

Use of School District Facilities

Residents, staff members, professional organizations, the District's Recreation-Community Services Division, and community groups are encouraged to use those facilities established and maintained by the Board of Education. All requests shall be considered, providing the proposed activity and use will not detract from educational and/or Recreation-Community Services programs and will not be in violation of public health safety regulations nor with any district policies or regulations. Except for the artificial turf fields at Andover and Lahser, the activities for which rentals are approved shall not replicate, compete or interfere with programs that are offered by Bloomfield Youth Soccer, Bloomfield Baseball League, Bloomfield Hills Lacrosse League and Recreation-Community Services Department unless special permission has been granted by the Director of Physical Plant Services.

The Superintendent of Schools or designee shall establish and implement a system for processing, coordinating, and authorizing requests for the use of school district facilities. The Regulations contained in the 1302 series will establish the rules governing such use and set forth expectations concerning the conduct of those persons using the facilities of the District.

Users Must Provide Supervision, Follow Rules, and Pay Established Fees

All individuals, groups, staff, professional organizations, or Recreation-Community personnel authorized to use school facilities for activities including those which are school-related, charitable, civic or character building, shall be responsible for providing adequate supervision and for complying with all of the District's rules and regulations and other legal obligations as may exist. Such persons or groups shall be subject to a schedule of rental fees and service charges based upon classification set forth in Regulation 1302.4. The District's schedule of fees and service charges shall be reviewed annually and recommendations made as required to the Board of Education.

While residents, staff members and community groups shall be encouraged to use District facilities, no person may enter or remain in any school building or site except when engaged in an approved or scheduled activity, or when in attendance as a regularly enrolled student or staff member of the District. Further, no individual or group shall willfully or maliciously make or cause any noise, disturbance, or diversion in or near any school building or school property which would disturb the peace, quiet or good order of any school or school activity.

Unauthorized Use Prohibited

Further, the Board of Education has determined that the unauthorized use of school properties, grounds, and parking lots by automobiles, unscheduled groups, motorbikes, motor carts, snowmobiles, minibikes (or any motorized vehicles that are not licensed for use on highways), model airplanes, rockets or hot air balloons is detrimental to the general welfare of the community and is, therefore, prohibited.

The use of roller blades, roller skates, skateboards, bikes, and similar recreational items shall not be permitted on tennis courts, or tracks, ramps, stairways or handrails.

The Board authorizes the Superintendent or designee to close to public use any facility of the District, or part thereof, for any length of time as deemed necessary.

Approved: 1/19/93

Revised & Adopted: 5/20/97

Revised: 9/17/02

Revised & Approved: 5/27/03

Revised & Approved: 2/7/06

Reviewed 12/1/2010

Coordination and Scheduling of School District Facilities

A. Coordination of Facilities Use

Physical Plant Services shall be responsible for coordinating the use of school district facilities, recognizing that if scheduled appropriately, regular instructional programs have priority over all other requests except for certain times designated below in subsection C.

Once regular instructional activities have been scheduled, Physical Plant Services shall coordinate the use of facilities. Requests to use school district facilities during the day, when school is in session, shall be referred to the appropriate building principal for approval. All other requests shall be subject to approval by Physical Plant Services. Specific time periods and guidelines for approval are set forth in Regulation 1302.2.

Physical Plant Services shall be responsible for the development of rules and regulations to govern the use of district facilities by staff, residents, and community groups, as well as the development of a recommended schedule of rental fees and service charges, based upon operating costs. Physical Plant Services, in conjunction with the Recreation Department and the Athletic Department, will be responsible to maintain the integrity of the playing fields. At times this may require the resting of various outdoor sites. It is recognized that overuse can have long term detrimental affects on outdoor areas and over playing any area should be avoided.

B. Scheduling of Elementary and Secondary School Facilities

A scheduling program shall be designed and implemented which permits the use of elementary and secondary school facilities for instructional, co-curricular, and community activities in a planned and organized manner. Scheduling procedures shall first consider the needs of the instructional program, but will also take into consideration the interests and needs of the parties who request the use of school district facilities.

