

## **ELK RAPIDS SCHOOLS ADMINISTRATIVE GUIDELINES FOR FACILITY USAGE**

### **I. Use of School Facilities**

A. During the school year, facility use will be scheduled through the office of each building administrator's office. Senior High Athletic facilities will be scheduled through the office of the Athletic Director.

B. During vacation periods, facility use will be scheduled through the Support Services Office at (231) 264-6987.

C. Normal day school hours are defined as 8:00 a.m. through 5:00 p.m., Monday through Friday. As school facilities are financially supported by the public, they will be made available for use by community groups or organizations at times other than during normal day school hours.

### **II. Facility Use Guidelines**

A. On duty employees will follow their normal work schedules unless they are needed in the area being used by a group or organization scheduling the facility.

B. Individuals, groups, or organizations using the facilities agree to:

1. Provide sufficient and competent continuous adult supervision.
2. See that no alcoholic beverages or illegal substances are permitted on school property.
3. Prohibit smoking in the facilities or on school property.
4. Avoid the use of school electrical and audio-visual equipment or the use of decorations (except with specific approval from the appropriate administrator or supervisor).
5. Report in writing any damage, loss of equipment or violation of school use policies to the building principal or to the Support Services Office.
6. Limit use to areas authorized.

C. Authorization for use of school facilities shall not be considered as an endorsement of an activity, group, or organization, or for the purposes they represent.

D. The Elk Rapids Schools reserves first claim to the use of school property and facilities.

### **III. Application Requirements**

A. School facilities may be scheduled by individuals, groups, or organizations who reside within the school district and others as space permits.

B. Elk Rapids Schools reserves the right to demand sufficient time for full investigation, notice, and arrangements in regard to all applications for the use of school facilities.

C. Facility use form holders agree to save and hold harmless the Elk Rapids Schools. Facility use form holders agree to assume responsibility for all liabilities arising incident to the use of said facilities.

D. Application forms will be available in each school building and the Support Services Office. During vacation periods application forms will be available from the Support Services Office.

IV. Billing Procedures

A. A deposit or payment in full may be required in advance of the facility usage.

B. If full payment is not required in advance, statements will be mailed monthly.

V. Precedence

All school activities shall have precedence over any other activity.

VI. Classification of User Groups

A. School related groups - Schedule A.

School related groups will not be charged unless the facilities are scheduled for use at a time when they are normally closed. When facilities are scheduled for use during hours when they are normally closed (and no custodian is on duty), an hourly rate may be charged. Charges would equal 1 ½ times the hourly rate for each custodian/adult supervisor required. School related groups include: (1) students with teacher supervision; (2) community school activities; (3) parent/school support groups (i.e. Scouts, 4-H, Booster clubs); and (4) local senior citizen groups.

B. Non-School/Non-Profit Groups and Organizations -Schedule B.

Non-school/non-profit groups and organizations shall be charged according to Schedule "B" fees if they meet all the following criteria: (1) the group or organization does not charge an admission or instructional fee of its members; (2) the group or organization is considered a non-profit organization and/or provides a non-profit service to the community and/or school; and (3) the majority of people using the facility reside (or the group or organization is located) in the Elk Rapids School District. Requirements may be waived if the activity being provided is regarded as one that supports and enhances the Elk Rapids Schools' educational programs.

C. Groups and organizations other than school related or non-school/non-profit groups and organizations are charged according to Schedule "C" fees.

D. Summer vacation period – athletic/camp groups, or other organizations will not be charged facility use fees when: (1) the activity is designed for or has a majority of participants from the Elk Rapids School District; (2) the Elk Rapids School District is provided full, complete, and timely information about financial income/expenditures; and (3) if the information required in (2) is not provided the charge will be Schedule "B" fees.

VII. Facility Usage Fee Schedules

A. Charges (in addition to those listed below) will include an hourly rate for any time required for custodial, maintenance, food service, or other employees. Charges may include additional time for clean-up after use by a group or organization. The hourly rate charged for employees time may equal 1 ½ times the regular rate if the employees involved must extend their work week to more than 40 hours. All fees are for daily usage (unless otherwise noted).

B. Exceptions to the rate schedule can be made by the Superintendent of Schools. (Example – community wide activities).

<b>Facility</b>	<b>Schedule A</b>	<b>Schedule B</b>	<b>Schedule C</b>
<b>Senior High School:</b>	No Fee		
Gym/Locker Rooms		\$105.00	\$185.00
Athletic Field/Track		\$32.00	\$80.00
Library/Media Room		\$20.00	\$39.00
Auditorium		\$54.00	\$210.00
Band Room		\$43.00	\$105.00
Multi-Purpose Room		\$54.00	\$105.00
Kitchen		\$28.00	\$54.00
<b>Middle School:</b>	No Fee		
Gymnasium		\$56.00	\$130.00
Multi-Purpose Room		\$54.00	\$81.00
Library/Media Room		\$24.00	\$45.00
Kitchen		\$28.00	\$54.00
<b>Lakeland:</b>	No Fee		
Gymnasium		\$28.00	\$54.00
Multi-Purpose Room		\$40.00	\$105.00
Kitchen		\$28.00	\$45.00
<b>Mill Creek:</b>	No Fee		
Gymnasium		\$55.00	\$118.00
Multi-Purpose Room		\$54.00	\$81.00
Kitchen		\$18.00	\$54.00
<b>All Schools:</b>	No Fee		
Classrooms (per hour)		\$13.00	\$28.00
Computer Lab (hourly)		\$30.00	\$55.00