



BOARD OF EDUCATION POLICY 9250 - USE OF DISTRICT FACILITIES (PAGE 1 OF 7)

INTRODUCTION

The Board of Education recognizes that the district facilities belong to the school community. Therefore, it is the policy of the Board to encourage the use of the facilities by established local groups and organizations whose purpose and objectives contribute to the school program or to the community. The Board also recognizes that the primary purpose of the district's facilities is to implement the instructional program of the District. The Board further recognizes that there are costs involved in non-school use of facilities and those changes should be made, so that taxpayer funds are not used in support of non-school activities. The District regulations shall define groups permitted to use district facilities as well as the specific limitations and prohibited activities in school facilities. No person or organization shall be granted permission to use district facilities who has agreed in writing to be bound by the regulations of the District. In case of disaster or emergencies in the School District area or in nearby areas, the Superintendent may open district facilities and sites to assist government authorities in protecting residents. Moreover, the facility will be free of charge during this emergency.

FACILITY USE

The following regulation governs the use and rental of school facilities, outdoor grounds and stadiums, and was developed in order to: protect the regular instructional program and individuals what utilize these facilities.

I. *General Regulations*

The use of buildings will be approved only when written permission is received from the Director of Facility Operations, Chief of Security and the Superintendent. A facility/field reservation form must be completed and approved for each event scheduled on all non-school days, or for after school activities. This includes all athletic activities, enrichment programs, child care, employee use, rentals and events scheduled as part of the District or building calendar.

- A. The District has the right to deny or withdraw facility use privileges at any time. If required by the Superintendent or his/her designee, the party must provide proof of indemnification insurance for the District in an amount not less than one million dollars (1,000,000) prior to approval being granted for use of the facility. The responsibilities of users will be as follows:
- B. Noncompliance with the Facility Use Policy may cause loss of facility use privileges. All users of the School District's facilities agree to comply with all applicable laws and local ordinances as well as the following regulations:
 - **No alcoholic beverages or drugs are permitted in or around any school building or on any school district property.**
 - Smoking is not allowed in school building(s) or on school property at any time.



BOARD OF EDUCATION POLICY 9250 - USE OF DISTRICT FACILITIES (PAGE 2 OF 7)

- Guns, weapons or guard dogs are not allowed in any school building or on any school property without prior written permission from the Superintendent/designee. (Governmental law enforcement officers are exempt.)
- Fire doors may not be blocked, and no one may tamper with any fire protection apparatus.
- C. To protect the community's investment, the District requires the following:
 - Return furniture to original locations (chairs atop desks if found that way),
 - Leave school writing on white/chalkboards undisturbed,
 - Erase whiteboards if vacant sections are used,
 - Be respectful of a teacher's desk and materials,
 - Materials and equipment in the area should be left undamaged,
 - Clean up the area after use, including table tops and floors,
 - Close windows and turn off lights upon leaving,
 - Place all waste in proper receptacle.
- D. If damage occurs, or equipment does not operate properly, it must be reported promptly to the custodian on duty. Users are held responsible for damages.
- E. The user is not authorized to enter any area other than those identified in the contract.
- F. All individuals, groups, staff, professional organizations authorized to use school facilities for activities which are school related, shall be responsible for providing adequate supervision, and for complying with all of the District rules and regulations.
- G. No person may enter or remain in any school building or site except when engaged in an approved or scheduled activity, or when attendance as a regularly enrolled student or staff member district. Furthermore, no individual shall willfully or maliciously make or cause any noise or disturbance in or near the facility.
- H. All activity must be confined to the room/area assigned.
- I. The user is not to use or operate any school equipment other than that specified in the contract.
- J. Groups are responsible for providing all supplies and materials necessary.
- K. In the case of a medical or other emergency situation call 911, and then please notify the custodian on duty who will take a report of the incident.
- L. Generally, reservations will be accepted until 5 p.m.
- M. Rental fees and personnel fees are usually a per hour fee based on total time of the reservation. A minimum one hour rental is required for room or field rental. In addition, a two hour minimum personal fee is charged per staff member assigned when any facility is used after normal business hours, Saturdays, Sundays, holidays, or when school is not in regular session. Rates are subject to change without notice. See Appendix A.
- N. Upon approval of event and signatures from the Chief of Security, Director of facilities and the Superintendent, a confirmation/estimate is sent to each user, via e-mail.