1. District Activities Calendar

The basis for establishing schedules for facilities shall be an annual district-wide calendar, which sets forth the name of the facility, the group or organization scheduled, and time the facility is required. The calendar shall be published and distributed by the first Friday in August of each year, and shall be developed in accordance with the following timetable.

a. Central Office administrators with responsibility for scheduling district-wide events will have first choice until mid-April in reserving space for activities in buildings, the schools will follow until the last Friday in April of each year, subject to the reservation times and facilities stipulated in paragraph 2 which follows. To avoid conflicts, community events should be scheduled as follows:

Elementary - first week of the month

Middle School - second week of the month

Senior High - third week of the month

Beginning April 30 of each year, the Athletic Department Coordinators will be given priority to schedule activities into the unfilled dates of the school calendar with the exception of the field houses. In cases of conflicts between the schools and the Athletic Department Coordinators, the Athletic Department Coordinator and Principal will resolve the issue. The Athletic Department Coordinator or Building Principal will meet with Recreation to determine weekend use between field houses and main gyms for the following year.

Beginning May 15 of each year, Recreation & Community Services will have priority in scheduling activities into the unfilled dates of school calendars and have priority for daytime use of field houses.

At the two high school field houses the evening time slot for Recreation Division will be scheduled on a quarterly basis. Recreation facility requests must be submitted no later than August 1 for the fall quarter, December 1 for the winter quarter, March 1 for the spring quarter and June 1 for the summer quarter. After Recreation schedules its programs, the high school out-of-season varsity sports will have priority scheduling its high school field house on a quarterly basis. These facility requests must be submitted on August 7 for the fall quarter, December 7 for the winter quarter and March 7 for the spring quarter. On the 15th of August, December and March, facility requests will be accepted for rentals by the general public on a first come, first served basis for the high school field houses. Blanket requests for blocks of time will not be allowed.

Middle school field houses will also be scheduled by Recreation on a quarterly basis following the same date schedule as above. After Recreation, facility requests will be accepted for rentals by the general public on a first come, first served basis starting the 15th of August, December and March.

By May 1st high school and middle school principals and Recreation will meet to schedule field house use during the day for the following year and also meet quarterly to update field house availability.

For indoor facilities, community groups will be permitted to schedule activities for the next year on a first come, first serve basis after May 31.

1. No “blanket” or block schedule requests will be entered unless listed as specific usage by date and hour, and team for each facility. Blanket requests cannot be used for entire blocks of time for any facility.

2. A report is available online at each school’s office which is updated periodically. A listing of activities shall be available to building principals and appropriate department heads, including any changes which might result from the following system of priorities.

- (a) After May 31, all scheduling will occur on a first-come, first-serve basis.

- (b) After May 31, all changes and additions in scheduled activities should be submitted thirty (30) days in advance. If a requested change produces a conflict with another scheduled event, both parties must mutually agree to the changes in schedule.

- (c) In cases of schedule conflict, the first scheduled group shall have priority. Any unresolved conflicts due to rescheduling shall be settled by the principal of the facility. Appeal may be made to the Physical Plant Services Department.

The calendar shall serve as the official District Activities Calendar and may not be superseded or altered without the approval of the Physical Plant Services Department.

C. Athletic/Recreation & Community Services Priorities

To assure maximum use of available indoor facilities by the Athletic and Recreation & Community Services Departments, facilities and times shall be reserved for these activities as follows, except for dates of secondary athletic contests scheduled on the District Activities Calendar as of the end of April.

