

Standish-Sterling Community School District
Standish, Michigan 4865

Re: Facility Use Policy

RATIONALE

The Standish-Sterling Community School District recognizes that school facilities exist for the primary purpose of implementing the education of the students in the school district. Education, by definition, includes all academic and co-curricular activities offered by the school district. The primary purpose for school facilities is to support the academic program for the students. Groups from the School District shall be permitted to use the school facilities for worthwhile purposes when such uses will not interfere with the school program. The Board further recognizes that there are costs involved in facility use and that fees and charges are required of community groups and organizations that use the facilities. This policy and its related procedures provide the guidelines for community use of school facilities in the Standish-Sterling Community School District.

GENERAL CONDITIONS

A person representing a community group or organization that desires to use a school building or facility of the Standish-Sterling Community School District must make an application through the Community Education Department. The District will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

The Board believes that the school facilities of this District should be made available for community purposes provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and the use is harmonious with the purposes of this District. Facilities may not be used for any program that reflects negatively or discriminates against persons of any race, religion, color, marital status, gender, national origin or handicap.

No school facility/equipment of the Standish-Sterling Community School District shall ever be used for the direct financial benefit of any individual under any circumstances, nor for the benefit of any groups, unless the purpose for which the money earned is directly connected with the welfare of various groups and organizations in the Standish-Sterling Community School District.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines. The applicant or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to save and hold harmless the School District from any expense or cost associated with the use of school facilities. The District shall require the applicant and/or organization to furnish a bond or Certificate of Insurance at the designated level to guarantee the conditions of the agreement for facility use or for any liability incurred by the District. The certificate should be on file in the Community Education Office.

The use of District grounds and facilities shall not be granted for any purpose that is prohibited by law.

Community Education activities are considered to be school-sponsored activities. The Community Education Director has considerable flexibility in working with programs associated with the Community Education Program. The mere fact that some Standish-Sterling students participate in the activity does not necessarily make the activity a "school-sponsored" activity.

The Community Education Director will establish priorities in determining the availability of school facilities. In the assignment of school facilities, school-building programs receive priority followed by district programs then community organizations. The Community Education Director will review or reject the application in accordance with District procedures or with any criteria deemed appropriate including but not limited to facility availability, conflict with district programs, or any other condition deemed to be in the best interest of the District and/or may require additional information from the applicant prior to making a decision. The pre-reviewed application is forwarded to the Superintendent for formal approval.

All organizations, including school organizations that charge an admission fee will be required to reimburse the district for expenses related to conducting the activity. The District will retain all concession rights unless specific exemption is noted in writing at the time of application.

All decorations or modifications to the building must be approved by the Community Education Director at the time of application.

The district reserves the right to approve or reject the request of any organization. Use of school facilities on Sunday is restricted to direct school activities. Each community organization shall be restricted to two (2) rentals per school year, with the exception of the elementary gyms and classrooms provided that there is no conflict with school activities or other community groups. The Community Education Director will attempt to make these facilities available in a fair and appropriate manner.

The possession or use of alcoholic beverages, drugs, tobacco products, firearms, profane language, or gambling in any form is not permitted in school facilities or on school property.

All users, where there will be public assemblage, may be required to furnish proper police or security protection for those in attendance.

The Community Education Director may assign an alternate facility in place of the facility requested. A school-designated representative will be assigned to each activity. Additional supervision may be required if deemed necessary.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should communicate this to the Sheriff Department and other associated agencies and organizations to establish a disaster-preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. School equipment such as scoreboards, public address systems, stage equipment, and other similar equipment may not be used by outside organizations except when operated by a qualified operator designated by the school district.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

The right to cancel any permit, even after it has been approved, is reserved by the School District.

CLASSIFICATION OF USERS

Rental applicants will be assigned to one of the following categories, depending on the relationship of their activity to the academic programs of the school district. District activities take precedence in all decisions regarding facility use. Fees may be assessed in all classifications based on the nature of the activity. The Board of Education is not obliged to rent to any group or organization. The Community Education Director is responsible for determining the applicable category for each request.

CLASS I – School Groups (including Community Education) — This classification involves the use of District facilities for educational activities by the District itself. This classification includes class activities and the activities of those groups directly related to the operations and purpose of the District. These groups may be subject to fees, including Technical Assistance fees, based on the nature of the activity. These groups may be assessed fees should additional sound, lighting or equipment use require a Tech Prep person to be used (at the tech prep fee rate). Community Education activities are generally defined to be in this group.

CLASS II – School Affiliated Groups — This classification includes groups and organizations having a direct affiliation with the School District. Examples would include PTO and PTK. Some Community Education activities will be assigned to this classification.

