



# CEDAR SPRINGS PUBLIC SCHOOL DISTRICT

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## Cedar Springs Public Schools Facility Use Policy and Procedures

Cedar Springs Public Schools along with the Board of Education (BOE) recognizes the use of the District's buildings and facilities are a valuable community resource. Our goal is to allow public use of the District's buildings that will not interfere with educational activities. Public access and use, as well as school procedures, regulations, rules, and guidelines, are subject to all Board policies as outlined in **CSPS Board Policy 7510**. The procedures and rates located in this document were developed under the guidance of the Michigan School Business Officials Guidance for Cost Recovery for Community Use of Schools.

Cedar Springs Public Schools (CSPS) welcomes the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational, and social life of the community. Use will be permitted as long as the use does not interfere with educational and extracurricular activities. Programs and activities of users must be of a nature suitable for a public school, lawful, and conform to all policies of the District.

Permission to use facilities shall be allowed at the discretion of the District and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment, and protection of school property. The use of school buildings or facilities is processed through an online electronic application submitted to the facility coordinator found at [Facility Rentals](#).

All facility use requests must conform to CSPS Board Policies. To the extent that any of the following guidelines conflict with Board Policy, Board Policy shall take precedence. A copy of all Board Policies may be found at <http://www.neola.com/cedarsprings-mi/>.



## I. User Classification

Groups directly related to regular or extracurricular K-12/Community Education programs have first priority. All other groups are classified into Category 1 or Category 2 (see below).

The use of school facilities for Cedar Springs Public School's school instructional and extracurricular programs, meetings of students, teachers, parent-teacher organizations, or other organizations directly affiliated with the schools will have precedence over all other requests. However, every effort will be made to accommodate all community requests.

**Category 1:** Community-based non-profit groups, governmental agencies, church groups, or organized groups who provide local, civic, educational, athletic, religious, or cultural activities. All groups must have 75% or more Cedar Springs residents or enrolled students. The School District may require proof of tax-exempt status

**Category 2:** Activities evolving out of Category 1 where admission is charged. Organizations or non-profit groups outside the district, commercial users, private for-profit businesses, or vendors.

All labor costs incurred by the district for additional work beyond normal work shifts will be charged to the applicant. All groups are subject to charges from custodial and grounds services that are provided beyond the department's normal work schedule and or events that interfere with the daily operations of the facility.

Any deviation from the fee schedule must be granted by the Superintendent or his/her designee.

### How to Submit a Facility Use Request

1. All organizations requesting a facility rental must use the online application form. The request for facility use must be processed through the district facility coordinator. The online request system is located at the Cedar Springs Public Schools web pages under Facility Rentals.
2. The requester signs and agrees to BOE policy at the time of submission. Proof of nonprofit status and insurance certificate may be required, if applicable (see Liability and Insurance section). The facility request once approved will become the contract for use of the facilities between the district and applicant. The person designated as responsible for the event/group must be at least 21 years of age.
3. All applications for use must be submitted to the facility coordinator no later than two weeks prior to the event. Approval for use may not be granted unless proper advance notification is given.
4. When approved or denied, an email notification is sent to the requester. All approvals are granted on a priority basis, with school events and extracurricular activities taking first priority. The District reserves the right to revoke approval based on the immediate needs of the Cedar Springs Public School's events. Efforts will be made to find an alternative location (if applicable).
5. Any fees due will be invoiced at the end of the month following the scheduled reservation. Payment should be made within 30 days after the invoice has been sent. All checks should be made payable to Cedar Springs Public Schools and be accompanied by a copy of the invoice.



6. All requests (non-profit status, certificate of insurance) must be submitted, approved, and on file before events.
7. Available facility times may not be changed; facilities may not be reassigned, transferred, traded, or rented to other groups for a fee. All changes must be made prior to the event with advanced notice and approval through the facility coordinator.
8. Submitted requests for use of sports facilities and/or fields will not be approved until the school-sponsored sports programs have finalized schedules. Approvals will not be granted more than six months in advance of an event unless specific authorization for the permit has been given by the Athletic Director or Maintenance/Facilities Director.
9. Every opportunity to fulfill community requests will be made, however, approval will be granted based on priority level as stated above. Facility use requests will not be approved for District athletic facilities until middle and high school practice/game schedules are finalized for the current school year.