1. Senior High School

Bloomfield Hills High School: Main Gym

| | | |
|-----------------|--------------|------------------|
| Monday - Friday | 7 am - 10 pm | Athletic Program |
| Saturday * | 8 am - 12 pm | Athletic Program |
| | 12 pm - 4 pm | Recreation |
| | 4 pm – 10 pm | Rec/Rental |
| Sunday | 7 am – 4 pm | Rec/Rental |

Bloomfield Hills High School: Field House

| | | |
|-----------------|-------------|------------------|
| Monday - Friday | 7 am - 2 pm | Recreation** |
| | 2 pm - 7 pm | Athletic Program |

| | | |
|----------|--------------|------------------|
| | 7 pm - 10 pm | Recreation*** |
| Saturday | 8 am - 12 pm | Recreation |
| | 12 pm - 4 pm | Athletic Program |
| Sunday | 8 am - 4 pm | Recreation |

Bloomfield Hills High School: Pool

| | | |
|-----------------|--------------|------------------|
| Monday - Friday | 7 am - 7 pm | Athletic Program |
| | 7 pm - 10 pm | Recreation |
| Saturday * | 8 am - 10 am | Athletic Program |
| | 10 am - 3 pm | Recreation |

* Reserved times on Saturdays & Sundays for main gym and field house at the high school may alternate between the Athletic and Recreation departments each year based on mutual agreement.

** School use subject to availability.

*** Athletic and school use subject to availability.

Any time slot that is open may be used for rental purposes.

2. Middle Schools

Gymnasiums

Each middle school gym will be available a minimum of two evenings per week for use by Recreation-Community Services from 7 p.m. to 10 p.m. with the exception of previously scheduled high school athletic practices. Building principals will be responsible for determining the use days for school gyms prior to July 1 of each school year.

| | | |
|-------------------|---|-----------------------|
| Monday - Friday | 3 pm - 7 pm | Athletic Programs |
| | 7 pm - 10 pm | Recreation or rentals |
| Saturday & Sunday | School, recreation or rentals have priority use | |
| | 7 am - 4 pm | Saturday |
| | 7 am - 4 pm | Sunday |

Field Houses

| | | |
|-------------------|-----------------------------|-------------------|
| Monday - Friday | 8:30 am - 2:30 pm | Recreation |
| | 3 pm - 7 pm | Athletic Programs |
| | 7 pm - 9:45 pm | Recreation |
| Saturday & Sunday | Recreation has priority use | |
| | 7 am - 4 pm | Saturday |
| | 7 am - 4 pm | Sunday |

Cafeterias

| | | |
|------------------|--|-------------------------------|
| Weekdays | Recreation & Community Service after 6 pm | Athletic Dept. before 6 pm |
| Nov. 1 - March 1 | 7 pm - 10 pm | 3 pm - 7 pm |
| All other times | 6 pm - 10 pm | |

3. Any unscheduled field house time at all secondary sites can be used for rentals per section d under

regulation 1302.1(2)

4. Elementary Schools - Gymnasiums

- (a) Scout programs will be allowed to submit facility requests to schedule the gym after May 31.
- (b) The gym shall generally be reserved a minimum of three days per week from the end of the elementary day to 6 pm for Recreation-Community Services.

5. Outdoor Facilities (Soccer fields, artificial turf fields, baseball fields)

- a. School athletics will have priority in scheduling activities on outdoor fields. After athletics schedules their use, Recreation will have priority. Once Recreation schedules their activities, other approved groups and the community will be given priority. Only after all of the approved groups have scheduled their needs will outside groups be given access. This will be on a first come, first served basis and subject to other provisions of the regulation.
- b. All outdoor field scheduling will be done on a quarterly basis as follows: for fall sports, athletics will schedule outdoor fields between May 1 and May 15 of the prior school year. From May 15 until May 31 of that same year, Recreation will have priority in scheduling outdoor activities for the upcoming fall season. From May 31 until June 30, other approved groups will be given priority, and after June 30, other outside groups will be given access on a first come first served basis. For spring sports, athletics will be able to schedule outdoor fields between December 1 and December 30. From January 1 until January 30, Recreation will have priority in scheduling for their spring outdoor activities. From February 1 until the end of February, other approved groups will be given priority, and beginning March 1, all other groups will be given access to all other allowable outside areas on a first come first served basis.

