



Portland Public Schools Facility Use Rules and Regulations



Portland Public Schools exists for the education of their students.

To ensure fairness and consistency in the implementation of Board of Education policy governing use of school activities, 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.

The Board of Education encourages the use of the facilities for the continuing of the education process after school hours.

The following facility use group classifications shall determine the rate based on the fee structure attached.

Category A: Any group directly connected to Portland Public Schools serving the students of the district.

Category B: Any non-profit group or organization who is not directly serving the students of Portland Public Schools

Category C: Any for-profit group, organization, or company which conducts business within Portland Public Schools District and pays taxes to the Portland Public Schools District.

Category D: Any for-profit group, organization, or company which conducts business outside Portland Public Schools District.

Assignment of applicant groups to these categories shall be at the discretion of the Superintendent, with input from the Building Administrators and Director of Operations, if necessary.

The following are guidelines for the use of PPS facilities. All exceptions are to be approved by the superintendent:

1. Any after-hours activities shall not interfere with normal daily school routines.
2. Cancellations may be issued by the Portland Public Schools with or without due notice.
3. District facilities and equipment shall not be used or made available for political campaigns.
4. No weapons, tobacco, alcoholic beverages, and/or drugs are permitted on school property at any time for any reason.
5. The organization or group of citizens applying for the use of properties shall be responsible and pay for any damages done to them over and above ordinary wear and shall be required to pay a use or rental fees as determined by the Board.
6. Requests for use are to be made through the Facility Administrators two weeks prior to the start of the event, with full payment due of the estimated fees prior to usage. Checks are to be made payable to Portland Public Schools.
7. All groups shall be accompanied by an adult supervisor (over the age of 21) whose responsibilities shall include discipline, proper use of building, vacating properly and enforcement of all stated regulations and

policies. Failure of the adult supervisor to report at the scheduled time shall indicate to the Custodial staff, that the activity is cancelled and that he/she is to close the building. A Portland School Personnel shall be on duty at all times while the building is in use. This may be an administrator, custodian, coach or teacher.

8. A 48 hour notice of cancellation prior to the event must be received by Portland Public Schools to receive a refund of fees. You can email lhager@portlandk12.org.

9. Custodians: The custodian(s) on duty will render assistance in handling furniture and will be responsible for seeing that the facility is left in good order after the activity is over. The custodian's rate of overtime will be charged to the person/group renting the facility at the appropriate hourly rate if any overtime is required. Food service personnel shall be required when a kitchen facility or equipment is used.

10. Facilities are to be left as they were found. Please clean your area before you leave. Make a final pass and if there is something that is out of place and need of cleaning or repair please contact Laura Hager at 517-647-2983.

11. Use of school facilities on holidays and during holiday vacations are prohibited unless special permission is granted by Portland Public Schools.

12. Children are not to be left unattended in the buildings. Parents are not to drop off or leave students without a responsible adult in attendance. Adult leaders of children's groups (Scouts, Youth Basketball, etc.) must remain at the facility with the children until all have been picked up by a parent or guardian. Children accompanying their parent(s) are to remain with that parent at all times; they are not to be in other parts of the facility.

13. Absolutely no pets/animals allowed in the building.

14. When school is cancelled due to weather conditions, the building will NOT be open for rentals. PPS will reimburse or reschedule your event.

15. The PPS District will not be responsible for loss of valuables of any kind.

16. All weekday activities in the school facilities shall terminate by 10:00 p.m. in order to provide for proper cleaning before facilities are again needed for school purposes, unless prior approval is secured from the building administrator.

17. All decorations, furnishings and debris must be removed from the school facility by the user and the area of usage shall be returned to satisfactory condition in order to allow for the school activity the following day. All decorations are subject to the approval of school officials or Fire Chief in relation to fire safety.

18. Food or drink will not be allowed in the Auditorium unless previous arrangements are made.

RULES FOR ALL GROUPS; Some school functions are given priority over rentals. If a conflict arises, you may be contacted and asked to cancel or change your rental.

Please understand that most groups are excellent neighbors and do not cause problems. Groups are not, however, to ignore these rules. Failure to comply may result in the loss of privilege to use the facility: The right to revoke a permit at any time is reserved by the -School Principal, Portland Public Schools, and/or the Portland Public School Board of Education for any reason.