BOARD OF EDUCATION POLICY 9250 - USE OF DISTRICT FACILITIES (PAGE 3 OF 7)

II. *Activities Prohibited*

- A. Promotion of activities subversive to the laws of the United States or any subdivision therefore, or to overthrow the government of the United States, or supporting doctrines of violence, hatred, or discrimination are prohibited.
- B. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the staff, participants, buildings, grounds or equipment is prohibited.
- C. Commercial advertising is prohibited.
- D. Sub-leasing or shared use is prohibited.
- E. All users must agree to indemnify and hold harmless the School District and its agents and employees from and against all claims, damages, losses and expenses including attorney fees arising out of or resulting from such organizations use of the school facility.
- F. Notification of cancellation must be submitted to the Facility Scheduler at least forty-eight (48) hours before the scheduled time of use, or the full rental fee and personnel fees shall be charged.

III. *Classification Of Users*

Class One - General Users

Individual/groups and organizations that are not discounted or exempt are considered general use and are required to pay all fees listed on Appendix A.

Class Two - Discounted Organizations (discount pricing does not apply to auditoriums, pools, or artificial turf fields).

- A. Scouting Organizations (regardless of sponsorship) are eligible for a 50% discount rate (applicable to Appendix A only). This discount does not apply to pool, stadium or auditorium rates. All other rental rates are as posted in other schedules and all personal fees are applicable as stated.
- B. Non-profit, Pontiac community based organizations & other charitable organizations are eligible for a 20% discount rate (applicable to Appendix A only). This discount does not apply to pool, stadium, or auditorium rates. The organization must qualify as a non-profit organization according to the Internal Revenue Service regulations and must submit a copy of its 501(C)3 IRS letter with the reservation request.
- C. Not for profit Pontiac School Employees who wish to use the school facilities for personal use (excluding organized sporting groups) are eligible for a 50% discount rate (applicable to Appendix A only). This discount does not apply to pool, stadium, or auditorium rates. Personnel fees for after hours, weekends, or holiday use are applicable.
- D. Negotiated Contracts – Rates will be applied as specified in the agreement.

Municipal/ Government Agencies/ Organizations and/or political figures who wish to use school facilities are eligible for a 50% discount rate (applicable to Appendix A only). Personnel fees for after hours, weekends, or holiday use are applicable. The request must include the dates/hours requested/the equipment needed, a description and purpose of the event and the expected number of attendees.



BOARD OF EDUCATION POLICY 9250 - USE OF DISTRICT FACILITIES (PAGE 4 OF 7)

See Appendix B. The Associate Superintendent and/or the Director of Facility Operations may grant waivers to local/state/federal officials when an in-kind service is provided or the use is in line with the instructional needs of the District.

Class Three - Payment Exempt Users

The following individuals or groups with the Pontiac School District may use the school facilities for District- Related activities with approval, and are exempt from fees for rent and equipment. Users are responsible for personnel fees for after hours, weekends or holiday use. Qualifying groups encompass members of our student body and staff, sponsors, classes, athletics, teachers, clubs, etc., including the following:

- A. PSD Enrichment Children's Programs;
- B. PSD Foundation Adult Education;
- C. PSD Employee Associations* Parent Teacher Organizations, School Committees Voting Precincts;
- D. School Booster Clubs PSD Staff (for professional Contracted Services purposes related to the PSD Athletics instructional needs of students);
- E. The Bloomfield Hills Woodward Estate Neighborhood Association (these groups were included as an exception to fees as an addendum)
- F. Any Citizen's District Council (whose district is at least partially located in the District);
- G. Any other organization that has been routinely and continuously utilizing the District's facilities without charge for at least ten (10) years prior to the adoption of this policy. (The granting of such exemptions shall be in the sole discretion of the Board of Education of the City of Pontiac School District).

*For bargaining sessions, meeting with employees to discuss work related items and those directly related to PSD contractual issues.

Class Four – Community Organizations

Pursuant to the goals of the Pontiac School District and the Board of Education, PSD classroom and meeting facilities where no specialized equipment is used may be granted rent free to community organizations organized for the general character building or welfare purposes if all of the following conditions are met:

- A. No admission fee or contributions are solicited at the meeting or event;
- B. The event is held within normal District operational hours;
- C. No special set-up costs, added clean up costs, added supervision or other direct costs are incurred by the District for the use of such facilities;
- D. No alternative location is available to the qualifying organization;
- E. District classroom and lecture facilities shall only be used to conduct workshops, seminars and meetings;
- F. The use of District facilities for qualifying organizations does not interfere with the use and occupancy of educational or other activities conducted by the District.



BOARD OF EDUCATION POLICY 9250 - USE OF DISTRICT FACILITIES (PAGE 5 OF 7)

IV. SCHEDULING PROCEDURES

- A. All outside customers need to make a request through the Facility Scheduling system either online @ www.pontiac.k12.mi.us or by phone (248) 451- 6819 or in person at the Pontiac School District Business office, see Angela Gomez (47200 Woodward) or via email agomez@pontiac.k12.mi.us. Consistent with the Board Policy, the Facility Operations Department is responsible for overseeing the scheduling of facilities.
- B. Prior to scheduling any facility, any individual, including district employees who wishes to utilize District Facilities for activities that charge a fee, either for participation or for admittance, must check with the District Superintendent or the Facilities Director to make sure the activity is not a competing program.
- C. Unless special approval is received from the Facilities Director, programs may not compete with District Enrichment programs.
The priority for scheduling facility use will be as follows:
 1. Long term contracts;
 2. District wide programs;
 3. School Instructional programs;\District Athletic programs;
 4. Enrichment programs;
 5. Requests from the public.

