Facility Use Terms and Conditions

In the event permission is given for use of school facilities as requested herein, permission will be granted subject to all conditions, rules and regulations as set forth in the FACILITY REGULATIONS of Northville Public Schools, including the ones highlighted below:

- The users of school facilities shall be responsible for the proper supervision, control and accommodation of persons attending the activity.
- All furniture and equipment used must be left in order for use the next day.
- Alcoholic beverages or illegal substances shall not be brought to or consumed in or on school property at any time.
- Use of matches or other inflammables is not permitted. SMOKING IS NOT PERMITTED IN ANY SCHOOL BUILDING or on school grounds.
- The users of school facilities agree to compensate for any damage or school property resulting from their use of same in such amount as may be determined by the Business Office.
- User agrees to hold Northville Public Schools harmless and indemnify Northville Public Schools against all claims for bodily injury or property. Damage occurring in or around the building, including any associated parking facilities, walks and public ways immediately adjoining the leased premises and must secure $1,000,000.00 liability insurance policy naming Northville Public Schools as additional insured.
- The users of school facilities who fail to comply with the policies and regulations established by the Board and by the Superintendent of Schools shall subject themselves to forfeiture of all privileges of future use of Northville Public Schools facilities.
- A school sponsored activity shall take precedent over previously scheduled activities. If this becomes necessary, the Permit will become void.

By agreeing to the terms of use, you affirm that you are a duly authorized representative of the above organization and do hereby bind that organization to make full payment of the charges to the school authority authorizing this application and do further agree to comply with the Facility Regulations.

FACILITY REGULATIONS

Northville Public Schools facilities currently in use for the K-12 instructional program are made available to responsible local (minimum 51% must be district residents) groups and organizations in accordance with Board of Education Policy No. 3016 and the following administrative procedures. Groups of citizens and organizations requesting the use of District facilities are assessed fees set by the Board of Education according to the classifications outlined below. Requests to use available space should be completed online through ML Schedules

Note: Custodial fees can be avoided or minimized when events are scheduled coincident with regular GRBS staffing. When such scheduling is unavoidable, and the District incurs special charges from our custodial contractor, those charges become the responsibility of the group using the facility.

AFFILIATED GROUPS (District-Sponsored Student Clubs/PTA Groups)

Affiliated groups may use school facilities on no-charge basis if they agree to meet in the most cost-efficient space available and if they agree to meet during regular custodial working hours, Monday through Friday. If the activity is scheduled on a weekend, a vacation period or at a time during which no regularly scheduled custodians, the affiliated group will be assessed any associated custodial and maintenance costs. Affiliated groups membership must be comprised of Northville residents.

(NOTE: District-sponsored student groups are insured under the District's property and casualty policy. PTA-sponsored groups are required to provide proof of insurance to the Business Office prior to the date of the event for which the

facility is being rented.)

SCOUTS

Scouting groups may use school facilities on a no-charge basis if their meetings are scheduled Monday through Friday and if they are concluded by 9:00pm. Scouting groups requesting the use of school facilities after these days and times will be charged a custodial fee. Scout groups must have proof of liability insurance on file naming Northville Public Schools as additional insured.

In lieu of a rental fee for facility use Monday through Friday prior to 9:00pm, and consistent with Scouting principles and values, troops who use District facilities are encouraged to complete a District community service project. Troop leaders should complete a project application at the beginning of the year and coordinate implementation of their project with the District's Operations Department.

501c GROUPS

Organizations with verified 501c designations through the IRS are charged at 50% of the non-affiliated group rental rate. 501c groups must have proof of liability insurance on file naming Northville Public Schools as additional insured. Discount applies to rental fee only. Custodial fees are at the full rate.

NON-AFFILIATED GROUPS

Non-affiliated groups are those organizations not described in either of the above two categories and who are not recognized by the IRS as a separate, legal 501c entity. Facilities will not be rented for craft, electronics, animal, hobby or for-profit business activities or for private parties such as wedding, anniversaries, private dance recitals or memorials.

All Northville residents and organizations in this category are expected to pay fees to cover personnel costs for persons such as food service staff, custodians, lifeguards, athletic field supervisor, special equipment operators, technicians, student technicians and utility fees. The fee schedule is available online and payment shall be made to Northville Public Schools. (Note: Direct payment to individual District employees is prohibited). Non-affiliated groups must have proof of liability insurance on file naming Northville Public Schools as additional insured.

PROCEDURES FOR BUILDING FACILITY USE PERMITS

- Staff and Community users must login to the online portal to complete the Facility Use request at least one (1) week prior to the activity.

- Any staff using facilities for monetary gain must pay fees established by the district. School facilities cannot be used by staff for personal or monetary use without prior approval from the Assistant Superintendent of Finance and Operations.

- Community Users must apply for an online account, provide a roster (annually), if applicable, and a copy of the liability insurance policy for the organization prior to the first rental. NPS reserves the right to revoke account privileges at any time.

- The online system has a multiple step approval process. The space is not fully reserved until final approval is obtained. An email confirmation will be sent to the requester upon final approval.

- Fees will be billed monthly, and payable in 30 days from the date of invoice. Additional charges will be assessed if an event exceeds the established time parameters or if additional custodial services are needed. Fees that are delinquent for (30) days (i.e. 60 days past the invoice date) disqualifies the requester from

future facility use until past due invoices are paid in full. There is a $10/month service fee for late payments.

- If the school kitchen is rented for any purpose, at least one food service staff member is required to be present, and the organization will incur an additional fee for those services.

- Cancellations must be made by the requester at least 24 hours in advance to avoid being charged. If your event requires special needs from Northville Public Schools or is a large event that involves advanced planning and scheduling, you will be notified via email of a longer notice of cancellation period.

- All reservations are subject to cancellation for school activities.

- **After-school activities at the elementary schools**: For the safety of our students, our elementary buildings are locked until the conclusion of Kids' Club. Club leaders should advise parents of the established pick-up procedures for such activities that end prior to that time. Parents picking up their children from activities other than Kids' Club should not enter the building. At the conclusion of scheduled activity, Adult leaders should release participants to their parents at the school entrance. If the activity requires parent attendance, the activity should be rescheduled for a time beginning after Kids' Club has ended.