6. E.L. Johnson Nature Center/Chas. L. Bowers School Farm & Farm Activity Building

- (a) Those interested in the rental of the School Farm and Farm Activity Building will be required to get approval from the manager of the Farm or for the Farm Activity Building from the Recreation Department. Groups may also work through the Farm Manager to provide activities that correlate to Farm events such as Open Barn, etc.

- 7. Gary M. Doyle Center for Professional Development will be available for rental after all internal needs are met.
- 8. The lower level of the E. L. Johnson Nature Center, as well as the area near the pond will be available for rental after all instructional needs are met. Approval of the Nature Center manager is required.
- 9. International Academy rentals will be processed by the International Academy.

Facility Limitations

Due to the presence of special equipment or materials used in the instruction program, certain rooms or areas shall only be available for Recreation-Community Services programs and not for public use unless authorized by the building administrator. The District recognizes the importance of providing school facilities for Recreation-Community Services programs and therefore:

Four regular classrooms in each elementary school shall be made available for Recreation-Community Services programs two days per week. These elementary classrooms shall be available only for use by the Recreation-Community Services division.

On in-service days and student vacation days, except for legal holidays, the following facilities will be available for Recreation Community Services use during the afternoons: one pool, one theater, one cafeteria, and three secondary gymnasiums.

Swimming Pool Temperature Guidelines

Water and air temperature shall be set as follows in the District swimming pool:

During the varsity swim program: Water - 78-80 degrees; Air - 81-84 degrees

All other seasons: Water - 80-82 degrees; Air - 81-84 degrees

Emergency Procedures

Whenever school is canceled due to inclement weather conditions, all athletic, co-curricular, recreation, community education programs and rental programs for the day and evening will be canceled. Exceptions may be made by the Superintendent if there are special circumstances.

Approved: 11/18/99

Revised: 9/17/02

Revised: 5/27/03

Revised: 4/1/2013

Revised: 8/21/2013

Approval of Facilities and Services Requests

Applications for the use of school facilities and sites shall be made online or on a Facilities and Services Request form and sent to Physical Plant Services. At least thirty (30) calendar days lead time is required for large requests and at least ten (10) working days is required for all other requests if a desired facility is available and if time permits making necessary arrangements.

1. Purposes for which a Facilities & Services Request is required

- a. Use of building facilities and certain outdoor recreation/athletic team areas.
- b. Use of ball diamonds, soccer fields, artificial turf fields and exclusive use of certain out door areas so designated by this policy.
- c. Special events of a cultural or recreational nature held on school property.

1. Time Period when Application is Required

An application for the use of school facilities shall be required when any person, association, building staff or organization desires the exclusive or partial indoor or outdoor use of such facilities during any weekend, holiday or other vacation period when schools are not in session, and during the following daily time periods when schools are in session.

- a. Elementary Facilities: After completion of scheduled instructional day (approximately 3:55 p.m.)
- b. Secondary Facilities: After 3 p.m. and weekends

All requests for other periods of time shall be referred to the appropriate building principal for approval and scheduling.

A. Guidelines for Approval

Physical Plant Services and/or the principal of a facility (or designee) shall make the following considerations in determining whether an application for building use should be approved:

- a. Facilities desired have not already been reserved for other use on the date and time stated in the application.
- b. Non-priority, non-competing athletic teams may be scheduled for practice sessions on District athletic fields after all priority use scheduling has been satisfied. Note: A priority team is a team sponsored by the district Athletic Department, Recreation/Community Services, Bloomfield Youth Soccer, the Bloomfield Baseball League, and Bloomfield Hills Lacrosse League.
- c. Use of the facility will not unreasonably interfere with nor detract from the general public's use and enjoyment of the facility.
- d. Use is not reasonably anticipated to incite violence, crime or disorderly conduct.
- e. Activity will not entail unusual, extraordinary, or burdensome expense for police operation or maintenance by the school district.

