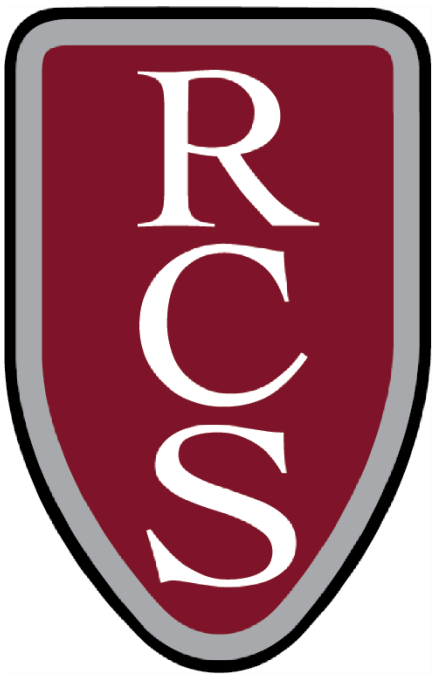


FACILITY USE AGREEMENT

2025-2026

ROCHESTER COMMUNITY SCHOOLS
PRIDE IN EXCELLENCE

BOARD POLICY FOR USE OF SCHOOL FACILITIES

7002 – Community Use of School District Facilities

The Board encourages the use of School District facilities to promote educational, recreational, cultural, and civic activities of the community. The Board does not intend, through this Community Use policy, to create a public forum or limited public forum for expressive activity.

The Superintendent is authorized to permit individuals, groups, and organizations to use School District facilities when the use does not conflict with the use of School District facilities for School District purposes. The Superintendent will develop administrative regulations, as necessary, to implement this policy.

ADMINISTRATIVE REGULATIONS FOR USE OF SCHOOL FACILITIES

7002-AR – Community Use of School District Facilities

The School District's buildings, facilities, and property were acquired to support its educational programs and activities. To the extent individual groups or organizations want to use those buildings, facilities, or property for a purpose that is consistent with the School District's mission, educational programs, and activities, the School District, in its discretion, may approve that use. The Superintendent may develop and implement additional administrative procedures permitting the use of District buildings, facilities, and property.

FACILITY USE AGREEMENT AND REGULATIONS

The following administrative regulations govern the use and rental of school facilities, outdoor grounds and stadiums, and were developed in order to: protect the regular instructional program, those who use the facilities, and the taxpayer that has provided the facilities.

I. GENERAL REGULATIONS

The use of buildings will be approved only when an employee authorized by the school district staffs the building.

A facility/field reservation must be completed and approved for each event scheduled on all non-school days, or for after-school activities. This includes all athletic activities, enrichment programs, child care, employee use, rentals and events scheduled as part of the district or building calendar.

Requests for rentals must be made at least two weeks in advance.

Renters must agree to the terms in the confirmation estimate by email no later than 3 days prior to the reservation. Otherwise, the reservation will be considered cancelled.

Building access is not included with any field reservations.

General liability insurance is required for all facility rentals. A certificate of insurance with Rochester Community Schools named as additional insured in the amounts of $2,000,000 aggregate and $1,000,000 each occurrence must be uploaded to the group's account in the facility reservation system before any rental requests can be entered.

To preserve the safety and security of students, staff and district properties, security personnel will be required for every indoor facility rental by an outside group. If security personnel are not available, the rental will be cancelled.

The district has the right to deny or withdraw facility use privileges at any time based on district needs.

The district reserves the right to refuse and/or limit access to the facilities.

The responsibilities of users will be as follows:

A. Noncompliance with the Facility Use Agreement and Regulations may cause loss of facility use privileges. All users of the district's facilities agree to comply with all applicable laws and local ordinances as well as the following regulations:

    1. No alcoholic beverages or drugs are permitted in or around any school building or on any school district property.

    2. Smoking/vaping is not allowed in school building(s) or on school property at any

time.

3. Guns, weapons or guard dogs are not allowed in any school building or on any school property without prior written permission from the Superintendent/designee. (Governmental law enforcement officers are exempt, private security guards are not exempt.)

4. Fire doors may not be blocked, and no one may tamper with any fire protection apparatus.

B. To protect the community's investment, the District requires the following:

1. Upon completion of the event, the renter must return rooms and spaces rented to the same configuration as they were prior to occupancy, including any furniture moved by the renter. Failure to do so may result in additional fees or elimination of future use.

