

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

## FACILITIES USE PROCEDURES

(rev. 2021)

Kalamazoo Public Schools (KPS) facilities have the primary purpose of implementing an instructional program for all students. In accordance with Policy 3.11 and these procedures, school facilities may be used by groups and organizations whose purposes and objectives contribute to the development of the school program or the community. This document has been developed to protect the instructional program, KPS facilities, and those who use them. Understanding and cooperation by those who use school facilities will make these regulations effective and provide a positive experience.

### Application Procedures

Any organization or individual desiring to use KPS facilities or grounds shall complete an online application available at [kalamazoopublicschools.com](http://kalamazoopublicschools.com). A calendar of events is available to consult prior to requesting a facility. Open availability does not guarantee approval. Applications must be submitted for consideration no later than two weeks before the requested facility use date. Multiple, large-scale and/or long-term facility use requests should be submitted no later than two months prior to the first meeting date desired.

Building principals shall review each application with respect to date, time, and other arrangements and will *provisionally* approve or deny the use of school facilities. Organizations will receive a permit to use a KPS facility once final approval has been granted. Applications for facility use include:

- Date of application
- School or site desired
- Facilities desired
- Name or group/organization
- Date(s) of activity
- Nature of activity

- Special equipment or services desired
- Type(s) of equipment being brought into the building
- Statement regarding admission charges
- Purpose of proceeds if admission is charged

District-sponsored activities, including school-related events, professional development, student groups, parent organizations, employee groups, and youth groups exclusively serving KPS students retain first priority in the use of facilities. Authorization of use of school facilities by community organizations, nonprofit groups, and private interest groups will not be considered as endorsement or approval of the activity, group, or organization.

Building use is generally unavailable when school is not in session. When school is not in session due to emergency conditions (snow days, power outages, etc.) all previously scheduled activities shall be canceled. Once an application has been reviewed and final approval has been granted, permit holders shall not assign, transfer, sublet, or charge additional fees to others for the use of school property.

If any fees are required, KPS may collect 50% payment of estimated fees, which includes rental charges and staff costs. Use of stages, equipment, and furniture must be arranged in advance. Setup and cleanup may be performed by members of the groups using the facility provided responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the user group. Arrangements must be made with KPS for use of any special or extra equipment. Extra costs associated with the movement, operation, and supervision of equipment will be charged to the user group.

KPS reserves first claim to the use of its own property. Cancellations may be ordered by school authorities, with or without due notice. All permits shall be granted with this understanding. Holders of permits may cancel their event with a refund of fees by providing KPS a minimum of seventy-two (72) hours written notice before the event. Permit holders will be held responsible for all expenses incurred up to that point.

#### **PURPOSES FOR WHICH USE OF SCHOOL FACILITIES MAY NOT BE USED**

- A. Schools may not be used for unlawful activities.
- B. No activity will be permitted which may cause damage beyond normal usage.
- C. No activity or program can be permitted which interferes with the regular school program.
- D. A facility use request may be denied if the proposed activity could reasonably be considered a nuisance under applicable municipal ordinances.

#### **Facility Usage Regulations**

Permit holders shall be fully responsible for all loss or damage to school property, including students and employees personal property, during the time the building is in use. All programs must be of a lawful nature.

Permit holders shall defend, indemnify, and hold harmless Kalamazoo Public Schools and their respective board members, administrators, officers, students, guests, employees, and agents (collectively, the "Indemnified Parties"), from any threatened or actual claims, liabilities, damages, fines, or expenses (including any legal, attorney, or other charges and fees incurred by KPS in connection with any such threatened or actual claims, liabilities, fines, damages, or expenses) attributable to (or alleged to be attributable to) the acts, errors or omissions of the above named organizations(s)/group(s) or its employees, agents, contractors, licensees or invitees in connection with this Facility Use Agreement and the uses to which the KPS facilities are put by the above named organization(s)/group(s). Without limiting the breadth of the foregoing, permit holders will defend, indemnify, and hold harmless the Indemnified Parties for any breach of a permit holder's permit, these procedures, or Policy 3.11.