## **II. Cancellations**

- A. The use of school facilities for K-12 school instructional and extracurricular programs, meetings of students, teachers, parent-teacher organizations, or other organizations directly affiliated with the schools will have precedence over all other requests. School functions/events may result and override any previously requested reserved space. Facility scheduling will do everything possible to accommodate your group when this occurs with as much notice as possible.
- B. If the district is closed due to weather or any other unexpected reason, there will be no facility usage for that day/night. 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 if payment was made in advance.
- C. Notification of cancellation less than 48 hours before the scheduled time of use will result in the full rental fee being charged. In the case of a weekend "no-show" without proper cancellation, a minimum 2-hour applicable custodian fee will be charged. All cancellations must be in writing.

## **III. Liability and Insurance**

- A. The use of school equipment in conjunction with the use of school facilities must be requested specifically in writing. The users of school equipment and facilities must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules specify, no item of equipment may be used except by a qualified operator.
- B. Users shall be liable financially for damage to the facilities and for proper chaperonage.
- C. Non-Affiliated organizations may be required to provide a certificate of liability insurance coverage (in the below-indicated amounts) listing Cedar Springs Public Schools as an additional insured. The facility use applicant is responsible for providing information prior to the start of the program.
  - General Liability \$1,000,000 (each occurrence)
  - Property Damage Liability \$100,000 (each occurrence)
  - Workers Compensation \$500,000 (each accident)
- D. A copy of the certificate is due at least 10 days prior to the first day of the event, class, or program. Failure to present proof of insurance will void all agreements and events, classes, and or programs and will be canceled until proof of insurance is provided.



- E. 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. Additional waiver/release forms may accompany specific classes, activities, and or programs.

#### **IV. Payment:**

- A. The individual(s) who submit the facility request and agree to the BOE Policy and Procedures are responsible for payment of all charges associated with the related facility use.
- B. All fees will be invoiced at the end of the month following the event. Payment is due within 30 days. Any invoices not paid will result in all future reservations being canceled until payment is made in full.
- C. All checks should be made payable to Cedar Springs Public Schools and be accompanied by a copy of the invoice.

#### **Guidelines for Use Outside of Normal School Hours**

1. An online request for the use of school facilities must be submitted 14 days prior to the scheduled event. Cedar Springs Public Schools reserves the right to schedule only one event per building, depending on the needs of the group requesting the facility. Cedar Springs Public Schools reserves the right to accept or reject any submitted request for use of the facilities. Facilities may not be rented on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve, and Christmas Day. In addition, facilities may not be rented during the 2 week Winter break or during Spring break.
2. Use of the school facility cannot be granted to an individual. Facilities are intended for group use only.
3. The High School gym is only available for school-sponsored events and is not available for non-school groups to use. Non-school groups may not use main varsity facilities for their events. Exceptions will be made on a case-by-case basis with evaluation to follow after each event by the Board of Education's Facilities Committee.
4. When practical, school functions and use of facilities by school-organized groups shall have priority over requests made by other groups, and such school-related functions shall not be charged a rental fee.
5. Fees for custodians and security will be charged to non-school groups. How many staff being used will be left to the discretion of the facility use coordinator, as they deem necessary.
6. Invoices will be handled through the facilities coordinator.
7. Cedar Springs community groups shall have priority over out-of-district groups.
8. The presence of alcohol or any controlled substance in any form, at any time, is strictly forbidden. Violators will be prosecuted.
9. Smoking is strictly forbidden on school property. Violators will be prosecuted.
10. Illegal or unapproved activity by any individuals or groups using school facilities will not be condoned.
11. All Groups must have a designated person 21 years of age or older in charge and present who will assume the responsibility for discipline, protection of school property, etc.
12. Only the room or designated area granted in the original request shall be used.



13. Classroom equipment and material cannot be used without specific permission. The leaser assumes all responsibility for damaged school equipment and will be assessed any and all replacement costs.
14. All rooms and areas are to be left in an orderly condition after use.
15. A school representative shall be on duty at all times the auditorium is used.
16. CSPS will not be held responsible for anything out of their control that would lead to the cancellation or postponement of an event.
17. The groups using the facility will be responsible for custodial time and any other expenses, which are incurred.

The lessees do hereby covenant and agree to indemnify and save harmless the lessor from all loss or damage to persons or property and all fines, suits, claims, demands, and actions of any kind of nature which occur by reason of any and all use of the premises leased hereunder and in conducting their operations and do hereby agree to assume all risks in the operations of its business hereunder and shall be solely responsible and answerable in damages for any and all accidents or injuries to any persons or property caused by the use of the premises and/or their operations.

Lessor shall not be held responsible for and is hereby expressly relieved, from any and all liability by reason of any injury loss or damage to any person or property in or about the leased premises, however, caused, whether the loss, injury, or damage be to the person or property of the Lessee or any other person, and Lessee accepts the above conditions by renting the premises and waives his/her, their or its claims and/or rights thereby.