

Almont Community Schools Building and Facility Use

General Procedures

1. Read all instructions (below) carefully.
2. Fill building use application out completely and return to Building Use Coordinator
3. Applications will be reviewed by the Building Use Coordinator and building Administrator in regard to the eligibility of the applicant and the availability of the facilities.
4. Upon approval, the activity will be added to the calendar and the applicant notified, deposit will be collected if necessary,

Rules and Conditions

The Board of Education 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 is harmonious with the purposes of this District.

The Board 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.

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

A.	uses directly related to the schools and the operations of the schools
B.	uses and groups indirectly related to the schools
C.	community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, and/or educational purposes
D.	commercial or profit-making organizations or individuals offering services for profit

The use of District grounds and facilities shall not be granted for:

A.	private social functions
B.	any purpose which is prohibited by law

The Superintendent has administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines include the following:

A.	Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
B.	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. Where rules so specify, no item of equipment may be used except by a qualified operator.
C.	Users shall be liable financially for damage to the facilities and for proper chaperonage.

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.

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.

SUPERVISION OF RENTED FACILITIES

A.	Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.
B.	Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
C.	If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
D.	Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
E.	The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

CATEGORIES

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 priorities and 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.

Category I

This group may use the facilities with approval and are exempt from payment of rental fees and custodial fees during operational hours.

School Affiliated Groups

ACS Athletics (ACS Teams)

School Community Groups

School Clubs

Associations

Employee Associations

Student Programs

Charitable Organizations

Booster Clubs

Boy/Girl Scouts

Category 2

Government Agencies

Adult Recreational Programs

Category 3

Other Businesses and Organizations (Ex. Driving Schools)

Community Churches and Religious Organizations

Parochial or Private Schools

Category 4

Commercial Users

For Profit Users

Fee Arrangements and Priorities

Category I

Category 1: School-Affiliated Groups

School-affiliated groups are defined as those whose activities directly relate to the District.

Category 1: School-Community Groups

Community groups, defined as those providing educational, recreational, and cultural activities, **administered by the Board**, either solely or jointly, will be granted second priority to available space and facilities.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. **When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.**

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

Category 2

Category 2: Government Agencies

Community nonprofit groups are defined as governmental agencies; groups primarily comprised of District residents providing civic, educational, or cultural activities and staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.

Category 2 Adult Recreational Groups

Adult Recreational Groups will be charged the rental fee for facilities. They will be charged for custodial staff only during those hours that custodial staff is not normally on duty.

Fees for Category 2

(SAME AS CATEGORY 1 unless otherwise noted)

Category 3 and 4

Category 3: Private, Nonprofit Groups

Private, nonprofit groups, 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, will be assigned fourth priority of available spaces.

Where extraordinary user requirements or services are required, permits will not be granted to Category 3 users. Permits for designated facilities, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 3 users.

Fees for Category 3

When activities in Category 3 involve ticket sales or admission fees, an additional percentage will be charged based on the relationship of the admission price to actual costs.

Category 4: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility usage. When approval is granted, level five priority will be assigned.

Fees for Category 4

Where extraordinary user requirements or services are indicated and/or requests are made for varsity athletic fields, permits will not be granted to Category 4 users.

Extraordinary activities, defined as those requiring prolonged set-up, use and clean-up, as well as use of special areas, such as varsity playing fields, computer and music rooms, will not be approved.

SCHEDULE OF FEES FOR DIRECT AND INDIRECT COSTS

School Facilities	Fees	Custodial Fee (Saturday or over 8 hour day/Sunday)
Classrooms	\$10/hr.	\$19.00-\$25.00 per hour
Library	\$10/hr.	Will be billed at exact rate that
Gymnasiums	\$20/hr.	the custodial company charges
Kitchen	\$20/hr.	Almont Community Schools.
Cafeteria	\$20/hr.	
Auditorium	\$20/hr.	
Computer Lab	\$10/hr.	
Cafetorium (middle school)	\$20/hr.	
Weight Room	\$10/hr.	
Varsity Fields (Baseball, Soccer)	\$20/hr.	
Other building and site space	\$10/hr.	
Football Field	\$50/hr	
Lunch Room (additional charges if kitchen is used)	\$20/hr	Plus \$25/hr for kitchen, in addition to hourly rate for cook to supervise kitchen area.

For All Categories

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the **direct and indirect costs incurred by the District**. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

APPLICATION

Any organization or individual desiring to use District facilities shall complete an application and submit it to the Facility Use Manager for approval.

A.	The Facility Use Manager shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
B.	If the application is not approved, all deposits included with the application will be returned with the application.
C.	Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, etc.) whenever extra pay for school employees is required as a result of the use.
D.	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. Cancellations may be issued by the Facility Use Manager with or without due notice . All approvals are to be granted with this understanding.
E.	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.

Regulations

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.	The District reserves the right to request payment of estimated fees in advance.
C.	Use of tobacco is prohibited. All users are responsible for complying with this regulation.
D.	Alcoholic beverages and controlled substances will not be permitted on District property at any time.
E.	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 permitted only with written permission from the fire marshal.
F.	The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
G.	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.
H.	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.
I.	Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
J.	Buildings will normally be open one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved. This time is chargeable (users will pay for the custodial staff for this period of time)
K.	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.
L.	No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
M.	A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. 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 the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
N.	Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
O.	Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
P.	The District will not be responsible for any loss of valuables or personal property.
Q.	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.
R.	Playground facilities may not be used by any youth over the age of twelve (12) nor shall any person be allowed on playgrounds after dark.

