



Troy School District

District Rental Policies & Procedures

Please direct any questions to our Operations Department:

Phone: 248-823-4050

Email: Facilityops@troy.k12.mi.us

USE OF SCHOOL FACILITIES

The Board of Education recognizes that district facilities belong to the school community. Therefore, it is the policy of the Board to encourage the use of the facilities by established local groups and organizations whose purpose and objectives contribute to the school program or to the community.

The Board also recognizes that the primary purpose of the district's facilities is to implement the instructional program of the District. The Board further recognizes that there are costs involved in the non-school use of the facilities and that charges should be made so that taxpayer funds are not used in support of non-school activities.

The Superintendent/Designee shall develop a fee schedule and regulations governing the use and rental of district facilities to protect the regular instructional program, those who use the facilities, and the taxpayers who have provided the facilities. These regulations shall define those groups permitted to use district facilities as well as the specific limitations and prohibited activities in school facilities. No person or organization shall be granted permission to use the district facilities who has not agreed in writing to be bound by the regulations of the District.

In case of disaster or emergencies in the area of the School District or in nearby areas, the Superintendent may open district facilities and sites to assist civil authorities in the relief of human misery and the saving of life.

Acknowledgement:

By signing this document you acknowledge that you have read, understand and agree to the Policies and Procedures of the Troy School District Facilities Rental Program and any associated fees.

This signed form must be on file with the Troy School District before any rental approvals will be granted.

Signature _____

Date _____

Printed Name _____

This form may be scanned, faxed or mailed to the following:

Troy School District-Facility Operations – 1140 Rankin Dr. Troy MI 48083

Fax: 248-823-4077 Email: Facilityops@troy.k12.mi.us

I. USE OF SCHOOL BUILDINGS AND FACILITIES

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such use will not interfere with school programs and is not dangerous or detrimental to general welfare. In order to administer building use in a fair, consistent manner, categories have been developed for User Groups. A schedule of fees has also been established to help defray the cost of community use of these facilities and to preserve the educational budget. The selection process for approval of building and outdoor athletic field usage is established below with Internal Groups having priority over all Community and Private Organizations.

II. GENERAL RULES

- A. To protect the community's investment, the District requires the following:
1. Return furniture to original locations (chairs atop desks if found that way).
 2. Leave school writing on white/chalkboards undisturbed.
 3. Erase whiteboards if vacant sections are used.
 4. Be respectful of a teacher's desk and materials.
 5. Materials and equipment in the area should be left undamaged.
 6. Clean up the area after use, including tabletops and floors.
 7. Close windows and turn off lights upon leaving.
 8. Place all waste in the proper receptacle.
 9. School material and classroom supplies are not to be used.
- B. Subleasing or shared use is strictly prohibited.
- C. A minimum of one custodian shall be on duty whenever any part of a building is in use. They are custodians of school property and should command the respect of all persons using buildings.
- D. A minimum of two hours custodial fees will be charged for facilities used on Saturdays, Sundays and Holidays. Normal custodial charges will start 30 minutes before and end 30 minutes after the scheduled activity. Additional custodial charges will be added if opening or cleaning up extends beyond the 30 minutes before and after the activity. All charges will be billed to the nearest ½ hour.
- E. If kitchen facilities are to be used, you must obtain approval first from Chartwells Food Service, and an employee of Chartwells must be present during the time the kitchen is in use. Rates for all kitchen use will be determined on an individual basis by the Troy School District.
- F. Appropriate clothing and shoes must be worn at all times.
- G. Applicants using school facilities have access only to the approved room(s) for the approved time(s).
- H. Any type of open flame (smoking, candles, incense, etc.) or heating units (hot plates, electric pans, etc.) is strictly prohibited by anyone on Troy School District property.

USE OF SCHOOL PROPERTY E-1100

- I. Upon completion of the event, rooms and spaces must be in same configuration as they were prior to occupancy.
- J. All youth groups granted permission to use buildings must conform to the same building rules that govern all school activities, such as NO OPEN FLAMES, NO DRINKING, etc.
- K. In order to limit damage to Troy School District property, proper supervision, including policy protection if necessary, shall be provided by the Applicant.
- L. The Applicant receiving the permit for use of the building shall be responsible for all damages or losses of school property.
- M. In no case will alcoholic beverages or illegal drugs be permitted on school property. No person shall be permitted in a building that appears to be under the influence of intoxicants. There is no smoking or the use of tobacco products allowed on school property at any time.
- N. School equipment cannot be used unless special prior arrangements have been made for its use.
- O. All plans for special decorations must be approved before the scheduled activity so that they conform to all fire regulations.
- P. Physical education equipment is not included in the privilege to use a gym.
- Q. Gym shoes must be worn by all persons on the gymnasium floor for any type of play activity.
- R. All Saturday night activities must terminate by 12:00 midnight.
- S. An Applicant may cancel their permit without penalty, provided the notice of cancellation is received in writing at the Facility Operations office a minimum of 48 hours in advance of the activity. An invoice for all applicable charges will be issued to the Applicant if the 48-hour requirement is not met.
- T. Payment for services is expected within 30 days of invoice issuance. The Troy School District reserves the right to refuse the issuing of future permits until payment for past services has been received.
- U. An Application for Use of Buildings and/or Properties must receive final approval from the Operations Supervisors office before the applicant will be allowed access to Troy School District property or facilities. The Applicant must have a copy of the approved building permit with them at all times.