2. Place all waste in the proper waste receptacles,

3. Park in designated school parking lots only. Please do not park on grass or in neighborhoods.

C. If damage occurs, or equipment does not operate properly, it must be reported promptly to the district representative on duty. Renters are held responsible for damages.

D. Any type of open flame (smoking, candles, incense, etc.) or heating unit (hot plates, electric pans, etc.) is strictly prohibited by renters.

E. Groups are responsible for providing all supplies and materials necessary. This includes but is not limited to: volleyballs, basketballs, tennis equipment, baseball bases, art supplies, technology equipment, projectors, screens, copy machines, etc. A list of all equipment and decorations brought on RCS property must be approved before the scheduled activity.

F. Gym shoes must be worn by all persons on the gymnasium floor for any type of play activity.

G. No food or drinks, except for water, allowed in gyms and on stadium turf.

H. Renters have access only to the approved room(s) for the approved time(s). A late fee of 2 times the hourly facility rental rate plus any additional personnel fees will be applied to the final invoice for any rentals that exceed the approved rental times.

I. All individuals, groups, staff, and professional organizations authorized to use school facilities, shall be responsible for providing adequate supervision, and for complying with all of the District's rules and regulations.

J. While residents, staff members and community groups shall be encouraged to use district facilities, no person may enter or remain in any school building or site except

when engaged in an approved or scheduled activity, or when in attendance as a regularly enrolled student or staff member of the district. Further, no individual shall willfully or maliciously make or cause any noise or disturbance, or diversion in or near the facility.

K. Buildings are not to be used for personal parties and activities, such as birthday parties or wedding receptions, for example.

L. Food trucks may not be brought onto District property as part of a facility rental.

M. Food may not be served/sold/distributed as part of an indoor facility rental.

N. Storage of any kind is not permitted by renters on District property.

O. The renter is not to use or operate <u>any</u> school equipment other than what is specified in the contract. A district-authorized person must be consulted regarding musical instrument usage.

P. If there is an issue with a rental, please notify the district representative on duty. If the custodian cannot be reached, please contact:

Custodial Manager (248) 404-7604 for the following buildings:	Custodial Manager (248) 312-9812 for the following buildings:	Custodial Manager (248) 561-1271 for the following buildings:
Adams High School	Stoney Creek High School	Rochester High School
Van Hoosen Middle School	Hart Middle School	Reuther Middle School
West Middle School	Hugger Elementary	Hamlin Elementary
Meadow Brook Elementary	Baldwin Elementary	Hampton Elementary
Brewster Elementary	McGregor Elementary	Long Meadow Elementary
Musson Elementary	Caring Steps Children's Center	North Hill Elementary
Delta Kelly Elementary	Administration Center	Brooklands Elementary
University Hills Elementary	Schultz/ACE/ATPS	

Custodial account manager (734) 478-3081

If the respective district representative on duty is unreachable please call (248) 789-2188.

Q. Personnel Charges:

1. Personnel fees are charged to all renters at the established rates (See Schedule P). A two-hour minimum personnel fee is charged per staff member assigned. Rates are subject to change without notice.

2. Upon approval, a confirmation/estimate is sent to each user, via e-mail.

3. Personnel fees will be applied for clean-up services. This includes and is not limited to: clean-up at fields, stadiums and parking lots.

R. Cancellations

1. Notification of cancellation must be submitted to the Facility Scheduler at least forty-eight (48) hours before the scheduled time of use, or the full rental fee and personnel fees are charged.

2. Inclement Weather Emergencies - If schools are closed due to bad weather, all scheduled building activities and outdoor facility use are cancelled. Listen to local radio stations for school closings, other broadcast services, and check the district website at www.rochester.k12.mi.us.

S. Activities Prohibited

1. Promotion of activities subversive to the laws of the United States or any subdivision therefore, or to overthrow the government of the United States, or supporting doctrines of violence, hatred, or discrimination are prohibited.

2. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the staff, participants, buildings, grounds or equipment is prohibited.

3. Commercial advertising is prohibited.

4. Sub-leasing or shared use is prohibited.

5. All users must agree to indemnify and hold harmless the school district and its agents and employees from and against all claims, damages, losses and expenses including attorney fees arising out of or resulting from such organization’s use of the school facility.

6. Individuals looking to take photos and/or videos on site must be approved by the Executive Director of Strategic Communications. See additional notes in for Commercial Companies in the Class IV Commercial Film Companies section (page 12).