Responsibility for enforcement of regulations concerning the use of school facilities rests with groups using said facilities. Any infractions of the above regulations or outstanding fees from previous building rentals may be grounds for refusing to grant subsequent user requests. Applicants/permit holders are required to comply with the following requirements:

- A. Decorations must be fireproof and shall be placed and removed in a manner that will not damage school property. Decorations are subject to approval of KPS. The use of any product which would produce an open flame or combustible reaction shall not be permitted in any facility.
- B. Buildings will be opened one-half hour prior to a scheduled program time and closed one-half hour from a scheduled ending time unless other arrangements are made at the time of application.
- C. Any group sponsoring an event for which admission is charged is solely responsible for complying with all applicable local, state, and federal laws and regulations, including but not limited to those concerning Federal Admissions Taxes.
- D. A school employee or representative may be on duty whenever a facility is being used unless special provisions are established. The employee or representative may supervise a permit holder's facility use and ensure that the facilities are left in good order after the activity is over. Kitchen use will require the use of a certified food service employee. The group shall pay the full cost for all such KPS employees or contractor's time. A school employee shall be responsible for securing the building after usage.
- E. Permit holders must ensure that corridors, exits, and stairways must be free of obstruction at all times. Exits are to be lit when facilities are in use. Members of audiences or other spectators may not stand or sit so that they block exits, aisle ways or stairways. Permit holders must comply with all applicable facility capacities, as determined by the Fire Marshall.
- F. Appropriate shoes must be worn by all persons using gymnasium floors for any type of play or game activity.
- G. Unless specifically approved in advance, physical education equipment is not included in the privilege to use a gymnasium.
- H. Groups are to access buildings through main entry/exit doors or designated entrance points for that event.
- I. Lavatories shall be open to groups using indoor facilities. Groups shall be responsible for the actions of their membership using all lavatory areas.

- J. No food items of any type are allowed in the school district's facilities without prior consent. Should a kitchen area be desired for food preparation, an approved member of the Food Service team will be required and there will be a cost associated with this service.
- K. Kalamazoo Public Schools shall not be responsible for items lost by groups or their members or attendees using school facilities.
- L. Any destruction of school property occurring during the applicant's use of district facilities must be reported immediately to the building representative and the Community Education office and will be presumed to be the responsibility of the applicant/permit holder.
- M. Chenery Auditorium, Loy Norrix's Kasdorf Auditorium, and Kalamazoo Central Auditorium may require additional regulations and fees not specifically outlined in this procedure due to their need for technical support in the operation of the facility. (Appendix C).
- N. Principals, custodians or other KPS designated staff are responsible for determining whether groups using school facilities follow the above-outlined procedures. They will report all incidents of nonconformity to their supervisor.
- O. Employees of the district are subject to all fees charged if the event is not district-sponsored. Exceptions will be handled on an individual basis. Only the Superintendent of Schools or Assistant Superintendent of Operations have the authority to waive any fees. Employees found using district facilities for non-district-related events without going through the proper scheduling procedures will be subject to disciplinary action.

### **Auditoriums:**

District auditoriums are made available for the community for cultural and educational events. The following priorities will be followed when scheduling auditorium events.

1. KPS events.
2. Events sponsored by local non-profit organizations.
3. Events sponsored by local business organizations or promoters of professional talent.

Howard Chenery Auditorium, located in the "old" Kalamazoo Central High School just south of downtown Kalamazoo, was dedicated in 1924, making it the oldest auditorium in the area.

*See Appendix C for additional information about the use of Chenery, Kalamazoo Central, or Loy Norrix's Kasdorf auditoriums.*

### **West Main Professional Development Center**

*See Appendix D*

## **FEES AND CHARGES FOR USE OF SCHOOL FACILITIES**

Facility use charges have been computed to cover costs that exceed the base cost of facility operations. Cost recovery for custodial service, supervision, light heat, water and application processing is the basis of these charges. The charges are minimal and are not designed to generate revenue for the school district.

### **A. Facility Rental Fees - See Appendix A**

### **B. Custodial Charges**

When a group or organization uses a facility during the time a custodian is normally on duty, it is expected that the custodian will see that the facility is properly heated, lights turned on, and doors open for the group or groups using the facility. If services are requested in addition to the above and the custodian is called away from his/her regular duties, then the group bill is required to pay the wages for each hour or fraction of an hour that he/she is obligated to work because of services rendered.

