

Chelsea School District Facility Use

Group Definitions:

Group 0:

- **Chelsea School District Sponsored Groups:** Approved school sponsored groups and organizations operating under the auspices of the Chelsea School District Board of Education and approved by the administrator directly responsible for the program.
Examples: school classes, athletic teams, CE, approved clubs, athletic boosters, music boosters, PTO

Note: These groups are able to use the facilities at no cost assuming there are no additional costs for custodial services, supervision, kitchen help, etc.

Group I:

- **Local non-profit groups/organizations:** Chelsea based groups or organizations that are non-profit in nature. Organizations must have at least fifty percent (50%) of its members or attendees residing in the CSD. Persons who own property but do not reside in the school district are not in this group.
Examples: Chelsea Soccer Club, Chelsea Kiwanis, Chelsea Rotary, Chelsea Lions, local foundations, Chelsea Scouts, local churches and local government agencies
- **Local Residents:** Chelsea residents 18 years or older not using the facility for personal monetary gain. Persons who own property but do not reside in the school district are not in this group.

Group II:

- **Non-Resident Groups/non-local residents and for profit organizations or individuals:** Organizations with more than 50% of its members not residing in the Chelsea School District or non-residents of the CSD. This group also includes for-profit groups or individuals. (Note: Use by these organizations can be permitted with administrator approval, particularly when the activity is a benefit to the students, school district, residents or the community.) **Examples:** Ann Arbor Soccer Club, Ann Arbor resident

Additional Fees: The following additional fees may apply to your rental.

- **Auditorium:**
 - Additional Tech \$15/hour
 - Piano \$100 (group I) and \$150 (group II)
 - Clavinova \$60 (group I) and \$90 (group II)
- **Catering:** Contact Deb Over with questions (dover@chelsea.k12.mi.us)
- **Concessions:** may be available (contact athletic department)
- **Custodial Service:**
 - Opening/Closing \$20 (weekday) \$35 (weekend-2hr min.)
 - Present during rental \$28/hour (weekday) \$40/hour (weekend)
 - Set up/clean up \$28/hour (weekday) \$40/hour (weekend)
- **Lifeguard:** \$15/hour
- **Field Lining:** \$20/hour (group I) \$25/hour (group II)
- **Stadium Lights:** \$60/hour (group I) \$120/hour (group II)

Note: There is a \$10 processing fee applied to every application for facility rentals.

Usage Requirements:

1. A group that is not charged for facility rental may be required to pay an extra expense necessary to stage the event. This would be on a cost-only basis.
2. School and student group activities which are scheduled in conformity with the master activity calendar will have priority over all other events.
3. School employees (upon request) may use school facilities (except swimming pools) before or after regular school hours for recreational or employment-related activities without charge provided no custodial overtime or other employee overtime is involved and such use does NOT conflict with CE programs and other scheduled groups.
4. Employee groups such as the PTO may be allowed to use the facilities without charge provided they meet at a time when custodial overtime or additional personnel is not required.
5. No alcoholic beverages or controlled substances are permitted on school property at any time.
6. Smoking is prohibited in all facilities and on all school property at all times.
7. All facility use fees must be paid in advance of using the facility. For groups with reservations that span more than one month, the fees for the upcoming month must be paid before the 25th of the previous month. If fees have not been paid, users will not be permitted to use the facilities.
8. Permits are \$10 and revised permits of an event are \$10 per revision. Cancellations prior to 24 hours or by 3:00 PM, Friday for Saturday/Sunday events will have charges waived except for the \$10 permit fee. Failure to notify the school of a cancellation 24 hours prior to the event or by 3:00 PM Friday for Saturday/Sunday events requires full payment of charges.
9. School personnel may be required for larger groups (Ex: 25 or more). The number of staff will depend on group size and type of activity. An additional cost will be charged for use of the staffing.
10. Fees may be required for specific equipment use. Users will be charged if damage occurs to the equipment.
11. Chelsea School District does not rent or lease equipment for use outside the School District.
12. The school district may require liability insurance for special performances and activities in an amount set by the district.
13. When one group sponsors another user group, the higher group rate will apply.
14. User groups not sponsored by the district shall provide notice that their activity or program is not sponsored by the district. Notice shall be provided on tickets, brochures, posters, or other means required by the district.
15. Sponsoring organizations shall provide competent adults to assume responsibility for control of the activity. Sponsoring organizations shall pay for any special supervision needed, as determined by the district for safe, orderly activities. The special supervision needs include, but are not limited to, police protection, parking supervision, kitchen assistance, technology support personnel, etc.
16. Facility users must follow Michigan and Federal law and local ordinances. Facility users indemnify the district against any costs, including attorney fees, incurred by the district arising from their use of the facility.

Usage Requirements continued:

17. Groups using the school district facilities shall assume all liability for damages which may occur in, on, or about the Chelsea School District facility related to the group's event while using those facilities. All user groups are responsible for any abnormal wear and tear, damage, or custodial care required by their use of school facilities. Associated costs will be billed directly to the user group. Users may schedule multiple-use dates but may be moved to other locations or dates.
18. Adults must be eighteen (18) years of age to be eligible for receiving a permit.
19. Long-term, advance reservations will normally be confirmed after May 1st preceding a school year. Reservations for the following calendar year will normally be approved through June 30th.
20. The superintendent may deny user groups rental or lease access to school facilities if the product or services are determined to be incompatible with the delivery of K-12 instruction (explosives, manufacturing, chemical productions, adult entertainment, etc.)
21. Cancellation of facility use may occur during inclement weather, conflicts with school events or other reasons. Efforts will be made to accommodate facility users in these circumstances. All school district users agree to hold the school district harmless for any damages or liability which may be caused by the failure of the group to be able to use school facilities due to cancellation, rescheduling, inclement weather, and any other reason which the user group is unable to use the district facilities.
22. Groups who lease school district facilities will pay the rates required by the lease agreement.
23. Outdoor areas used by the public, not reserved for use, do not require a fee. Use is at your own risk.
24. The district reserves the right to refuse any groups the use of school facilities, revise fee rates without notice, and cancel or revise these provisions at its discretion.

The superintendent/designee may promulgate rules, and administrative guidelines, to implement this policy and charge for usage of buildings, sites, and equipment not identified in this policy.