- f. Activity will not reasonably interfere with the purpose for which the facility is normally used.
- g. Location of the facility and the surrounding area is appropriate for the proposed activity.
- h. Facilities available are adequate and suitable to accommodate the use proposed by the request.
- i. Use of the area will not detract or hinder any District athletic team or sponsored activity.

3. Approval/Appeal Process

Physical Plant Services or the principal of a facility (or designee) shall apprise an applicant within five (5) working days after receipt of an application, in writing, of their decision to grant or deny a request for the use of facilities. If a request is denied, the applicant shall be apprized upon request, in writing, of the reasons therefore.

Any aggrieved person or group shall have the right to address a written appeal to the Superintendent of Schools within five (5) calendar days after having been notified that their request was denied. The Superintendent shall review the application and make a decision regarding the appeal within five (5) calendar days.

4. Responsibilities of Approved Facility Users

- a. Individuals or groups to whom an approval is granted shall be responsible for providing adequate supervision and for complying with all of the District's rules and regulations. Appropriate rental and service fees (outlined in Regulation 1302.4) shall be payable under the terms stated in Regulation 1302.5.
- b. For rentals of the waterfront facilities at West Hills Middle School and the Bloomfield Hills High School Auditorium, a certificate of insurance must be provided as follows:
 - i. Commercial and for-profit organizations: A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate ("Certificate") is required for each event in the amount of \$1,000,000 per occurrence.
 - ii. Nonprofit organizations: A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate ("Certificate") is required for each event in the amount of \$500,000 per occurrence.
 - iii. The Certificate names Bloomfield Hills Schools as "an additional insured" on the policy.
 - iv. A copy of the Certificate must be provided at least two weeks prior to the event or beginning of the rental period, whichever is sooner. Failure to present proof of insurance by the deadline voids all agreements. Events without the proper insurance on file by the deadline will be cancelled.
- a. Individuals or groups to whom an approval is granted shall be liable to the school district for any direct loss or damage to the facility or to equipment used. They shall be bound by all Board of Education policies, legal obligations, and District regulations in force as though the same were stated in the approval.
- b. No alcoholic beverages are permitted in or around any school building or on any school district property except for events for which the Superintendent has approved, in writing, an exception to this prohibition, and held at the following locations:

- i. Charles L. Bowers School Farm
- ii. E.L. Johnson Nature Center
- iii. Booth Center

Any exception will require an additional signed agreement along with proof of appropriate licensing and proof of Liquor Liability and Commercial General Liability Coverage with Bloomfield Hills Schools named as “an additional insured” on both the General Liability and Liquor Liability policies.

- a. No contract will be issued to persons under 21 years of age. Student groups using school facilities will require supervision and assumption of responsibility for fees and charges by an adult. There must be adequate adult supervision for all usage.
- b. Use of buildings will be approved only when the building is staffed by an employee authorized by the school district.
- c. The user shall be responsible for the conduct and control of both patrons and participants, and shall see that all District regulations, including safety, are followed.
- d. The user is not to enter any area other than those areas identified on the contract.
- e. Keys shall not be issued to the user. An administrator or custodian shall open and close all areas to be used.
- f. Subleasing or shared use (not authorized by the school district) is prohibited. If authorized by the District, all regulations including insurance are applicable to the subleasee.
- g. Noncompliance with facility use regulations may cause loss of facility use privileges. Non-payment of rental fees within 30 calendar days after facility use will result in the loss of facility use privileges, unless payment arrangements are made in advance.
- h. Smoking is not allowed in school building(s) or on school property at any time. Please refer to Board of Education Policy.

A. Consolidation of Building Use

Facility utilization on weekends and during vacation periods will be consolidated by Physical Plant Services to reduce individual facility use whenever possible.

