TRENTON
PUBLIC SCHOOLS
EST. 1900

Inspiring Students Today for Their Success Tomorrow

TABLE OF CONTENTS/SHORTCUTS:

OVERVIEW

Facility Use/Rental Guidelines

Use of District Facilities

Procedures for Facility Use

Charges for Use of Facilities

NEIL E. VAN RIPER ADMINISTRATION BUILDING: Douglas B. Mentzer, Superintendent of Schools
Stephanie O'Connor, Assistant Superintendent • Gail L. Farrell, Chief Financial Officer • Jill R. Simmons, Chief Human Resources & Operations Officer

BOARD OF EDUCATION: Rebecca M. Caldwell, President • Thomas J. Kinney, Vice-President • Anna L. Mierkowicz, Secretary • Kellee S. Howey, Treasurer
Trustees: Maegan E. Drake • Erin M. Santoro • Heather L. Lear

Academics, Athletics, and Opportunity

Overview: TPS Facility Use/Rental Guide

Trenton Public Schools (TPS) is committed to fostering strong ties with the community by making school facilities accessible for educational, civic, and recreational purposes when such use does not interfere with regular school operations. The TPS Facility Use/Rental Guide outlines the policies, procedures, and expectations for the community use of district properties, ensuring safety, equity, and operational integrity.

Philosophy and Prioritization

The Board of Education encourages community engagement through the use of district facilities, provided that the educational process and scheduled school programs remain uninterrupted. Facility usage is prioritized to reflect TPS's educational mission and community service values:

- *TPS programs and school-sponsored activities, Affiliated community and charitable organizations, Trenton City programs, Employee associations and government agencies, Non-local or profit-driven organizations*
- *In the event of a community disaster, TPS facilities may serve as emergency relief sites, with coordination between the Superintendent and the City Emergency Manager to ensure continued district operations and public safety.*

Application Process & Approvals

All requests must be submitted via the district's designated online platform (e.g., School Dude) and are subject to review and approval by the Superintendent or their designee. First-time users are encouraged to contact the Central Office for guidance. Requirements include:

- *Submission 15 working days in advance (90 days for K–12 programs to ensure availability).*
- *Assignment of a qualified adult supervisor for all activities.*
- *Appeals for denied requests may be directed to the Superintendent.*

Usage Requirements & Responsibilities

Users of TPS facilities are expected to uphold the safety, legality, and integrity of all activities:

- *Prohibited items/activities include weapons, tobacco, alcohol, illegal drugs, and pyrotechnics.*
- *Certified lifeguards are mandatory for pool use.*
- *Users must provide liability insurance and accept financial responsibility for any damage or loss.*
- *Supervisors must ensure crowd control, property protection, and compliance with district policies.*

District equipment and vehicles require specific approvals and training. Personal/private receptions are not allowed.

The guide provides detailed rates for a range of facilities, including auditoriums, gymnasiums, cafeterias, outdoor grounds, pools, and classrooms, with tiered pricing based on group status (non-profit, local profit, non-local profit).

Facility Use/Rental Guidelines

The Board of Education supports the community use of school facilities as long as it does not conflict with the primary educational process or disrupt school programs.

School facilities may be used by community groups if:

- They submit a written request.
- The request is **approved** by the Superintendent or designee.

Facility use is prioritized as follows:

1. School groups and/or school-related activities.
2. Groups indirectly related to schools.
3. Community organizations with charitable, civic, social, recreational, or educational aims.
4. Employee association meetings.
5. Government departments or agencies.
6. Commercial entities providing profit-driven services.

Use is forbidden for any illegal activities.

In case of a community disaster, the Board will provide district facilities free of charge for relief efforts upon request by authorities. The Superintendent will collaborate with the City Emergency Manager to develop a disaster preparedness plan, ensuring procedures are in place to maintain school operations with minimal disruption.