If a group uses a school facility at a time when a custodian is not normally on duty then all of the employee's time/overtime for the period of his/her service shall be charged to the group. The use period will ordinarily include one-half hour before the time designated for the use and one-half hour after. If a facility is used during the heating season and at a time, such as a weekend, when the temperature is down, additional time may be required to bring the building temperature to a comfortable level and this additional time will also be charged to the group. Any overtime incurred for service to a group will be charged to the group. No overtime shall be paid directly to any school employee by a group or user. All custodial charges will be based upon overtime rates provided for in the current contract agreement except for Sunday which is double time. See Appendix B

### **C. Kitchen Charges**

When a group or organization needs to use a school kitchen facility for the preparation of food a person from the district cafeteria staff must be present. The user group will be charged for the employees' wages during that period of time. All kitchen assistance charges will be based upon overtime rates as provided in the current contract agreement.

### **D. Campus Safety Charges**

If KPS determines that an event requires campus safety personnel, these charges will be the responsibility of the group or organization using the facility or grounds. Any additional charges will be determined prior to the finalization of the permit.

KPS may establish charges for use of facilities not defined herein or under unusual circumstances. The District may adjust or waive fees and charges to accommodate non-profit agencies that provide community services in school facilities. Fees will be collected through the online payment system located on the KPS website. Charges for extra employee wages and/or damages will be billed by KPS.

## **REGULATIONS FOR OUTDOOR FACILITIES**

### **Fields:**

- A. No event will be approved that may cause damage to the turf.
- B. No item may be sold on the site that is packaged in breakable containers.
- C. Food vendors must make arrangements with KPS prior to installing any cooking or utility equipment. Vendors will be responsible for cleaning debris resulting from their activities. A security deposit shall be required from food vendors.
- D. Only authorized school personnel shall be allowed to operate mechanical equipment and lights.
- E. Campus safety may be consulted to make arrangements for the management of parking areas and the crowd control. Traffic regulating agencies should be contacted for an event drawing a large audience.
- F. Usage fees will be determined in advance based on the size and scope of the event. All additional KPS costs will be charged to the group or organization using the field.

### **Tennis courts:**

- A. Tennis courts are available for public use on a first-come basis when not in use by KPS or rental groups. Courts are not available during the fall and spring tennis seasons until after 6:30 p.m. or during the school day when they are being used for school purposes.
- B. During peak times when others are waiting to play, a person shall relinquish the courts after a maximum time of one hour.
- C. Players are encouraged to help maintain the courts by keeping the areas clean, avoiding spilling liquids on the courts, dropping gum on the playing surface, and wearing soft-soled shoes when playing. The use of vehicles in the courts is prohibited.
- D. Any group desiring to use the courts on a regular basis should submit an application for their use. Rental policies for tennis courts shall follow the pattern of those in use for other school facilities.
- E. Courts are not to be utilized by non-KPS groups conducting team instruction without prior approval of KPS.

### **Parking lots and other outdoor spaces:**

- A. Any use of a parking lot for a public event (i.e. organized run, health clinic, exercise class) must be approved in advance.
- B. Fees may be assessed for snow removal or personnel charges.

## **SUMMARY**

- A. The district herein has attempted to provide for the maximum use of school facilities within a framework that will guarantee to the tax-paying public that school building use is in no way a detriment to the regular educational program.
- B. Permits may be canceled at any time there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, the district assumes no liability other than the return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been granted.
- C. The district may from time to time, at its discretion, review these rules and regulations and revise them to cover situations arising out of unforeseen or changing conditions.
- D. Any request for use of school district facilities outside the scope of these Rules and Regulations must be approved by the district.
- E. Anyone on KPS property is subject to policies of the Board of Education.

## APPENDIX A

### Facility Rental Fees Per Hour

<b>FACILITY</b>	<b>HOURLY RATE</b>
Elementary Classrooms	\$10
Elementary Media Center	\$25
Elementary Cafe	\$30
Elementary Gym	\$25
Elementary Kitchen	\$25
Middle School Classroom	\$10
Middle School Media Center	\$25
Middle School Cafe	\$30
Middle School Gym	\$40
Middle School Kitchen	\$25
Middle School Dance Studio	\$20
High School Classroom	\$10
High School Media Center	\$25
High School Cafe	\$30
High School Auxiliary Gym	\$40
High School Main Gym	\$70
High School Kitchen	\$25



**APPENDIX B**

Wages  
Per Hour

<b>JOB ASSIGNMENT</b>	<b>MINIMUM HOURLY RATE</b>
KPS Campus Safety	\$57
Custodian	\$46
Kitchen Supervisor	\$46
Auditorium Technicians	\$31
Auditorium Front of House	\$31
Auditorium Security	\$30
Auditorium Ushers	\$19

