



Facility Use Policy and Rates

According to the philosophy of community education, the Board will encourage the utilization of district buildings and district grounds by properly organized and responsible groups. Such use of any district facility or district grounds, however, will not interfere with the daily school student routine or any school-sponsored activity. To ensure fairness and consistency in the implementation of board policy governing use of school facilities, the following categories have been established to determine priorities. A fee schedule applies to approved users when appropriate.

CATEGORY I: K-12 Program Activities

School-affiliated groups are defined as those whose activities directly relate to regular or extracurricular school programs and will be granted priority Fees for Category 1: For occasional use during usual hours of operations, no charges will be assessed. The customary overtime costs for labor may apply and be charged to the user group when custodial personnel are required beyond their normal work schedule. All overtime costs must receive prior approval from the building principal and Chief Financial Officer. Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (i.e. security, etc.) associated with major district-wide fundraising activities.

CATEGORY II: Community Education Programs/School Affiliated Programs Community Groups/Approved School Business Partnerships

Community Education programs solely or jointly administered by the Board of Education will be granted second (2nd) priority to available school district space and facilities. In addition, school-related parent groups (Parent-Teacher Organization, Indian Education Parent Committee, Music Boosters, Boys and Girls Club, YEA, and



Athletic Boosters), and businesses who are in an approved school-business partnership will be granted second (2nd) priority. Homeowners Associations and Service Organizations will be granted occasional use at no charge, with the exception of the use of Gyms, and Auditoriums. Charges for use of these facilities (which can be waived at the discretion of the school district) will be assessed at the Category 3 rate. Fees for Category 2: For occasional use during usual hours of operation, no charges will be assessed. The customary overtime cost for labor shall apply and be charged to the user group when custodial personnel are required beyond their normal work schedule. All overtime costs must receive prior approval from the building principal and Director of Buildings and Grounds. In addition, requests for permits for extraordinary activities involving prolonged setup, kitchen use and clean-up, and/or special services (security) shall require an additional fee.

CATEGORY III: Community Businesses/Informal Groups/Other Organizations

Sault community sports, businesses, informal groups, and other community organizations with at least 60% of participants attending the Sault Schools District will be granted third (3rd) priority. Community groups are defined as governmental agencies or groups made up of at least seven (7) actual district residents providing civic, educational, or cultural activities. Examples of Category 3 use include, but are not necessarily limited to, meetings, performances, seminars, and recreational gym use. Fees for Category 3: The attached fee schedule will apply.

CATEGORY IV: For Profit or Commercial Businesses defined as private, for-profit businesses, vendors or entrepreneurs.

Commercial enterprises are defined as organizations or businesses that operate for profit as determined by Sault Area Public Schools authorities. Residential commercial enterprises are those located in the Sault School district. Community churches are also included in this category. Please note that rates for residential



versus non-residential commercial businesses differ. These groups will be granted 4th priority. Fees for Category 4: The attached fee schedule will apply.

General Provisions for Public Use of Sault Area Public Schools District Facilities

1. Application

a. Reservations for public use of school facilities may only be made after school-sponsored activities have been officially scheduled. Reservations for public use of school facilities for the upcoming/current school year will be accepted on a first-come, first-serve basis.

b. Parties requesting use of facilities must obtain an Application for Use of School Facility form. The form must be completed in cooperation with a representative from the office and signed by an officer of the applying organization or by one to whom the authority to sign the application has been delegated. If the application is on behalf of an informal group, an adult member of the group who will be present at the time of facility use and plans to be the responsible party must sign.

c. Applications for the use of space shall originate with responsible organizations or adult individuals, and in no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

d. Completed applications for facility use should be submitted at least 7 workdays prior to the date of use.

e. The school administrative assistant will contact the school building/principal or his/her designees as necessary to determine availability and building capabilities regarding the use of a school facility.



f. The school administrative assistant will approve or deny the use of school facilities and the fees charged on the basis of the Board of Education's policy and availability of facilities.

2. Limitations On Usage

- a. School facilities are not available for religious, partisan political meetings, or meetings of a similar nature when classes are scheduled.
- b. Persons or groups who practice discrimination based on race, sex, color, national origin, handicap, or age under the law will not be granted permission to use Sault Schools' facilities.
- c. Facilities are not available for the following uses:
 - i. Private classes for the instruction of children unless such classes are deemed by the superintendent as suitable supplement to the regular instructional program and unless the charges, qualifications of teachers, and quality of instruction conform to standards set by the superintendent or his/her designee
 - ii. Any other instruction for which a charge is made unless it is part of program under the school authority or some approved public or community agency, or unless the charge is made solely to meet the expenses incidental to the instruction
 - iii. Any use engendering racial or religious prejudices or for any other purpose inimical to our democratic way of life

3. Equipment Requests

When submitting a facility use request, users must designate equipment needed. Requests for school-owned equipment are not included in the direct or indirect cost and shall be charged based on request and type of equipment. The fee structure for equipment is attached.