4. Cancellation and/or Revocation of Approval

When previously scheduled facilities become unavailable due to unforeseen events, Physical Plant Services shall notify affected groups as soon as possible, and attempt to make arrangements for use of an alternate facility.

The Superintendent or designee shall have the authority to revoke any previously issued approval for the use of a facility when such an action is deemed necessary.

Approved: 11/18/99

Revised: 9/17/02

Revised: 5/27/03

Revised: 12/1/2010

Revised 6/22/2017

Availability of School District Facilities Other Than Elementary and Secondary Schools

1. Outdoor Education Facilities

Nursery schools, private and parochial schools located within the school district boundaries may request use of the School Farm or the Nature Center by contacting the appropriate facility manager.

A fee will be charged to cover all direct costs in connection with the facility's use by the visiting groups, in accordance with the District's current fee schedule for these facilities.

2. Wing Lake Historical Center

The Wing Lake Historical Center is available to both residents and nonresidents of the District on regular school days.

A fee will be charged to cover all direct costs in connection with the facility's use by the visiting group, in accordance with the District's current fee schedule for this facility.

3. Gary M. Doyle Center for Professional Development & E. L. Johnson Nature Center

The Gary M. Doyle Center and Nature Center are available for rental by residents, community groups, professional groups, staff members or the general public for school-related, staff improvement activities, or other activities such as the following:

In-service programs, training programs, loan of curriculum materials, materials production, and assistance with inter-library loans, information re: nationally validated curriculum programs, conference information, course offerings in the area, personal development programs, committee meetings, group meetings, professional training and other residential meetings.

Any in district services for which charges may be incurred must be approved, in advance, by the administrator whose budget will be charged. These may include charges for services such as outside consultants, consumable materials, and other goods and services.

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Revised: 5/27/03

Revised: 12//1/2010

Classifications of Use and Schedule of Fees

Classifications of Use and Schedule of Fees

A. Classification I: Exempt from payment of fees

The following individuals or groups within the Bloomfield Hills Schools community are, in general, exempt from indoor and outdoor facility fees and may use the school facilities during the normal work day, as approved by the appropriate administrator. An exception to this is the use of athletic fields. Custodial fees will also be charged for weekend or holiday use. Current hourly or flat rates will be charged for the services of such individuals as the AV technician, security guard, supervisor, umpire, custodian, maintenance staff, food services staff or others. Individuals within these groups who wish to use the school facilities for personal use will be considered Classification II and charged appropriate rental fees as well.

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|---|---|
| 1. Recreation & Community Services | 9. Campfire Girls |
| 2. Parent/Teacher Organizations | 10. School Advisory Committees |
| 3. District Adult Education Classes | 11. Teacher Organizations |
| 4. Staff Groups (for Professional purposes) | 12. School Unions |
| 5. Boy Scouts | 13. Subdivision Associations |
| 6. Girl Scouts | 14. Farm & Nature Center Related Clubs (Gardening, 4H, Environmental) |
| 7. Cub Scouts | 15. School related groups (as approved by the Superintendent) |
| 8. Brownies | 16. City and Townships |

A. Classification II: Required to Pay Fees

Residents, professional groups and the following community groups may use school facilities by paying a rental fee and related service charges as set forth in Paragraph D:

1. Governmental Organizations
2. Political Parties & Groups
3. Business Groups
4. Church Groups
5. Colleges & Universities (fee may be waived if more than 50% of the students are Bloomfield Hills residents or staff)
6. Approved groups outside of the school district
7. Residents
8. Employees
9. Professional Groups

A. Classification III: Required to Pay Fees

Teams of the following groups may use facilities by paying a rental fee and related service charges as set forth in Paragraph D.

1. Bloomfield Baseball League
2. Bloomfield Hills Youth Soccer

3. Bloomfield Hills Lacrosse

A. Schedule of Fees

Groups in Classification II or individuals who wish to use school facilities for personal use shall pay a facility rental fee plus related staff service charges and custodial charges, as required.