Fee per One-Hour Block

Portland High School	Category A	Category B	Category C	Category D
Auditorium *	N/C	\$50.00	\$150.00	\$200.00
Main Gymnasium	N/C	\$75.00	\$125.00	\$175.00
Aux. Gym / Fitness Room	N/C	\$50.00	\$100.00	\$150.00
Locker / Shower Room	N/C	\$25.00	\$50.00	\$75.00
Cafeteria	N/C	\$25.00	\$50.00	\$75.00
Kitchen**	N/C	\$25.00	\$50.00	\$75.00
Classroom***	N/C	\$10.00	\$20.00	\$40.00
Library / Media Center	N/C	\$25.00	\$50.00	\$75.00

Portland Middle School	Class A	Class B	Class C	Class D
Main Gymnasium	N/C	\$50.00	\$75.00	\$100.00
Aux. Gym / Fitness Room	N/C	\$40.00	\$60.00	\$80.00
Locker / Shower Room	N/C	\$20.00	\$40.00	\$60.00
Cafeteria	N/C	\$20.00	\$40.00	\$60.00
Kitchen**	N/C	\$20.00	\$40.00	\$60.00
Classroom***	N/C	\$10.00	\$20.00	\$40.00
Library / Media Center	N/C	\$25.00	\$50.00	\$75.00

Westwood & Oakwood Elementary	Class A	Class B	Class C	Class D
Gymnasium	N/C	\$40.00	\$60.00	\$80.00
Multipurpose Room	N/C	\$25.00	\$50.00	\$75.00
Large Group Study	N/C	\$20.00	\$30.00	\$40.00
Kitchen**	N/C	\$20.00	\$30.00	\$40.00
Classroom***	N/C	\$10.00	\$20.00	\$40.00
Library / Media Center	N/C	\$25.00	\$50.00	\$75.00

Other District Facilities / Rentals	Class A	Class B	Class C	Class D
Athletic Field	N/C	\$50.00	\$100.00	\$200.00
Score Board Technician	N/C	\$20.00	\$25.00	\$30.00
Snow Removal	\$30.00	\$40.00	\$45.00	\$50.00
Custodian – Each	\$20.00	\$25.00	\$30.00	\$40.00
Cook – Each (Required when renting kitchen)	\$20.00	\$25.00	\$30.00	\$40.00
Library / Media Center	N/C	\$25.00	\$50.00	\$75.00

*Basic sound and lighting included with rental fee.

**Kitchens are available only during the school year and when a food service employee is present.

***Specialized classrooms such as science labs, home economics, art, computer labs, technology education, etc. are not available for rental.

Daily Fees

	Class A		Class B		Class C		Class D
Athletic Field Lights	N/C		\$50.00		\$60.00		\$70.00
Portable Stage	N/C		\$50.00		\$60.00		\$70.00
Choir Risers	N/C		\$50.00		\$60.00		\$70.00
Follow Spot Light	N/C		\$50.00		\$60.00		\$70.00



Portland Public

Schools

Facility Use Request Form

Organization _____

Name of Person Making Request _____ Date _____

Name of Owner / Leader _____ Phone _____

Address of Organization / Leader _____

Building: HS ____ MS ____ WW ____ OW ____ Room(s) Requested _____

Date(s) Requested _____

Hours access is required _____ to _____

Type of Function _____ No. of People _____ Price of Admission _____

School Equipment Needed _____

If your plans include the use of food and/or beverage, please specify: _____

By signing this facility use form, the individual below is hereby agreeing they have read and agree to Portland Public Schools Facility Use Rules and Regulations. Damages to facilities are the responsibility of the individual signing this building use request.

Applicant's Signature _____ Date _____

District Signature _____ Date _____

PLEASE NOTE: Requests do not guarantee permission to use district facilities. Permission will be granted by a completed copy of this agreement after district estimate has been completed below.

FOR DISTRICT USE ONLY:

Category: A B C D

Charge for room/area: _____

Custodial, Kitchen, other fees: ____ hr x ____ rate = _____

Equipment use fees: _____

ESTIMATED TOTAL: _____