Additional Regulations Governing Use of Artificial Turf Fields

- V. The following items are not permitted on the turf fields – Gatorade, sports drinks, coffee, soft drinks, gum, sunflower seeds, tape, and all tobacco products. Animals are also not permitted on any of the turf fields.

- W. Any violation of the general rules may result in immediate cancellation of the event by the school district Athletic Director and Facility Operations Supervisor.

Any participant or fan not adhering to the general rules will be escorted from the premises

III. APPLICATION PROCEDURE FOR USE OF SCHOOL BUILDINGS AND FACILITIES:

An approved Application Form is required by all User Groups prior to any use of a school district building facility. There is a \$20.00 annual application fee charged to all Community and Private Organizations to cover administrative and program costs. This fee must accompany the application form to be considered for approval.

- A. Applications must be filed at least two weeks in advance of event, through the Troy School District website.
- B. Applicants must be at least 21 years of age and assume all responsibility.
- C. Permission for regular and continued use needs to be made only once. Events commencing in the fall should be scheduled in the preceding spring. All continuing permits expire June 30.
- D. Buildings are not to be used for personal parties and activities, such as a birthday party or wedding reception for example.
- E. Any permit covering the use of school property is subject to cancellation at any time by the Troy School District.
- F. The Troy School District reserves the right to refuse and/or limit access to the facilities during Break Periods, Holidays, Friday nights (at Middle and Elementary sites), Sundays and scheduled No School days. In addition, previously approved permits may be cancelled due to inclement weather conditions (check Troy School District website). Additional costs may be incurred by applicant if extenuating custodial or grounds services are required, i.e. snow removal, cleanup, etc.

IV. USER GROUP CATEGORIES

Internal Organizations – Groups that have a direct affiliation with the Troy School District will always have priority in facility usage.

Community Organizations – Youth, Resident and Nationally Recognized Organizations:

1. This classification includes approved charitable organizations, groups serving youth activities, or adult groups within the District where at least 75% of the membership participants are residents of the Troy School District. (A team roster must be submitted by the applicant to verify residency). Examples of those community groups are listed below. **This list is not to be considered all inclusive.**

Troy Women’s Association	Approved Charitable Organizations
Homeowner Associations	Resident/Neighborhood Athletic Teams
Troy Community Chorus	City of Troy Youth Athletic and Fine Art Programs
Boy and Girl Scout Troops	City of Troy Parks and Recreation
Government Units (City, County)	Religious Organizations based within the City of Troy

2. 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, grounds and theatre services that are provided beyond the department (s) normal work schedule and/or events that interfere with the daily operations of the facility (see pages 8-10 for labor rates). Additional charges for snow/salting services, material costs and waste disposal will be added to the rental fee if services and/or supplies are required.

Private Groups

1. This includes groups which operate for personal or private gain, and organizations whose participants are primarily residents outside of the Troy School District. Examples of those included groups listed below:

Businesses / Corporations	Chamber of Commerce
Professional Associations	Educational Extension Offerings
Religious Organizations	Ethnic Societies
Political Parties	Private Athletic Teams
Private Recitals	Fundraisers

2. 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, grounds and theatre services that are provided beyond the department (s) normal work schedule and/or events that interfere with the daily operations of the facility (see pages 8-10 for all labor rates). Additional charges for snow/salting services, material costs and waste disposal will be added to the rental fee if services and/or supplies are required.

V. BUILDING RENTAL BILLING PROCEDURE

- A. Building rental permits shall be approved by the Facility Operations Supervisor or their designee. At time of approval the requester will receive an estimated cost for the event including rental fee and labor costs.
- B. Upon completion of the activity, timesheets for custodial services and/or technician fees will be collected to prepare a billing invoice. The original invoice for building rental, and/or service fees shall be sent to the applicant. The Business Services Department will have all invoices saved in the district account receivables system.
- C. The Facility Operations Department shall send out follow-up notices for all outstanding invoices on a monthly basis.
- D. A notation shall be made on the follow-up notice as to the date it is mailed. If no funds are received 30 days after the second notice it will be turned into a collection agency.