Requirements for Public Use of Sault Area Public Schools District Facilities

1. Users must take reasonable steps to ensure orderly behavior and employ school-approved security personnel when the district deems necessary. Adults must directly supervise all youth. The user will be fully responsible for all loss or damage to school property, including property of pupils and employees.
2. Organizations or groups will be required to pay a fee for rental of the facility and for cost of activities, custodial services, security, and food service employees according to the fee structure. Those requesting building use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
3. The school district requires full payment of facility-use fees upon approval of facility. Holders of permits may cancel by giving 48-hour notice. Otherwise, permit holders will be held responsible for any costs incurred.
4. Programs and activities of users must be of a nature suitable for presentations in a public school, must be lawful, and must conform to all the policies of the Board of Education.
5. Use of Performing Arts Center (PAC), kitchen facilities, additional furniture, and equipment must be arranged for in advance. Arrangements must be made with the administrative assistant for the use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the group. User groups will be charged according to the personnel rate section, which can be found on page 5.
8. Food service personnel shall be required when facility users request the use of kitchen facilities and/or equipment. Use of food and beverages is limited to approved areas.



9. Commercial users must provide proof of liability insurance where warranted. Speakers or performers may sell their work (CDs, books, etc.) for their own personal gain, but not to the benefit of the user group.
10. Users of school facilities are required to bring a copy of their facility-use agreement at the time of the building usage to serve as verification of reservation.
11. School facilities are not available to religious groups, partisan political meetings, or meetings of a similar nature during the school day.

Regulations for Public Use of Sault Area Public Schools District Facilities

1. The Board reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities. The Board reserves first claim to the use of its own property. Cancellations may be ordered by the school authorities with or without due notice. All approvals are granted with this understanding. Individuals requesting the use of school facilities will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
2. The Board of Education reserves the right not to charge a group for use of district buildings and district grounds.
3. Persons or groups who practice discrimination based on race, sex, color, national origin, handicap, or age under the law will not be granted permits. Additionally, persons or groups whose activities or programs are determined to be illegal or inappropriate for presentation in public school buildings or on public school sites will not be granted permits.
4. Use of tobacco products in a school building and/or on school grounds is prohibited by Board policy, state, and by federal law. All users are responsible for complying with this regulation.



5. Alcoholic beverages and controlled substances will not be permitted on school property at any time.

6. Decorations must be fireproof and will be erected and taken down in a manner that does not destroy school property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal, which must be obtained from the community education office.

7. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval from the Chief Financial Officer.

8. Groups are expected to leave the facilities as they were before the activity. The custodian will render custodial assistance as needed and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. If cleaning is not done satisfactorily, the group will be charged for the employee's time.

9. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lit when facilities are in use. Members of an audience, or spectators, must never stand or sit so they block exits, stairways, or aisleways.

10. The school district will not be responsible for the loss of valuables or personal property.

11. Games of chance are subject to state licensing.

12. Permits under the policy are not transferable, and, in no case, will those who have been granted permits assign, sublet, or charge a fee to others for the use of school property.



13. Responsibility for enforcement of rules and regulations concerning the use of school facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests.

14. The superintendent reserves the right to grant the use of facilities under special circumstances not covered by these regulations.

Sault Area Public Schools Facility Use Policy

All fees are per hour unless otherwise noted

*Requires Personnel for which there is an additional fee (see below)

Facilities	Categories 1 & 2	Category 3	Commercial Residential	Commercial Non-Residential
Classrooms	No Charge	15.00	22.50	30.00
Computer Lab	No Charge	40.00	50.00	60.00
Shop	No Charge	50.00	60.00	70.00
Library - Elementary	No Charge	25.00	37.50	50.00
Library - (MS/HS)	No Charge	30.00	45.00	60.00
Cafeteria	No Charge	40.00	60.00	80.00
Kitchen*	No Charge	15.00	22.50	30.00
Gym (HS)	No Charge	30.00	45.00	60.00
Gym (MS)	No Charge	30.00	45.00	60.00
Gym Multipurpose	No Charge	25.00	37.00	50.00
Gym (Elem) (Soo Twp)	No Charge	25.00	37.00	50.00
Strahl Performing Arts Center* Capacity 450	No Charge	35.00	50.00	65.00
Lobby	No Charge	15.00	25.00	30.00
High School Soccer Fields	No Charge	15.00	22.50	30.00
Van Citters Field w/lights	No Charge	\$250.00 flat fee (Season rates negotiable)		



Equipment Rental *apply to Category IV organizations only

Item	Rate
Chairs	\$.50 each
Tables	\$1.00 each
Athletic Equipment	\$10.00/per hour
Stage	\$25.00 flat rate
Music Department Riser	\$25.00 flat rate

Personnel

Hourly Rate per person (minimum 2 hours).* All fees are subject to change.