T. Liability Protection

1. In order to protect district resources, potential facility users will be required to provide proof of insurance for the proposed activity. The acceptable amount of insurance shall be $2,000,000.00 aggregate and $1,000,000.00 each occurrence

and must be evidenced by a Certificate of Insurance, with Rochester Community Schools named as additional insured, 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.

II. SCHEDULING PROCEDURES

A. The priority for scheduling facility use will be as follows:

1. District-wide programs
2. School instructional programs
3. District athletic programs
4. Enrichment programs
5. RARA (Rochester Area Recreational Authority)
6. Long term contracts
7. Requests from the public

B. All renters (except for pools, stadiums and fields) need to make a request through the District's facility scheduling system, either online at www.rochester.k12.mi.us or by phone (248) 726-3000.

C. Prior to scheduling any facility, any individual, including district employees who wish to utilize District facilities for activities that charge a fee, either for participation or for admittance, must check with the District Enrichment Department to make sure the activity is not a competing program. Unless special approval is received from the Director of Capital Projects and Facilities, programs may not compete with District Enrichment programs.

D. Obtaining use of stadiums (turf fields) and natural grass fields: for stadium and natural grass field requests at any site (including football, baseball, softball, soccer, etc.) customers must email fieldrentals@rochester.k12.mi.us. Once a reservation request has been received for a high school stadium or field, the athletic director reviews the request for approval. After approval, a confirmation/estimate of all associated fees will be provided via email.

E. For pool rentals, call District Enrichment Department at (248) 726-3126.

F. Concession stands: Not available for rent.

III. FEES, INVOICING AND PAYMENT

A. The user/renter is responsible for payment of all charges associated with the group's use of facilities/sites. Users/renters receive a reservation confirmation which includes an estimate of charges. Checks are to be made payable to Rochester Community Schools.

B. Customers are billed at the conclusion of the event, or monthly if the reservation is a recurring event.

C. A 10% deposit is required for all reservations exceeding $500.00. Should the event be canceled, the deposit will be fully refunded only if the cancellation follows the forty-eight (48) hours' notice the District requires for all cancellations.

D. Any other special payment considerations must be submitted and approved by the Director of Capital Projects and Facilities.

E. Non-payment of fees within thirty (30) calendar days after invoice will result in the loss of facility use privileges.

F. Payments outstanding at the close of the school year are subject to referral to a collection agency.

G. **Fees** - In addition to the hourly rental rates, some areas and events will have personnel costs associated with the facility use. As such, the following will apply:

    1. Grounds Personnel – Grounds personnel must be present during stadium events, unless otherwise agreed upon. The personnel fees are in addition to the stadium rental fee. Additional personnel fees may be assessed for custodians, maintenance personnel, or others, where applicable. All personnel fees are a minimum two (2) hours per staff member. Refer to Schedules B and P for current pricing.

    2. Auditorium - Auditorium pricing is for basic use of the space and general room lighting and includes a podium with one microphone (groups such as seminars, group speakers, school assemblies, etc.). Commercial or production activities requiring the use of additional audio, video or lighting systems are assessed additional fees. Once a reservation request has been received, the Auditorium Facilitator reviews the request and provides a confirmation/estimate of all associated fees via email. Refer to Schedule A for current pricing.

    3. Auditorium Personnel – Fees will be assessed for Theater Manager and other assigned theater personnel. Additional personnel fees may be assessed for custodians, security, maintenance, parking lot maintenance (i.e. snow plowing), or other personnel, where applicable. All personnel fees are a minimum 2 hours per staff member. Refer to Schedules A, D, and P for current pricing.

    4. Pool/Natatorium - Once a reservation confirmation has been pre-approved by the Enrichment Supervisor, the Enrichment Supervisor will provide an estimate of all fees including: facility rent, equipment, and personnel (pool supervisor, lifeguard,

custodial personnel, security, etc.). All personnel fees are a minimum 2 hours per staff member. Refer to Schedules B, C and P for current pricing.

5. Equipment - Refer to Schedule C for current rental pricing.

6. Personnel - Personnel fees (refer to Schedule P for fees) are assessed with a two-hour minimum per staff member assigned based on required use and or day/time of week (including Saturday, Sunday, Holidays, after-hours or when school is not in session) for the following personnel:

    a. Custodians – personnel fees are charged to the user when activity occurs. Fees are assessed beginning 30 minutes before the scheduled activity, and end at the conclusion of clean up and securing of the building. For events with extensive setup requests, additional custodial personnel fees may be added.

    b. Maintenance and/or Grounds – personnel fees are charged to the user when additional services are necessary (i.e. other than normal snow plowing of the parking lot if required, extra field lining, etc.). Fees may also apply when the transfer of equipment from one building to another is requested.

    c. Media & Technology/Equipment Operators – District technology equipment is not available for rent or use by outside groups.

    d. Security – to preserve the safety and security of students, staff and District properties, security personnel will be required for every indoor facility rental by an outside group. If security personnel are not available, the rental will be cancelled.