## APPENDIX C

### Howard Chenery, Kalamazoo Central and Kasdorf (Loy Norrix) Auditoriums

Rental Rates	Commercial	Non-Profit Discount -30%
<b>Howard Chenery Auditorium</b>		
Auditorium use Monday-Thursday (817 seats)	\$2750	\$1925
Auditorium use Friday-Sunday	\$3400	\$2380
Dark Day(s)*	\$500	\$350
Holiday Rate**	Double	Double
Use of balcony (526 seats)	\$600	\$420
Use of Gallery (192 seats)	\$275	\$193
Use of Reception Room/130	\$180/hour	\$130

\*Dark Days: When the stage or other facilities are set with equipment and available for use by the renter prior to their performance. With these items in place the facility would not be able to be used.

\*\*Facilities are closed during KPS scheduled breaks. If the facility is rented, holiday rate applies during: Spring break and spring Friday, Memorial Day weekend, July 4th weekend, Labor Day weekend, Thanksgiving break, and Winter break

### CHENERY AUDITORIUM GENERAL USAGE RATES

A basic 4-wall rental with main floor seating (817 seats) includes the following:

- Up to eight hours total time on stage (5 hours load in/load out, rehearsal, 3-hour performance including intermission, no change of audience).
- Use of Stage/Front lobby area, dressing rooms immediately stage left and green room.
- Basic sound reinforcement with/through house sound system and current equipment inventory (1 handheld wireless mic included, other options available for extra charge). Any additional needs or backline requests will result in additional charges to be paid by the lessee.
- Lighting utilizing the existing show/repertory plot with minimal additions/modifications/re-gel. Any additional needs will result in additional charges.
- Box office locations in the front lobby (does not include staffing).
- Will Call location at inner front lobby (does not include staffing).
- Stage chairs.
- Music stands.

## ADDITIONAL CHARGES FOR CHENERY

A. Extra load in/out time	\$200/hr
B. Extra rehearsal time in facility (not including cost of stagehands and other required supplies)	\$200/hr
C. Extra program time	\$600/hr
D. Orchestra shell/clouds	\$350 per setup/strike
E. Auditorium owned grand piano (excluding tuning)	\$325 per setup
F. Dance floor	\$600 per setup/strike
G. Follow spot (2 available)	\$150 per unit
H. Wireless microphones lavaliers	\$65 per unit
I. Countryman mics	\$35 per unit additional
J. Projection screen	Cost dependent upon setup
K. Video projector (booth only)	\$175
L. 3 step risers/4 x 8 platforms	\$15/unit
M. Pipe and Drape	\$15/frame
N. Tables (various sizes and shapes)	\$10/unit
O. Tablecloths (per table)	\$15/unit
P. Skirting (per table)	\$10/unit
Q. Easels	\$ /unit
R. Cafeteria as dressing room	Based upon availability
S. Costs of ushers, stagehands, security, piano tuning, special stage effects, signs, consumables, etc.	TBD
T. Cones/signage to block off outside parking for Artists/VIP/Handicapped may be accommodated	TBD
U. Bottled water available upon request	TBD

## USE OF ADDITIONAL SPACES

- A. Reception room 130 – This is considered a separate rentable space and is not included in the basic rental.
- Chairs specific to this room are available for use as follows: Plastic/Metal chairs are \$1/chair. Wood padded chairs are \$3/chair.
  - The kitchen space in this area is a basic prep kitchen. There is limited refrigeration and no cooking facilities. At the end of the event the area must be cleared including any outside catering equipment.
- B. Other rooms/ areas may be available in CEC. Restrictions may apply. KPS will determine availability and pricing.

**KALAMAZOO CENTRAL HIGH SCHOOL AUDITORIUM AND KASDORF AUDITORIUM AT LOY NORRIX HIGH SCHOOL GENERAL AUDITORIUM USAGE RATES**

Rental Rates	Commercial	Non-Profit Discount -30%
<b>Kalamazoo Central</b>		
Auditorium use Monday-Thursday	\$2250	\$1575
Auditorium use Friday-Sunday	\$2800	\$1960
Dark Day(s)*	\$250	\$250
Holiday Rate**	Double	Double
Lobby Area Only	\$180/hour	\$130/hour
<b>Loy Norrix Auditorium (Kasdorf)</b>		
Auditorium use Monday-Thursday	\$1950	\$1375
Auditorium use Friday-Sunday	\$2500	\$1750
Dark Day(s)*	\$250	\$250
Holiday Rate**	Double	Double

\*Dark Days: When the stage or other facilities are set with equipment and available for use by the renter prior to their performance. With these items in place the facility would not be able to be used.