Personnel	Monday-Friday	Saturday-Sunday
Custodians	\$30.00/per hour	\$45.00 SAT./ \$60.00 SUN.
Kitchen Staff	\$30.00 per hour	\$45.00 SAT./ \$60.00 SUN.
Performing Arts Personnel	\$37.00 per hour	\$50.00 SAT./ \$65.00 SUN.

*All payments to be made by check or credit card at the Administration Building

Organization Registration

Organization name		
Tax-exempt status	<input type="checkbox"/> No formal status with IRS	<input type="checkbox"/> Tax-exempt (provide certificate)
Contact information	Name	
	Phone number	
	Mailing address	

Event Information

Event date		Enter building	am pm	Exit building	am pm
Recurrence	<input type="checkbox"/> None	<input type="checkbox"/> Dates, day of week, time specified			
Purpose					
Anticipated attendance		Merchandise sales	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Facility and Resource Needs

Sault High School & Career Center	Sault Middle School	Lincoln Elementary	Washington Elementary	Soo Township Campus
<input type="checkbox"/> Athletic equip room	<input type="checkbox"/> Athletic equip room	<input type="checkbox"/> Classroom	<input type="checkbox"/> Classroom	<input type="checkbox"/> Classroom
<input type="checkbox"/> Athletic field	<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Computer Lab
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Computer lab	<input type="checkbox"/> Library	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Lobby	<input type="checkbox"/> Library	<input type="checkbox"/> Lobby
<input type="checkbox"/> Computer lab	<input type="checkbox"/> Library	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Lobby	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Locker rooms	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Library		<input type="checkbox"/> Parking lot	<input type="checkbox"/> Weight Room
<input type="checkbox"/> Library	<input type="checkbox"/> Multi-purpose room			
<input type="checkbox"/> Lobby	<input type="checkbox"/> Parking lot			
<input type="checkbox"/> Locker rooms	<input type="checkbox"/> Weight room			
<input type="checkbox"/> Parking lot				
<input type="checkbox"/> Strahl theater				
<input type="checkbox"/> Weight room				

Complete this section for all facilities

Equipment & Furniture (provide drawing of setup)	Clean-up (required)
<input type="checkbox"/> Technology specialist on-site <input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Sound system <input type="checkbox"/> Windows laptop with HDMI port <input type="checkbox"/> Projector with HDMI port <input type="checkbox"/> Projection screen <input type="checkbox"/> Electrical extension cords <input type="checkbox"/> Athletic apparatus (hoops, nets, etc.) <input type="checkbox"/> Tables <input type="checkbox"/> Chairs	<input type="checkbox"/> Custodian on-site <input type="checkbox"/> Trash bins <input type="checkbox"/> Dry floor mop <input type="checkbox"/> Wet mop and bucket <input type="checkbox"/> Surface cleaner and paper towels <input type="checkbox"/> Disinfectant

If school is cancelled or closed for any reason, the facility will not be available for use until normal operations resume.

Contract for Use of School Facility and Resources

TO THE BOARD OF EDUCATION

I have read the regulations attached to this form, and agree that they shall be observed. I understand that the Sault Ste. Marie Area Public Schools are not responsible or liable for any accident or injury that may occur on the premises. I/We accept financial liability for damages to the facilities and equipment or loss to such equipment that occurs while it is in my/our use.

Applicant signature _____ Date _____

Principal signature _____ Date _____

Internal Use Only

Fees – Category 1 Category II Category III Category IV

- Waived
- Collected Date _____
- Fee schedule provided to applicant

Building Key Checked Out-Yes | No

Key number	Date out	Date returned

Exterior Door Programming-Yes | No

Date	Unlock time	Lock time
Door(s)		

Contracted Staff Required -Yes | No

- Custodial services
- Technical services

Form Routing - Indicate Method & Date

	Print to mail date	Scan to email date	Fax date
Applicant			
Building Administrative Assistant			
Business Office (fee-related only)			
Custodial Supervisor			
Facilities Director			
Food Service Director			
Technology Director			

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