VI. DENIAL OF USE OF SCHOOL BUILDINGS AND FACILITIES

- A. When the proposed use may be a threat to the public health, safety or general welfare of the school community.
- B. When it is for private parties or activities such as a birthday party or wedding reception.
- C. When applications do not allow sufficient time for processing.
- D. If the Applicant has previously damaged or vandalized a facility, if invoices were not promptly paid, if deposits are not submitted, or if the composition and purpose of the request is not consistent with the intent of the application, the Troy School District will exercise its right to either temporarily or permanently suspend an Application from a building.
- E. When Applicants make sales at retail or for other entrepreneurial, profit-making ventures.
- F. When the requested activity is in direct conflict with Troy School District activities or events, maintenance programs, construction, break periods, etc.

VII. LIABILITY PROTECTION

In order to protect district resources, potential facility users may be required to provide proof of insurance for the proposed activity. The acceptable amount of insurance shall be \$1,000,000.00 per activity and must be evidenced by a Certificate of Insurance, which identifies the coverage and holds the District, its employees, contracted services, and its agents "harmless" from and against all claims arising from the scope of the use of the facility or property. Said Certificate of Insurance must be submitted to the District prior to the granting of approval for use. These types of uses will include, but not be limited to, physical activities, etc.

VI. INDEMNIFICATION AND RELEASE

By use of the Troy School District's facilities and/or by the attendance at any of the facilities owned by the Troy School District, the Applicant agrees to:

1. Indemnify, defend and hold the Troy School District (including its employees and agents) harmless, of and from any and all claims, liabilities, actions, causes of action, actual attorney fees and litigation costs arising from or relating to alleged injuries, damages or losses sustained by the undersigned or his/her guests in, on or about the premises of the Troy School District facilities, or as a result of the use of the facilities and equipment.
2. Release the Troy School District (including its employees and agents) of and from any and all claims, liabilities, actions and causes of action arising from or relating to alleged injuries, damages or losses sustained by the undersigned or his/her guests in, on or about the premises of the Troy School District facilities, or as a result of the use of the facilities and equipment.

<u>Troy School District</u>			
<u>Building Rental Fees</u>	Elementary Schools	Middle Schools	High Schools
<u>ALL FEES- per hour with one hour minimum</u>			
Standard Classrooms	\$ 25.00	\$ 30.00	\$ 37.00
Large Group Instruction (Elementary Only)	\$ 48.00	---	---
Media Center	\$ 51.00	\$ 55.00	\$ 68.00
Cafeteria	\$ 61.00	\$75.00	\$ 112.00
Gymnasium	\$ 60.00	\$ 81.00	\$ 106.00
Auxiliary Gymnasium (High Schools Only)	---	---	\$ 85.00
Sports Decks (Athens Only)	---	---	\$ 75.00
Music, Band, Green Room or Large Classroom	---	\$ 53.00	\$ 53.00
Athens Auditorium	---	---	\$ 300.00
Troy High Auditorium	---	---	\$ 300.00

Stage Area Only- A special rate of \$180.00 per hour will only be allowed for rehearsals if authorized by the Theatre Manager and/ or the Facility Operations Supervisor.

All rates are per hour.

- Labor cost will be billed to all Applicants for weekends and/or holidays at time-and-a-half for regular overtime and Saturdays, and double-time for Sundays and holidays.
- Community and Private groups may also be required to obtain liability insurance as outlined in **Section VII – Liability Protection.**
- A Chartwells Food Service employee must be present during the use of the kitchen. Labor cost will be billed directly by Chartwells Food Services Department.
- A minimum of one Theatre Technician (level of service and staffing will be determined by the Theatre Manager) must be present during the use of the auditorium.

Service Rate Charges

Custodial Services	Overtime & Saturday	\$28.00 per hour
	Sunday & Holidays	\$41.00 per hour
Grounds Services	Overtime & Saturday	\$42.00 per hour
	Sunday & Holidays	\$56.00 per hour
Theatre Manager	Overtime & Saturday	\$66.00 per hour
	Sunday & Holidays	\$88.00 per hour
Theatre Techs	Standard Rate	\$18.00 per hour
	Sunday and Holidays	\$23.00 per hour

Snow Removal and Salting Services

- **Billing:** Services will be billed on a time and materials basis as determined by the school district's Director of Operations or designee.
- **Cancellation Rights:** The district reserves the right to cancel any scheduled activity due to potential severe winter weather or concerns regarding safety and liability.

Artificial Turf Rental - Rates and Policies

- All inquiries and requests for the use of the high school turf fields must be submitted to the district Athletic Director at this time.
- **We are currently revising the rates and policies for the use of the turf fields. This information will be updated and posted here once it is available**