

Book Policy Manual
Section 7000 Property
Title USE OF SCHOOL FACILITIES
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7510 - **USE OF SCHOOL FACILITIES**

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent/designee.

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. departments or agencies of government
- E. community organizations or groups of individuals formed for charitable, civic, social, recreational, and educational purposes

- F. commercial or profit-making organizations or individuals offering services for profit

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the City Emergency Manager to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines must include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing (through district adopted platforms such as School Dude), and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment 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.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

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.

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Use of District Facilities

All district facility requests (including use of buildings, athletic facilities, district grounds, any district equipment, etc.) are to be scheduled within the district online facility request program managed by the Central Office. Building administrators will have authority for the use of the facility during the regular school day.

1. The following school functions and activities will be given first consideration for use of facilities:
 - a. Functions that are an extension of school daytime programs (i.e., athletics, drama, and other school activities)
 - b. Evening academic, vocational, and technical programs sponsored by the Board of Education
 - c. Parent(s)/Guardian(s)/teacher association business meetings, parent(s)/guardian(s)/teacher/student organizational meetings, or parent(s)/guardian(s) council business meetings
 - d. Special meetings called by the Board of Education, the Superintendent, or administrative staff
 - e. Contractual agreements with employee groups.

2. Emergency use of school District facilities by the City of Trenton Department of Police or other authoritative government agencies, as approved by the Board of Education and/or Superintendent, will be given precedence over all previously scheduled activities.

3. Recreation programs sponsored by the City of Trenton, Department of Parks and Recreation, shall have second priority after school sponsored groups in scheduling the usage of school District facilities. Facility Use Fee Schedule applies to all programs.

4. Local non-profit groups (e.g., youth groups and neighborhood associations) not directly sponsored by the Board will be given reasonable consideration for use of facilities/grounds. Facility Use Fee Schedule applies to all programs.

5. Non-local, non-profit, or profit-making groups will be given consideration for use of facilities/grounds. Facility Use Fee Schedule applies to all programs.

Documentation/evidence of facility use/approval should be provided to such groups so that any conflict(s) can be resolved accordingly.

All approved functions are subject to cancellation for school activities, inclement weather, mechanical failures, repairs, school calendar i.e. holidays and breaks when school is not in session, and/or any other reason the district deems necessary.

Facilities Requests

1. First time users requiring assistance should contact the central office of the Trenton Public Schools Board of Education. All district facility requests (including use of buildings, athletic facilities, district grounds, any district equipment, etc.) are to be scheduled by the building scheduling assistant and approved by either the Superintendent or Director of Operations as situations warrant.

2. All requests must be submitted at least fifteen (15) working days prior to the date of use. K-12 Program Activities must have dates approved a minimum of 90 days prior to date of use to guarantee availability of the requested facility. Scheduling of high use areas such as school gymnasiums and auditoriums by K-12 programs should be done during the district's annual spring scheduling process. It is understood that athletic games/meets are periodically subject to last minute schedule changes and those adjustments will be accommodated on a case by case basis. The information within the facility request system should also be adjusted at that time.

3. An appropriate adult supervisor or designee must be assigned/designated for each requested activity at the time of scheduling. There are no exceptions.

4. If an application is denied by an administrator, other than the Superintendent, the applicant may appeal to the Superintendent or designee.

Procedures for Facility Use

1. Possession of weapons on school property is prohibited.

2. Possessing, using, soliciting, or being under the influence of tobacco products, intoxicants and/or illegal drugs is prohibited in accordance with board policy.

3. Facility use will be in accordance with the following guidelines:

a. The use will not interrupt or interfere with the regular operations of the schools

b. The use will be in accordance with the policies and rules established by the Board, appropriate laws, and regulatory agencies

c. The use will not interfere with necessary repairs or maintenance

d. When appropriate, adequate protection liability and damage claims must be provided

e. The use does not constitute a clear and present danger to personal and public health, safety, and welfare

f. The use does not constitute a clear and present danger of damage to private and/or public property

g. The use does not violate fire safety laws or contribute to or result in a fire hazard. Flammable materials shall not be brought into any school without authorization and no pyrotechnic materials or device will be allowed in any District building or on any District property at any time

h. The use of any District swimming pool shall require that a certified lifeguard be on duty. There are no exceptions to this requirement.