\*\*Facilities are closed during KPS scheduled breaks. If the facility is rented, holiday rate applies during: Spring break and spring Friday, Memorial Day weekend, July 4th weekend, Labor Day weekend, Thanksgiving break, and Winter break

An auditorium rental consists of a total of 8 hours onstage/in facility. This includes load in/load out, rehearsals, and a performance not to exceed more than three hours (including intermission) with no change of audience.

**A basic 4-wall rental with main floor seating includes the following:**

- A. One program for up to eight hours total time on stage (5 hours load in/load out, rehearsal, 3-hour performance including intermission with no change in audience).
- B. Basic sound reinforcement with/through house sound system and current equipment inventory (mics not included but are available for a fee). Any additional needs or backline requests will result in additional charges to be paid by the lessee.
- C. Lighting utilizing the existing show/repertory plot with minimal additions/modifications/re-gel. Any additional needs will result in additional charges.
- D. Box office locations in front lobby (does not include staffing).
- E. Stage chairs, Wenger style plastic type.
- F. Music stands.

**Additional Charges:**

- A. Extra load in/out time \$175/hr

B. Extra rehearsal time in facility (not including cost of stagehands and other supplies required).	\$175/hr
C. Extra program time	\$580/hr
D. Auditorium owned grand piano (excluding tuning)	\$275 per setup
E. Auditorium owned upright piano	\$ 85 per setup
F. Follow spot (2-4 available)	\$145 per unit
G. Wireless microphones/lavaliers/Countryman	\$ 53 or as set
H. Projection screen	Cost dependent upon setup
I. Video projector (only)	\$ 175
J. 4 step risers/4 x 8 platforms	\$ 15/unit
K. Tables – various sizes and shapes	\$ 10/unit
L. Classrooms/Other	As Set

## REGULATIONS FOR AUDITORIUMS

### A. Deposits and Cancellations

A non-refundable deposit in the amount of \$500 shall accompany the signing of the rental contract. In addition, another deposit will be required four (4) weeks prior to the program date. The amount of the second deposit will be at least the total estimated cost and may include a security deposit of \$2,000. Should the program be canceled upon written notice by either party, the unused portion of the second deposit will be refunded within thirty (30) days. The auditorium will retain only the actual amount necessary to cover any costs incurred by the canceled program. Should the actual auditorium rental be less than the deposited amount, the difference will be refunded to the lessee within thirty (30) days.

### B. Liability Insurance

The District reserves the right to require any external community member or organization to purchase liability insurance for their use of facilities, naming Kalamazoo Public Schools as an insured party. In such cases, the District will determine the amount of insurance that is required. If required, proof of insurance must be on file with the District a minimum of two weeks prior to the event start or the event will be considered canceled.

### C. Definition of a program

Any event, such as concerts, recitals, films, pop shows, speakers, dramas, musicals, etc., not exceeding three (3) hours in length and having no change of audience will be considered an individual program. If the event continues past three hours in length, the Lessee will be responsible for payment of the extra wages for the stagehands and extra security, plus additional hourly rent.

### D. Stage requirements

At least two weeks prior to the event, all stage requirements, technical riders, stage requirements, shall be presented and discussed with the Auditorium Manager and the auditorium's technical staff. The amount of stage labor needed may be determined by the contract(s). In other cases, the number of stagehands needed will be the decision of the Auditorium Manager. In all cases, all stage labor (except labor traveling with the production) will be supplied by the Auditorium. All stage labor will be the expense of the user.

### E. Cancellation due to Emergency/Other

Should the Auditorium be destroyed or damaged to such an extent that the damage will substantially interfere with the use of the facilities by the user, or should a strike, public emergency, riot, snow day, Government Shutdown (State or Federal) or other unforeseen occurrence beyond the control of the Auditorium Management prevent the user from using the facilities, then the Auditorium Management or the user shall have the right to terminate any applicable rental contract and the user shall be liable for all charges due at the time of termination. If at any time the user violates KPS Policy or guidelines, KPS shall have the right to terminate the rental contract immediately. If the user's rental contract or use is terminated, the user waives any claim against KPS for damages and compensation.