Service charges for staff if not regularly scheduled:

Custodial and Food Services

| | |
|---------------------|---------------------------------|
| Monday – Friday | \$30/hour \$40/hour overtime |
| Saturday * | \$40/hour |
| Sunday & Holidays * | \$50/hour |

Staff Development Technician

| | |
|-----------------|---|
| Monday – Friday | \$100/hour – includes use of technology |
| Saturday | \$100/hour – includes use of technology |
| Sunday | \$120/hour – includes use of technology |

*If not regularly scheduled, a minimum of three hours custodial fee will be charged for facilities used on Saturday, Sunday and holidays. A custodian, administrator, group’s person or technician is required to be present during the rental of the Doyle Center, E. L. Johnson Nature Center, Bowers School Farm, and artificial turf fields during non-school hours.

There will be a \$40/hour charge for maintenance employees (electrician, etc.) if requested by renter.

Facility Rental Fees

A valid credit card will be required for any facility rental. For any single date rental that exceeds \$300, ten (10) days’ advance payment in full is required.

- a. Elementary and secondary schools see *Schedule of Rental Fees – Elementary Secondary Schools*, attached as an addendum to this Regulation.
- b. Fees and schedules for public use of the Farm, Nature Center and the Wing Lake Historical Center are available through Recreation & Community Services.

Outdoor Facilities

Priority of outdoor facilities will be as follows: K-12 Co-Curricular, school athletics, Recreation & Community Service programs, both Bloomfield Baseball League and Bloomfield Hills Youth Soccer League and community groups as specified in Category III.

Between June 1 and August 30, certain athletic fields may not be available to groups due to maintenance of the field. Fields may also be rested for certain time periods and will be unavailable to all groups.

Schedule of Rental Fees

| | |
|----------------------------|---|
| Classrooms (Secondary) | \$25/hour Capacity: 30 people Minimum of 3 hours on weekends, plus custodial overtime |
| Doyle Center | \$40/hour for each Room: A, B or C \$50/hour for Room D \$30/hour for technology Minimum of 3 hours on weekends, plus custodial overtime |
| E.L. Johnson Nature Center | |
| Lower Level | \$100/hour. Clean up required by renter |

Capacity: 60 – 80 people

Outdoor area by pond only

\$100/hour

Contact Nature Center Manager for details

Elementary Gym & Media Center

\$30/hour

Capacity: 100 people

Minimum of 3 hours on weekends or holidays plus
custodial overtime

Middle School Gym & Media Center

\$35/hour

Minimum of 3 hours on weekends or holidays, plus
custodial overtime

Auxiliary Gym & Media Center

\$80/hour

Minimum of 3 hours on weekends or holidays, plus
custodial overtime

Middle School Field House

\$35/hour per court

\$70/hour for entire field house

Minimum of 3 hours on weekends or holidays, plus
custodial overtime

High School Main Gym House

\$40/hour per court

\$120/hour for entire main gym

Minimum of 3 hours on weekends or holidays, plus
custodial overtime

BHHS Pool

\$100/hour

Minimum of 3 hours on weekends or holidays, plus
custodial overtime

Proof of licensed lifeguard is required and cost is
responsibility of the renter.

Cafeteria (Secondary)

\$75/hour

Capacity: 200

Minimum of 3 hours on weekends or holidays, plus
custodial overtime

Kitchens

Approximately \$30/hour

Scheduled and staffed through Food Services

Softball and Baseball Fields

\$40/session, not to exceed 2 hours

One time special event only

\$50 additional cost for field prep/clean-up

Artificial Turf Fields

(includes restrooms & parking)

