobbies, corridors, parking lots and other parts of Columbia School District premises.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**Below Section to be completed by School Administration:**

Fees	Amount	Type of Payment	Date Payment Submitted	Notes
Facility				
Custodial				
Technician				
Cafeteria Assistance				
Equipment				
Total				

Approved

Declined  School Administration Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## GROUP PARTICIPANT FORM

This form is to be submitted with the Usage Form for all non-school program/activities. All school and fully out of district programs/activities are not required to complete this form.

	Participant Name	Street Address	City	Zip Code
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School Administration Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## FEE SCHEDULE

Minimum Reservation Time is ½ Hour

	In District (Group 2)	Out of District (Group 3)	Private / Profit
<b>Lower Elementary School</b>			
Classroom	\$10.00/hour	\$15.00/hour	\$50.00/hour
All-Purpose Room (Cafeteria)	\$25.00	\$35.00	\$50.00
Gymnasium	\$20.00	\$35.00	\$50.00
Kitchen	\$10.00	\$35.00	\$50.00
<b>Upper Elementary School</b>			
Classroom	\$10.00/hour	\$15.00/hour	\$50.00/hour
All-Purpose Room (Cafeteria)	\$25.00	\$35.00	\$50.00
Gymnasium	\$20.00	\$35.00	\$50.00
Kitchen	\$10.00	\$35.00	\$50.00
<b>Columbia Central School Community Fitness Center</b>			
Classroom	\$20.00/hour	\$35.00/hour	\$50.00/hour
Gymnasiums Court A	\$20.00	\$35.00	\$50.00
Gymnasiums Court B	\$20.00	\$35.00	\$50.00
<b>Columbia Central JR/SR High School</b>			
Classroom	\$10.00/hour	\$15.00/hour	\$50.00/hour
All-Purpose Room (Cafeteria)	\$25.00	\$35.00	\$50.00
"The Commons" Area	\$10.00	\$35.00	\$50.00
High School Gymnasium	\$20.00	\$35.00	\$50.00
Kitchen	\$10.00	\$35.00	\$50.00
Auditorium	\$20.00	\$35.00	\$50.00
<b>Columbia Central Options High School</b>			
Classroom	\$10.00/hour	\$15.00/hour	\$50.00/hour
All-Purpose Room (Cafeteria)	\$25.00	\$35.00	\$50.00
Kitchen	\$10.00	\$35.00	\$50.00
All Non-Varsity - Football, Baseball, Softball, Soccer fields and Tennis Courts	\$20.00/hour	\$35.00/hour	\$50.00/hour