IV. CLASSIFICATION OF USERS

A. Class I – General Users

Individuals/groups and organizations who are not discounted or exempt are considered general use and are required to pay all fees listed on Appendix A.

B. Class II – Discounted Organizations (discount pricing does not apply to auditoriums, pools or outdoor facilities)

1. Scouting organizations (regardless of sponsorship) are eligible for a 50% discount rate (applicable to Schedule A only). This discount does not apply to auditorium, pool or outdoor facility rates. All other rental rates are as posted in other schedules and all personnel fees are applicable as stated.

2. Non-profit, Rochester community-based organizations & other charitable organizations are eligible for a 20% discount rate (applicable to Schedule A only). This discount does not apply to auditorium, pool or outdoor facility rates. The organization must qualify as a non-profit organization according to the Internal Revenue Service regulations and must submit a copy of its 501(c)3 IRS letter with the reservation request.

3. Not for profit Rochester Community School employees who wish to use the school facilities for personal use (excluding organized sporting groups) are eligible for a 50% discount rate (applicable to Schedule A only). This discount does not apply to auditorium, pool or outdoor facility rates. Personnel fees for after hours, weekends, or holiday use are applicable. (Note: activities must not compete with any enrichment program).

4. Negotiated Contracts – rates will be applied as specified in the rental agreement.

5. Municipal/Government Agencies/Organizations and/or publicly elected officials who wish to use school facilities are eligible for a 50% discount rate (applicable to Schedule A only). This discount does not apply to auditorium, pool or outdoor facility rates. Personnel fees for after hours, weekends, or holiday use are applicable. The request must include the dates/hours requested/ the equipment needed, a description and purpose of the event and the expected number of attendees. The Assistant Superintendent for Business Operations and/or the Director of Capital Projects and Facilities may grant waivers to local/state/federal officials when an in-kind service is provided or the use is in line with the instructional needs of the District.

C. Class III – Payment-Exempt Users

The following individuals or groups within the Rochester Community School District may use the school facilities for District-related activities with approval, and are exempt from fees for rent and equipment. Users may be responsible for personnel fees for after hours, weekends or holiday use. Qualifying groups encompass members of our student

body and staff, sponsors, classes, athletics, teachers, clubs, etc., including the following:

RCS Enrichment	Children's Programs
RCS Foundation	Adult Education
RCS Employee Associations*	Parent Teacher Organizations
Voting Precincts	School Committees
School Booster Clubs	RCS Staff (for professional Contracted Services purposes related to the instructional needs of students)
RCS Athletics	

*For bargaining sessions, meeting with employees to discuss work related items and those directly related to RCS contractual issues.

D. **Class IV – Commercial Film Companies**

Companies should apply to the Executive Director of Strategic Communications. The application can be found on the District website (www.rochester.k12.mi.us) under Departments, then Facilities Management.

Commercial film companies may incur additional costs above and beyond standard facility rental charges for ID cards, security personnel, event management, and miscellaneous supplies. Depending on the scope and degree of use, film/production companies may also be asked to make a contribution to the district through the Rochester Community Schools Foundation.

Negotiated Contract rates will apply as specified in the lease agreement. (Long term lease agreements will be negotiated with the Assistant Superintendent for Business and Operations and/or Director of Capital Projects and Facilities).