| | |
|----------------------------|--|
| Class I | No Charge If not a normally scheduled school time, the group will be invoiced for a custodial charge with 3 hour minimum. Includes use of restroom. |
| Class II & III | \$75/hour If not a normally scheduled school time, the group will be invoiced a custodial/grounds charge with 3 hour minimum. Includes use of restroom. |
| Non-Residents | \$125/hour If not a normally scheduled school time, the group will be invoiced a custodial charge with 3 hour minimum. Include use of restrooms. |
| Stadium Lights | \$25 up to 2 hours; \$50 if over 2 hours |
| Press Box with PA | \$50 per rental (custodial required) |
| Scoreboard | \$25 per rental (custodial required) |
| Concession Stand | \$50 per event (no staff) must be cleaned at end of event |
| Bloomfield Baseball League | \$15/participant |
| BH Youth Soccer League | \$15/participant |
| Franklin Baseball League | \$25/game fee (usage subject to field availability) |

Fees to be collected from participants by the leagues each season and forwarded to the district. League roster of participants to be given to the district two weeks prior to start of season. District will audit league roster and registration process as needed prior to invoicing the league. New fees set by June 30 each and every year thereafter as needed. Striping and net replacement for soccer and lining for baseball will still be done at league expense.

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|--|--|
| Parking Lots | \$10/day plus clean-up for 25 or more cars \$25/day plus clean-up for 100 or more cars Over 100 cars, renter must supply parking attendant Parking must not interfere with public's use of the school facilities. |
| District facilities for promotional purposes (filming, etc.) | \$1,000/day |
| High School Auditorium/Theatre | Rental of the theatre \$225/hr. Technical director \$50.00/hr. Techs (students trained to work sound, lighting and rigging) \$12.00/hr. Minimum of 3 hours on weekends or holidays, plus custodial overtime |
| Theatre Equipment Rental | Risers \$10.00 a piece |

Piano- Baby Grand \$100.00
Piano Tuning Service \$120.00
Orchestra Shell \$300.00
Orchestra Pit \$300.00
Rack of Chairs (10 chairs)\$10.00
Rack of Music Stands (15 stands on a rack) \$10.00
Folding Tables \$5.00 a piece
Outside Marquee advertising \$25.00 one week prior to
event (to be shared with other activities)

AUDIO PACKAGE

- Body mics (6 maximum) \$100.00 (5 hours and up)
- Batteries for sound (can provide your own) or \$1.00 per battery
- DVD/Projections \$50.00 (0-5 hours & up)
- Note: Live Music Setup needs to be discussed with Technical Director

LIGHTING PACKAGE

- Stage Lights with Rep Plot \$50.00 (0-5 hrs.)
- Lighting Control \$100.00 (5.1 hrs. & up)
- Spot Light \$10.00 (per spot)
- Spot Light Operator \$12.00 (per hour)
- Notes: Custom Lighting Package to be discussed with Technical Director
- Note: Gobo/Gels /Special Effects to be discussed with Technical Director

VIDEO PACKAGE: Projector, Screen, DVD Playback
\$50.00 (0-5 hours)

*All rigging up to the discretion of the technical director.

Approved: 11/18/99
Revised & Approved: 2/1/2000
Revised: 9/17/2002
Revised: 5/27/2003
Revised: 12/1/2010
Revised: 8/1/2013
Revised 6/22/2017

Payment of Rental Fees and Service Charges for the Use of School District Facilities

A current schedule of rental fees and service charges shall be available which provides applicants, in advance, with an estimate of charges which would be incurred should their application for the use of school district facilities be approved.

Rental fees, if not paid in advance,* shall be payable to the Bloomfield Hills School District within thirty (30) calendar days of the date the facilities were used. Any additional charges incurred for time extensions, custodial overtime, or damages, shall be detailed and billed to the user within thirty (30) days. Full payment of this billing is due within thirty (30) days of receiving such statement. All fees and service charges shall be payable to the Bloomfield Hills School District.

Delinquent accounts will be denied use of any school district facility until such time as the account is paid in full, and collection action may be initiated.

*Note: fees and service charges for the use of school facilities for business promotion purposes must be fully paid in advance of using the facilities.

Approved: 1/19/93

Revised: 9/17/02

Revised: 5/27/03