- i. Individuals, organizations, and groups not under the direct control of the Board may distribute literature and set up exhibits only with the written approval of the Superintendent or designee
4. The following provisions and costs will be the full responsibility of the user of school facilities:
 - a. Adequate adult supervision
 - b. Adequate crowd and traffic control
 - c. Protection of private and public property and user shall furnish a bond covering liability and property damage, if required
 - d. Other direct and indirect costs, such as utilities, cleaning, set-up, and special equipment and use fees
5. District vehicles require completion of the training program and central office approval before use is permitted.
6. The personal use of facilities, such as private receptions, etc., will be prohibited.

Charges for Use of Facilities

- It is expected that reimbursement to the school District be made for costs associated with labor and any necessary costs specific to any event (which includes rental fees - see below). All groups must furnish evidence of liability insurance.
- Additional charges to normal rental rates include normal custodial care during and after use of facilities are completed. The expense of additional personnel or overtime pay incurred by the school District as a result of special requirements by permit holders shall be added to the rental charges listed below, and this expense shall be billed to the permit holder.
- Prepayment, by way of check, must be received in full by Trenton Public Schools' Central Business Office no later than ten (10) business days before the scheduled date of the event. School sponsored groups/programs, PTA/PTO groups, and City of Trenton Parks and Recreations Programs are specifically exempted from this requirement and will be billed after their event completion should any charges

result. Final payment, by way of check, must be received in full by Trenton Public Schools' Central Business Office no later than five (5) business days following the conclusion of the event. Failure to follow this requirement may result in a review and denial for future usage.

Facility Use Fee Schedule

Trenton High School

Auditorium Rental Charges for the THS Auditorium shall be applied using a graduated three-tiered system:

- Tier 1: Non-profit groups, either resident or non-resident, if admission is being charged.
- Tier 2: For profit residential groups, whose membership is at least 75% resident of the City of Trenton, Michigan. The school district reserves the right to require a membership list of names, addresses, and phone numbers of all participants as verification.
- Tier 3: For profit non-residential groups.
 - Tier 1/\$350
 - Tier 2/\$450
 - Tier 3/\$600

Additional Charges (same rate applies to all three tiers):

- Videotaping of Event \$50.00 plus labor incurred
- Intelligent Lighting System \$50.00
- Data Projector (each) \$25.00
- Fog Special Effects \$20.00
- Auditorium Chiller Minimum daily use charge of \$200.00

Gymnasium: \$75 per hour

Commons/Cafeteria \$75 per hour.

Trojan Cafe: \$75 per hour flat fee/additional fees may be charged as necessary.

Arthurs Middle School

Forum \$75 per hour

Gymnasium \$75 per hour
Cafeteria \$75 per hour

Elementary Schools

Gymnasium \$75 per hour
Cafeteria \$75 per hour/additional fees may be charged as necessary.

Outdoor Facilities

Outside grounds usage fees are based on the length and frequency of use and may include but are not limited to:

- Cost of supplies needed to prepare and maintain the condition of the grounds.
- Cost of ground crew for labor and maintenance.

The length of season/availability of ground areas is to be determined by the district.

Fees for use of grounds will be billed in a pre-pay format following the same conditions and guidelines used for indoor facility use.

Tennis Courts: \$75 per hour.

Athletic Fields - Elementary = \$50 per hour, Middle School = \$50 per hour,
High School = \$100 per hour

Track and Field - \$50 per hour (AMS & THS); additional costs may apply. See below.

Athletic Field/Stadium Costs - (lighting - \$100 per hour, pressbox - \$100 per event/plus TPS operations costs). Use may include restrooms and any additional equipment requests at an additional cost.

District Wide

All requests for kitchen use must be independently approved by the Superintendent or designee and are dependent upon availability, group needs, and recommendation of the food service director.

All Classrooms \$75.00

Swimming Pool - \$150 per hour (plus additional fees related to use of pool timing control, video board/scoreboard, etc.

Custodial Overtime Straight Time/Time and a Half/Double Time (TBD based on current pay scale)

Grounds Crew Overtime Straight Time/Time and a Half/Double Time (TBD based on current pay scale)