ROCHESTER COMMUNITY SCHOOLS
PRIDE IN EXCELLENCE

SCHEDULE A—2025-2026				
INDOOR ROOM FEES (ALL Fees are per hour w/ one hour minimum)	**ADMIN CENTER**	**ELEM. SCHOOL**	**MIDDLE SCHOOL**	**HIGH SCHOOL**
Vacant Classrooms		$50.00	$50.00	$50.00
Gym		$70.00	$100.00	$125.00
Auxiliary Gym			$90.00	$100.00
Cafeteria		$70.00	$80.00	$100.00
Media Center		$70.00	$80.00	$100.00
Band or Choir Room (use of school instruments only with prior authorization)			$75.00	$75.00
Auditorium Rehearsal Room/RHS Stage B				$80.00
Administration Center				
1st Floor Conference Room	$75.00			
Parker Conference Room	$50.00			
Graham Conference Room	$50.00			
Woodward Conference Room	$50.00			
Conference Room 3A	$50.00			
Conference Room 3B	$50.00			
Technology Training Room	$50.00			

ROCHESTER COMMUNITY SCHOOLS
PRIDE IN EXCELLENCE

SCHEDULE B—2025-2026 Discounts NOT Applicable to Schedule B				
Other Rooms (Discounts NOT Applicable):		**ELEM. SCHOOL**	**MIDDLE SCHOOL**	**HIGH SCHOOL**
Auditorium * 2 hour minimum, incl. 2 dressing rooms & lobby				$300.00
Pool * Includes locker rooms				$250.00

OUTDOOR FACILITIES (Discounts NOT Applicable)	**ADMIN CENTER**	**ELEM. SCHOOL**	**MIDDLE SCHOOL**	**HIGH SCHOOL**
Athletic Fields—softball, baseball, football/soccer/lacrosse		$25/hour	$50/hour	$75/hour
Track & field (non-stadium; @ Hart, Reuther and SCHS)			$50/hour	$75/hour
Tennis Court (8 courts per school)				$25/hour per court
Parking Lot	$85/ event	$60/ event	$85/ event	$120/ event
Athletic STADIUM * (Discounts NOT Applicable) Includes: Outdoor Restrooms, 2 NHFS sized goals, benches See schedule C for additional stadium equipment charges.				$275/ hour
Stadium - Additional Options:				
Lights (0 - 2 hours)				$60/ event
Lights (2 - 4 hours)				$120/ event
Press Box / Scoreboard (Additional Fee for Operator) $100 security deposit required				$75/ event

*** Additional Personnel Fees - Schedule P**

ROCHESTER COMMUNITY SCHOOLS
PRIDE IN EXCELLENCE

SCHEDULE C—2025-2026	
RENT—EQUIPMENT	**Per Item/Event**
Chairs	$30.00 per 100 chairs/event
Tables	$10.00/each/event
Podium	$10.00/event
Musical Instruments (use of school instruments only with prior authorization of the district music curriculum coordinator)	Requires Certificate of Insurance
Pool Timing Control (w/P.A.)	$75.00/event
Portable Toilet (special request)	$100.00
Stadium Press Box/Scoreboard	$75.00/event
Scoreboard (gym)	$30.00/event
Volleyball (nets/poles)	$20.00/event
Wrestling/cheer mats	$50.00/event
Track equipment	$20.00/event
Equipment Transfer Fee	Requires Quote
Man Lift - special request	Requires Quote

ROCHESTER COMMUNITY SCHOOLS
PRIDE IN EXCELLENCE

SCHEDULE D—2025-2026	
RENT - AUDITORIUM EQUIPMENT	**Per Item**
Risers	$20.00 per riser
Piano—Grand (SCHS only)	$50.00 per event
Piano Tuning service	Market rate
Orchestra Shell (personnel)	$360.00 per event
AUDIO Package for Auditorium: Sound System with microphones (6 max)	$100.00 (0-4.9 hrs.) $200.00 (5 hrs. & up)
VIDEO Package for Auditorium: Projector Screen Computer Playback	$100.00 (0-4.9 hrs.) $200.00 (5 hrs. & up)
LIGHTING Package for Auditorium: Stage Lights with Rep Plot Lighting Control	$100.00 (0-4.9 hrs.) $200.00 (5 hrs. & up)
*** Additional Personnel Fees - Schedule P**	

ROCHESTER COMMUNITY SCHOOLS
PRIDE IN EXCELLENCE

SCHEDULE P – 2025-2026			
PERSONNEL FEES (All Fees – per hour, per person, 2 hour minimum)	**Mon - Fri**	**Sat/Sun**	**Holidays**
Custodian	$25.00	$35.00	$50.00
Grounds	$30.00	$40.00	$60.00
Maintenance	As needed	As needed	As needed
Auditorium – Event Manager	$60.00	$60.00	$120.00
Auditorium – General Personnel	$20.00	$20.00	$30.00
Pool – Lifeguard	$20.00	$20.00	$30.00
Pool – Supervisor/Timing Equip. operator	$30.00	$30.00	$60.00
Security	$40.00	$40.00	$50.00