**F. Damage Payments**

The user will pay on demand for any loss or damage due to the user's activities at or with the auditorium, auditorium equipment, or equipment belonging to professional talent brought in by the user.

**G. Non-Exclusive Use**

The user understands that other activities may be taking place in other sections of the building before, during, or after the event in the auditorium. In cases where these other events require additional auditorium security, the security personnel will be at the expense of the user.

**H. Talent/Artist/ Presenter Fee**

The user will pay for any fees of professional talent desired by the user.

**I. Artist Contract**

In all cases where professional talent is concerned, the artist's contract and technical riders will be reviewed before the auditorium rental contract is signed to see that there are no requirements that are contrary to KPS policies.

**J. Radio, Television, Social Media, YouTube, Live Streaming, and Recording**

The granting of permission to broadcast via radio or television, or recording for other reasons, can be done by mutual consent of the user, the Auditorium Manager, and the artist or his agent. The consent must be obtained at least one month in advance. Lessee should be aware that Auditorium preparations necessary for broadcasting or recording will probably result in additional costs.

**K. Admission Programs**

- The recommended service for ticket distribution and sales may be hired by a community center or online ticketing service.
- The user may exclusively handle the sale and distribution of tickets. The Auditorium Box Office will be available for use by the user at no extra charge during the time period the user is renting the Auditorium on the day of the event. It is understood that if the sale of tickets is handled by the user, the cost and payment of any Box Office staff will be the expense of the user.
- All tickets must have the following information printed on the tickets:
  - Seat number if reserved seating
  - Door/Aisle and row assignment if reserved seating
  - Specific names of floor level (main, balcony, gallery)
  - No food or drink of any kind
  - No outside containers
  - KPS reserves the right to remove any objectionable patron with no refund.

- KPS reserves the right to inspect/search any bags, purses, etc. prior to entry into the facility. Metal detectors may be used.
- If using E-Ticket format, patrons must have a hard copy printout for each ticket purchased. We do not accept phone/tablet screens as a substitute. We do not provide printing onsite.
- The Box Office may not remain open for more than one half hour after the beginning of a performance.
- For all ticket programs, the user will furnish the Auditorium Manager with 20 tickets (of the Manager's choice) for each event one month prior to the event. These will be used solely at the discretion of the Manager.

**L. Displays and Merchandise Tables:**

Displays may be located in the inner Auditorium lobbies only with the advance approval of the Manager. Such displays may not be fastened to any part of the building. The Auditorium may furnish additional display equipment it has available at an additional charge. A fee will be charged for each table supplied for lobby use. Additional equipment must be supplied by the user. These displays may be limited by the Manager and must be located so as not to interfere with crowd movement, Auditorium Directional Signage and posters, and in such a manner that in the mind of the Manager, does not cause the lobbies to look cluttered or pose a hazard to patrons. Notices may not be mounted over existing boards or displays. There are restrictions as to how any signage may be mounted. All advertising matter shall be approved by the Manager. Any unauthorized advertising matter will be removed. Merchandise sales, promotional items, flower sales, etc. may only be placed in certain areas of the lobby with prior approval of the Auditorium Manager.

**M. Promotional Materials:**

KPS reserves the right to distribute promotional materials concerning its own programs at any event held in the Auditorium. Promotional materials other than those noted above must relate to the event in progress or a future event to be presented by the Lessee and must be approved by the Manager. It is understood that during the period following the opening of the exterior doors, through the closing of these doors after the final part of any program, only the Auditorium Management or the Lessee has the right to distribute materials in the Auditorium or in the area around the entrances.

**N. Auditorium Concessions:**

Food and drink concessions may be operated at any event by the auditorium management. No food or drinks may be sold or given to the audience by the user, artists, or crews.

**O. Merchandising:**

Users, artists, or crews may sell or give periodicals, books, magazines, newspapers, novelties, photographs, programs, recordings, clothing, etc., with the prior approval of the Auditorium Manager.

**P. Program Quality and Morality:**

Since all presentations in the Auditorium reflect Kalamazoo Public Schools, it is required that the quality of all programs be such that they meet the standards of the Auditorium and the KPS. This includes but is not limited to language, adult themes, smoking, vaping, drug or alcohol references or use. Furthermore, no program, exhibition, or

entertainment shall be held in the Auditorium which in any manner conflicts with the regulations and laws of the Federal, State, County, or City governments, or with the policies of the District. Any violation will result in the immediate cancellation of the performance or program.

