

USE OF DISTRICT FACILITIES

Applications/Approval

- A. Any organization or individual desiring to use District facilities shall complete an application (Form 7510 F1) and submit it to the appropriate Building Administrator.
- B. Completed applications for facility use, when charges are involved, must provide a security deposit in the amount of \$200 and activity deposit in an amount equal to 20% percent of the estimated fee according to the following guidelines:
 - 1. Security deposit must be submitted within forty-eight (48) hours of approval.
 - 2. Activity deposit must be submitted at least seventy-two (72) hours prior to the event.
- C. A Certificate of Liability Insurance is required; that certificate should be issued with no less than \$1,000,000 Bodily Injury and \$1,000,000 Property Damage and should name the District as an “additional insured” on the policy.
- D. The designated person who will be responsible for the event must be at least 21 years of age.
- E. The Building Administrator will approve the use of the facilities, pending final approval by the Superintendent or his/her designee. The Building Administrator shall send a copy of the request to the Superintendent or his/her designee (Athletic Director Secretary) for assessment of fees, verification of facility availability, and final approval. The Superintendent, at his/her discretion, has the authority to waive some or all fees.
- F. The District will provide the User with an approved agreement with estimated costs (Form 7510 F2), which the User must return signed to the District within five (5) days of approval.
- G. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property.
- H. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

On-Site Rules

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. Users must leave all rooms and furniture in the condition and arrangement in which they were found. If custodial services are required to return the space to the original condition, the User will be charged accordingly.
- C. The User is not entitled to use areas or equipment not specifically requested and approved per the application/agreement.
- D. The approved User is restricted to the dates, hours, and facilities specified in the application. Buildings will be open/available at the time specified in the application.
- E. Use of tobacco, alcoholic beverages, and controlled substances will not be permitted on District property at any time. All users are responsible for complying with this regulation.
- F. Gum, candy, food, or drinks ARE NOT permitted in any area of the auditorium including backstage, the control room, or main seating area, seats, or anywhere else in the facilities. This applies to both performances and rehearsals, including instructional staff, adult supervisors, stage crew members, performers, observers, and audience members.
- G. 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 is NOT permitted.
- H. Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the building principal; and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within 10 days of receipt of the bill. The District will not be responsible for any loss of valuables or personal property.
- I. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

- J. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- K. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
- L. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the organization/user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- M. Corridors, exits, and stairways must be free of obstructions at all times. 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.
- N. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used. The organization/user group shall bear the cost of any such materials.
- O. Any equipment which constitutes a safety hazard shall not be allowed on District premises at any time.

Cancellations

- A. Cancellations may be issued by the Superintendent or his/her designee (Athletic Director Secretary) with or without due notice. In the event that a school activity needs to be scheduled in a reserved space, the Kalkaska Public Schools event will override the agreement. All approvals will be granted with this understanding.
- B. The User will be responsible for all charges unless seventy-two (72) hours advanced notice is given, in writing.
- C. All activities shall be cancelled when school is closed due to inclement weather or other emergencies. Every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.

Fees for Use of District Buildings

To ensure fairness and consistency in the implementation of Board of Education policy governing use of school facilities, the following groups have been established to determine a schedule of fees for approved users outside regular or extra-curricular programs or activities, when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence over other activities.

Groups/Fees

- A. School User Groups: School groups are defined as those whose activities directly relate to the District and have priority over any other group. Examples include athletic teams, school clubs, school classes, etc.

Fees for School Groups: None, provided the activity is supervised at all times by the coach or a school employee.

- B. School-Affiliated Groups/Community Non-Profit User Groups: School affiliated groups are defined as those directly related to the District. Examples include Sport Boosters, Parent-Teacher Organizations, Scouts, etc.

Community nonprofit groups are defined as governmental agencies; groups primarily comprised of District residents providing civic, educational, or cultural activities and generally staffed by volunteers.

Fees for School-affiliated and Community Non-Profit Groups: None, provided the activity is supervised at all times by the coach or a school employee. When activities involve ticket sales, admission fees, donations, etc., the fee schedule and additional fees below will apply.

- C. Private, Nonprofit, and Commercial Users: Private, nonprofit groups are defined as those primarily comprised of District residents who are requesting solitary, occasional, or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals.

Commercial users are defined as private, for-profit businesses, vendors, or entrepreneurs.

Fees for Private, Nonprofit, and Commercial Users: Such fees will be in accordance with the fee schedule and additional fees listed below.

Fee Schedule

A schedule of fees for the use of District facilities is determined annually.

The District reserves the right to request payment of estimated fees in advance.

Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

| Facility/Equipment | Charge |
|--------------------|--------|
|--------------------|--------|

**OFFICE OF THE SUPERINTENDENT
Kalkaska SCHOOL DISTRICT**

PROPERTY
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| | Less Than 4 Hours/Day | 4 or More Hours/Day |
|---|--------------------------|------------------------|
| MS/HS Gymnasium | \$175 | \$225 |
| ES (Birch Street) Gymnasium | \$100 | \$125 |
| ES (Cherry Street/Rapid City) Gymnasium | \$ 75 | \$100 |
| Auditorium | \$175 | \$225 |
| Athletic "Stadium"/Field | \$150 | \$200 |
| Announcer Booth/Lighting | \$ 25 | \$ 50 |
| Field Concession Stand | \$ 25 | \$ 50 |
| | | |
| Baseball/Softball Field | \$ 75 | \$100 |
| Multipurpose Room | \$ 75 | \$100 |
| | | |
| | Per Hour | Max/Day |
| Classroom or Balcony | \$ 20 | \$150 |
| Cafeteria | \$ 25 | \$185 |
| Cafeteria and Kitchen | \$ 30 | \$225 |
| Multipurpose Room | \$ 30 | \$225 |
| | | |
| | Flat Fee | |
| Football/Soccer Field Lines | \$100 | |
| Baseball/Softball Field Lines | \$ 25 | |
| Tables; Not already available at requested location | \$ 5 each | |
| | | |

Additional or Required Fees

Technology Assistance (Required for auditorium use): \$30 per hour.

Kitchen Use: School lunchroom worker(s) will be required at a fee of \$30 per hour for each school lunchroom worker utilized.

A school custodian or school employee/supervisor shall be on duty whenever a facility is being used except as exempted by the Superintendent. The custodian will render custodial assistance in handling school 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 the appropriate hourly rate. In addition, food-service personnel shall be required when kitchen facilities are requested, and any costs incurred shall be charged at the appropriate hourly rate. Any staff called away from regular duties to set up equipment and furniture will be at an additional fee.

Custodian/Maintenance: \$30 per hour will be charged unless the activity is during normal school-year hours of Monday through Friday from 8:00 a.m. to 10:00 p.m. Some custodial fees may not be determined until after the event is held.