Guidelines for use:

- Users must provide proof of liability insurance meeting District guidelines.
- Requests for school equipment use with facility rental must be submitted in writing via designated platforms (e.g., School Dude) and will follow the same approval process as facility use.
- Users assume liability for equipment damage or loss during use and must follow rules requiring qualified operators for certain items.
- Users are financially responsible for facility damage and must ensure appropriate supervision.
- The District and its personnel are not liable for incidents arising from facility use.

Use of District Facilities

All requests to use district facilities (buildings, athletic facilities, equipment, etc.) must be scheduled through the district's online request system managed by the Central Office. Building administrators oversee facilities during regular school hours.

1. Priority for facility use is given to: a. School program extensions, such as athletics and drama. b. Evening academic, vocational, and technical programs by the Board of Education. c. Parent/guardian-teacher meetings and organizational meetings. d. Special meetings convened by the Board, Superintendent, or administrative staff. e. Employee group contractual agreements.
2. Emergency use by Trenton Police or government agencies supersedes scheduled activities, as approved by the Board or Superintendent.
3. City of Trenton recreation programs have secondary priority after school-sponsored activities. All programs are subject to the Facility Use Fee Schedule.
4. Local non-profit groups not sponsored by the Board are considered for use, subject to the Facility Use Fee Schedule.
5. Non-local, non-profit, and profit-making groups will be considered, per the Facility Use Fee Schedule.

Facility use documentation must be provided to users to resolve scheduling conflicts. Approved activities may be canceled due to school needs, weather, mechanical issues, repairs, holidays, breaks, or district-specific reasons.

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 Requests

1. First-time users should contact the Central Office for assistance. All facility requests (buildings, athletic facilities, grounds, equipment, etc.) must be scheduled by the building scheduling assistant and approved by the Superintendent or Director of Operations as needed.
2. Requests must be submitted at least 15 working days before use. K-12 program activities must be approved 90 days in advance for guaranteed availability, with high-use areas scheduled during the annual spring process. Athletic events may have last-minute changes accommodated.
3. An adult supervisor must be designated for each scheduled activity, without exception.
4. Appeals for application denials can be made to the Superintendent or designee.

Charges for Use of Facilities

Users must reimburse the district for labor and specific event costs, including rental fees. Insurance evidence is required. Additional charges cover custodial care during and after use, as well as any extra personnel costs.

Prepayment is due to the Central Business Office 10 business days before the event. School-sponsored groups, PTA/PTO, and City of Trenton programs pay post-event. Final payments are due 5 business days after the event's conclusion; non-compliance may affect future usage permissions.

Facility Use Fee Schedule

Trenton High School

1. Gymnasium: $80 per hour
2. Commons/Cafeteria $80 per hour.
3. Trojan Cafe: $80 per hour flat fee/additional fees may be charged as necessary.

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/$365
    - Tier 2/$465
    - Tier 3/$615

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

1. Videotaping of Event $55.00 plus labor incurred
2. Intelligent Lighting System $55.00
3. Data Projector (each) $30.00
4. Fog Special Effects $30.00
5. Auditorium Chiller Minimum daily use charge of $215.00

Arthurs Middle School

1. Forum $80 per hour
2. Gymnasium $80 per hour
3. Cafeteria $80 per hour

Elementary Schools

1. Gymnasium $80 per hour
2. Cafeteria $80 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:

1. Cost of supplies needed to prepare and maintain the condition of the grounds.
2. 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.

1. Tennis Courts: $80 per hour.
2. Athletic Fields - Elementary = $65 per hour, Middle School = $65 per hour, High School = $115 per hour
3. Track and Field - $65 per hour (AMS & THS); additional costs may apply. See below.
4. Athletic Field/Stadium Costs - $110 per hour; (lighting - $125 per hour, pressbox - $125 per event/plus TPS operations costs). Use may include restrooms and any additional equipment requests at an additional cost.

District Wide

1. 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.
2. All Classrooms $80.00
3. Swimming Pool - $165 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)