**Q. Objectionable Patrons:**

The Auditorium reserves the right to eject or cause to be ejected from the premises any person or persons violating the law or KPS rules or policies. KPS is not liable to the user or any patron for any damage or injury that may be incurred by the user or a patron.

**R. Paging:**

It is understood that the control of all paging in the Auditorium will remain in the hands of the Auditorium Management. Paging for members of the audience will be done only on an emergency basis then only before curtain time, during intermission, or after the final curtain.

**S. Safety Regulations:**

The user will comply with all local, state, and federal safety regulations, and KPS and its personnel may enforce them as they shall interpret them.

**T. Capacity:**

The user shall not admit to the Auditorium facilities a larger number of persons than can safely and freely move about in the authorized areas. There are no standing room only areas. Determination of this number shall be the decision of the Auditorium Manager. When capacity is met outer doors will be locked with no readmittance.

**U. Smoking:**

Smoking is prohibited in the Auditorium and Community Education Center. Any exception must be requested and approved in advance by the City Fire Marshall and the Auditorium Manager. Any infraction of smoking regulations can be cause for the termination of the event, and the clearing and closing of the Auditorium.

**V. Alcoholic Beverages:**

Both State and School regulations forbid alcohol to be brought on the school property. Any infraction of this rule may cause the closing of the building and the cancellation of the program.

**W. Performance Start Time:**

Since late starting programs can give patrons a bad impression of the Auditorium, a user will be charged \$10.00 per minute from the scheduled performance start time to the actual beginning time of the program. This is at the discretion of the Auditorium Manager.

**X. Doors open to the public:**

Doors open to the public for all Auditorium programs 45 minutes prior to the beginning time stated on the rental contract, unless specifically arranged with the Manager in advance.

**Y. Booking Restrictions:**

Use of the auditorium will be denied where it is determined that such use constitutes a clear and present danger to personal and public health, safety, and welfare including those in attendance, or danger of damage to private and public property. This will include, but is not limited to, the anticipation of audience behavior that may cause harm to the building, seats, or fixtures.



All event bookings shall be confirmed by signed agreement at least four (4) weeks prior to the event. KPS shall be under no obligation to book any event less than four (4) weeks in advance.

**Z. Auditorium and Marquee Advertising:**

The auditorium will use its marquee to inform the public of upcoming events and programs. Use is not exclusive to any single program or event. Use and imagery will be at the discretion of KPS. The use of the media is not guaranteed. There is no promise of fair use of the auditorium's marquee either expressed or implied.

## APPENDIX D

### West Main Professional Development Center

This facility is available to KPS employees and community organizations associated with KPS for business purposes only.

#### Hours of Operation During the School Year

Monday through Friday, 7:15 am until 5:00 pm

#### Hours of Operation During Holidays and Summer

Monday through Friday, 7:15 am until 4:00 pm

Room Name	Room Number	Capacity
Media Center*	106	Up to 25 people
Small Conference Room	108	Up to 10 people
Demonstration/Meeting Room*	201	Up to 20 people
Seminar/Large Room*	202	Up to 70 people
Demonstration/Meeting Room*	203	Up to 20 people
*Ceiling mounted data projectors		

#### **Room Layout**

You may rearrange the tables and chairs to meet your needs but we ask that you restore the room to the order in which you found it.

#### **Temperature**

It is difficult to regulate the temperature at West Main and is often too hot or too cold. You may want to bring a sweater or light jacket.

#### **Copying**

Please plan accordingly and bring enough copies for your group. The copier at West Main is not equipped for large print jobs and only limited copies can be made.

#### **Clean Up**

Please clean up before leaving. Dispose of all food, wipe up spills, pick up paper, and clean whiteboards. Disinfecting wipes are available in the main office. Be sure to return borrowed technology to the main office.

#### **White Boards**

Each room is equipped with a whiteboard. Please take care to use dry erase markers only. Please wipe the board clean before leaving.

### **Refreshments**

You may bring your own refreshments but don't forget plates, napkins, cups, and/or other utensils. There is not a full service kitchen. However, a small refrigerator may be available. Please call ahead to make sure there is room for your refreshments and/or drinks.

### **Technology**

Be sure to inform us of your technology needs at the time of reservation.

The following technology is available:

- Laptops with wireless internet access
- Chromebooks
- Data Projectors
- Document Camera
- Smart Board
- Speaker
- Speakerphone for conference calling
- TV/VCR/DVD cart