CLASS III – Non-Affiliated Community Groups — This classification includes local community groups, Boy Scouts, Girl Scouts, Cub Scouts, church and youth groups, Red Cross, 4H Club, and similar groups. Local Non-Profit groups are defined to be those groups whose participants are primarily residents of the school district. Non-Profit groups must provide legal documentation, as defined by the Internal Revenue Service Code of Regulations, of their status.

CLASS IV – For-Profit, Non-Resident, and Other Groups — This Classification includes all for-profit groups, financial institutions, businesses, non-resident groups and all other groups not identified in the other classifications. For-Profit groups are defined as those organizations or individuals whose purpose is to provide a service for profit-making. All for-profit groups are assigned to this category regardless of any other affiliation with the school district. Non-Resident groups are those organizations residing outside the district that request the use of the facilities of the Standish-Sterling Community School District.

FEE SCHEDULE

The Community Education Director will provide each applicant with a fee schedule and an estimated cost prior to entering into a contract. The District may require a deposit or full payment at the time the contract is approved.

OTHER CONDITIONS

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. These guidelines will provide more specific information regarding the procedures for facility rental.

Users shall be liable financially for damage to the facilities and for proper supervision.

This policy provides a general description of the facility use process. Applicants will be provided with additional information at the time they submit their application. The applicant is expected to comply with all federal, state, and local laws and ordinances as well as to comply with the policies and administrative regulations of the Standish-Sterling Community School District. Failure to comply will result in the loss of rental privileges and the payment of any damages that may have occurred as a result of the non-compliance.

This procedure is effective June 3, 2002.

This Procedure was revised on February 9, 2004.

Claude L. Inch, Superintendent of Schools

PRC:DFA

Standish-Sterling Community School District
Standish, Michigan 48658

Revised 2-2004

FACILITY USE FEE SCHEDULE

Facility	Class I	Class II	Class III	Class IV
Auditorium				
Admission	Labor/Equipment	Labor/Equipment	\$200/Hr + Labor/Equipment	\$500/Hr + Labor/Equipment
No Admission	No Fee	Labor/Equipment	100/Hr + Labor/Equipment	300/Hr + Labor/Equipment
MS Gymnasium				
Admission	Labor/Equipment	Labor/Equipment	100/Hr + Labor/Equipment	300/Hr + Labor/Equipment
No Admission	No Fee	Labor/Equipment	100/Hr + Labor/Equipment	300/Hr + Labor/Equipment
Elementary Gymnasium				
Admission	Labor/Equipment	Labor/Equipment	75/Hr + Labor/Equipment	200/Hr + Labor/Equipment
No Admission	No Fee	Labor/Equipment	Labor/Equipment	200/Hr + Labor/Equipment
Classrooms (Excluding Labs)				
Admission	Labor/Equipment	Labor/Equipment	100/Hr + Labor/Equipment	300/Hr + Labor/Equipment
No Admission	No Fee	No Fee	Labor/Equipment	300/Hr + Labor/Equipment
Lecture/Vocal Room				
Admission	Labor/Equipment	Labor/Equipment	75/Hr + Labor/Equipment	200/Hr + Labor/Equipment
No Admission	No Fee	Labor/Equipment	75/Hr + Labor/Equipment	200/Hr + Labor/Equipment
Field House				
Admission	N/A	N/A	N/A	N/A
No Admission	N/A	N/A	N/A	N/A
Athletic Fields				
Admission	Labor/Equipment	Labor/Equipment	200/Hr + Labor/Equipment	500/Hr + Labor/Equipment
No Admission	No Fee	Labor/Equipment	100/Hr + Labor/Equipment	300/Hr + Labor/Equipment
MS/Elementary Cafeteria				
Admission	Labor/Equipment	Labor/Equipment	75/Hr + Labor/Equipment	200/Hr + Labor/Equipment
No Admission	No Fee	Labor/Equipment	50/Hr + Labor/Equipment	150/Hr + Labor/Equipment
Kitchen Facilities				
Admission	Labor/Equipment	Labor/Equipment	200/Hr + Labor/Equipment	500/Hr + Labor/Equipment
No Admission	No Fee	Labor/Equipment	200/Hr + Labor/Equipment	500/Hr + Labor/Equipment

Additional Fees (Includes Supervised Use of Equipment)

Technician Crew Fees	\$ 25/hour	Stage Manager	\$ 25/hour	Event Manager	\$ 25/hour
Sound Technician	25/hour	Scoreboard Operator	15/hour	Ushers/Monitors	10/hour
Lighting Technician	25/hour				

- Community Education Activities may be assigned to Class I or Class II.
- All groups that charge admission will be required to reimburse the district for costs associated with the activity.
- Fees will be assigned by the Community Education Director and an estimate of fees will be provided at the time the application is submitted.
- The use of school equipment will require additional fees and will require the use of a designated operator.
- The use of auditorium will require additional staff and additional fees.
- The Community Education Director may establish rates for colleges and universities that offer classes in our facilities.
- Fees are Effective February 2004