V. Payment

- A. The applicant is responsible for payment of all charges associated with the group's use of facilities/sites. Customers receive a reservation confirmation which includes an estimate of charges. Checks are to be made payable to Pontiac School District.
- B. Customers are billed at the conclusion of the event or quarterly if the reservation is a year - long recurring event. Otherwise, payments are due one week prior to the event date.
- C. Any other special payment considerations must be submitted and approved by the Director of Facility Operations.
- D. Non- payment of fees within thirty (30) calendar days after invoice shall result in the loss of facility use privileges.
- E. Payments outstanding at the close of the school year are subject to referral to a collection agency.

VI. Inclement Weather Emergencies

If schools are closed due to bad weather, all scheduled building activities and outdoor facility use are cancelled. Listen to the following radio stations for school closings: WJR (760 AM), WWJ (950 AM), other broadcast services, and check the district website at www.pontiac.k12.mi.us.



BOARD OF EDUCATION POLICY 9250 - USE OF DISTRICT FACILITIES (PAGE 6 OF 7)

VII. Fees

In addition to the hourly rental rates, some areas and events will have personnel costs associated with facility use. As such, the following will apply:

- A. Stadium Personnel Fees – An Event Manager must be present during stadium events, unless otherwise agreed upon. The personnel fees are in addition to the stadium rental fee. Additional personnel fees may be assessed for custodians, maintenance personnel, or others, where applicable. All personnel fees are a minimum of two (2) hours per staff member. Refer to Appendix A for current pricing.
- B. Auditorium Rental Fees – Auditorium pricing is for basic use of the space and general room lighting and includes a podium with one microphone (groups such as seminars, group speakers, school assemblies, etc.). Commercial or production activities requiring the use of additional audio, video or lighting systems are assessed additional fees.
- C. Auditorium Personnel – Fees and/or other assigned theater personnel. Additional personnel fees may be assessed for custodians, maintenance, parking lot maintenance (i.e. snow plowing), or other personnel, where applicable. All Personnel fees are a minimum 2 hours per staff member. Refer to Appendix A for current pricing.
- D. Pool/Natatorium Rental Fees – Once a reservation confirmation has been pre-approved by the Director of Facilities, the Director will provide an estimate of all fees including: facility rent, equipment, and personnel (pool supervisor, lifeguard, custodial personnel etc.). All pool use requires the use of A PSD certified supervisor. All estimates must be paid in full before use. Refer to Appendix A for current Pricing.
- E. Equipment Rental Fees Refer to Appendix A for current pricing
- F. If required by the Superintendent or his or her designee, the party must provide indemnification insurance for the District in an amount not less than one million dollars (\$1,000,000) prior to approval being granted for use of the facility.
- G. Other Personnel Fees - Personnel Fees (refer to Appendix A for fees) are assessed with a two- hour minimum per staff member assigned based on required use and or day/time of week (including Saturday, Sunday, Holidays, after-hours or when school is not in session) for the following personnel:
 1. Custodians – Personnel fees are charged to the user when activity occurs during times when a regular custodian is not normally assigned. Fees are assessed beginning 30 minutes before the scheduled activity, and end at the conclusion of clean up and securing of the building.
 2. Maintenance and/or Grounds – Personnel fees are charged to the user when additional services are necessary (i.e. other than normal snow plowing of the parking lot if required, extra field lining, etc.). Also, fees shall be assessed for the preparation of all field lining requests. Fees may also apply when the transfer of equipment from one building to another is requested.
 3. Media & Technology/Equipment Operators – Personnel fees are assessed when IT staff is needed.
 4. Kitchen Supervisor – Personnel fees are assessed when kitchen use is requested. All kitchen use will require supervision by a member of the Cafeteria Staff.



BOARD OF EDUCATION POLICY 9250 - USE OF DISTRICT FACILITIES (PAGE 7 OF 7)

5. Concession requirements - The Pontiac School District has exclusive rights to utilize contracted concessions on any given event. Any and all revenue will go to PSD unless negotiated in reservation contract.
6. If the designated user of the facilities wishes to sell its own concessions there will be a concession fee assessed by the Pontiac School District. The Pontiac School District will NOT be held responsible for any Health Division Permits, liability insurance or sanitation required. The group will be expected to provide any Health Department Permits, liability insurance, and meet any sanitation requirements.