

Policy 8.06

The Board may permit the reasonable use of its buildings and grounds by responsible community groups, provided that such use does not interfere with the daily school routine or any school-sponsored activity, or unduly jeopardize the condition of District facilities. Rental or use of District facilities may take place only if approved in advance by the Superintendent or designee. The Superintendent shall issue administrative guidelines governing the use or rental of District facilities.

Administrative Guideline 8.06

The Board of Education maintains a policy of allowing the reasonable use, by properly organized and responsible community groups, of its buildings and grounds ("facilities"). The District's facilities have been provided by taxpayers primarily for educational uses, but such facilities may also be available for general community use, particularly for activities of groups that supplement the educational, recreational, cultural, and civic activities of children and the community.

Classification of Users

The school program has first priority in the use of all facilities. The priority of other uses for facilities is divided into **five** classes. Within each class, the facilities will be made available on a non-discriminatory basis.

A. Class I – School Groups

This classification includes groups whose membership and sponsor are members of the student body, District staff, community education, parent groups sponsored by the school, and/or recognized bargaining units representing District employees, or which have been approved by the Superintendent as supporting the educational needs of or promoting readiness for students potentially entering The Grosse Pointe Public School System.

B. Class II – Youth Groups (Intermittent Use)

This classification includes groups not affiliated with or sponsored by the District, but which are youth-oriented and whose membership thus largely consists of District students or youth who reside in the District. Examples include the Boy Scouts and Girl Scouts, the Neighborhood Club's youth activities, and the Little League or other youth athletic organizations.

C. Class III – Youth Groups (Bulk Use)

This classification includes youth-oriented clubs and athletic organizations not affiliated with or sponsored by the District. These youth groups, which may otherwise fall under Class II or Class IV, primarily consist of youth who reside in the District and are typically non-profit, however, this classification is reserved those youth groups whose usage of District facilities exceeds a bulk-use threshold of 100 events per year. Examples include high-volume little league, soccer, and football leagues. Class III rentals may be subject to scheduling regulations to ensure such rentals do not interfere with District use of its facilities, and rentals for pool, turf field, Sunday or holiday rentals will be subject to additional approvals for use and additional fees.

D. Class IV – Other Non-Profit Community Groups

This classification includes not-for-profit groups whose membership largely consists of members of the community who are not students of the District or who reside in the District. Examples include civic organizations, local government agencies, the Neighborhood Club's adult activities, and other recreational activities.

E. Class V – Other Groups

Other groups, including profit-making organizations, will be permitted to use District facilities when the anticipated use is not harmful to the public image of the District and will not result in misuse, overuse, or abuse of school property.

General Regulations

- A.** To avoid disruption of the school day and school activities, District facilities will be available to groups in Classes **II, III, IV and V** beginning not less than fifteen (15) minutes after the conclusion of the school day, or on days (such as weekends) on which school is not in session. Notwithstanding this provision, units of government shall be permitted to use District facilities during school hours to conduct Federal, State, or local elections.
- B.** Use of District facilities shall be subject to the schedule of fees and/or rental charges established from time to time by the Superintendent. The Superintendent or designee may waive or permit reduced fees and charges for Class I or II groups.
- C.** No activities shall be conducted in or upon District facilities until an application for such use has been submitted to and approved by appropriate District representatives. Applications shall be made **in the** form provided by the District, and shall first be submitted to the building principal to establish and approve the availability of the facility. Upon receipt of building approval, the application shall be forwarded to the Deputy Superintendent of Business Services for final approval. The District reserves the right to reject a usage application submitted by a group which has previously damaged or destroyed school property, or which has acted contrary to its usage permit, these regulations, or law.
- D.** A copy of the application approved at both the building and District level shall constitute a permit for the approved use. No variation from the terms of the permit by the permit holder will be allowed. Changes are allowed as follows:
 - 1. When unforeseen circumstances require the school to use a facility for which a permit has been granted, or when maintenance or other work must be done in or about the facility in order to permit normal school operation to continue, the District may cancel the permit. The District shall notify the permit holder of such cancellation as soon as possible. In the event of such a cancellation of the permit, the District shall return any prepaid rental and application fee to the permit holder.
 - 2. An organization, which has been granted a permit, may cancel its use by notifying the District in writing at least ten (10) calendar days before the scheduled time for use. If cancellation occurs more than ten (10) days before the scheduled use, any prepaid rental and application fee shall be returned to the permit holder. A permit holder will be responsible for the full rental and application fee if it fails to give ten (10) days' notice of cancellation.

E. The following terms and conditions are incorporated in each application and permit:

1. The permit holder is responsible for supervising the activities of persons using the facility for which it has obtained a permit, and shall take reasonable steps to prevent injuries or damage to persons and property.
2. The District shall be fully released from and indemnified against any and all liability and costs whatsoever to persons or property for injuries or damages resulting from the use of the facilities described in the permit, or any other use to which the permit holder puts the facility.
3. The permit holder will reimburse the District for the full cost of repairing any damage, over and above ordinary wear, to the facility during the permit holder's use of the facility, including damage caused by any member of the public.
4. Liability insurance coverage, as the District may require, shall be obtained at the user's cost. Such insurance shall be in a form acceptable to District administrators, and a certificate of insurance coverage shall be furnished to the District upon request. If deemed necessary by the District, the user shall provide a reasonable security deposit and/or security measures (including, without limitation, security personnel) as directed, at the user's cost.
5. The District shall be fully indemnified and released from any claim asserted by a municipality for reimbursement of additional expense for fire and/or police protection resulting from the use of a facility by an organization or individual.
6. No permit holder shall assign or sublease its permit without prior written approval of the Superintendent or designee.
7. Permit holders shall not use a District facility as their mailing address.
8. The permit holder shall indicate in all literature and other promotional materials in connection with the event to which the permit applies that the permit holder is not affiliated with the District, and shall not use an image or the name of the District or facility in materials promoting the event to which the permit applies.

F. Permits granting use of a facility expire with the close of the school year on June 30. Annual, seasonal, and extended time use applications should be submitted at least two (2) months before the proposed starting date of the use.

G. The District reserves the right to use, for any purpose, any portion of a facility not specifically reserved by the permit at the same time the permit is in effect.

H. A permit holder shall not serve food during an event unless proper licensing has been secured from the Wayne County Department of Health. The public sale of materials, except as incidental to the program for which a permit has been issued, is prohibited on District premises.

I. The school principal must approve any decorations erected in connection with a permitted use. Any such decorations must also satisfy any legal requirements of the State of Michigan and local municipalities. Approved decorations must be erected so as not to damage or destroy District property. Decorations shall be removed from the facility by the permit holder before 8:00 a.m. on the day after the use.

- J.** With respect to fire prevention and safety:
 - 1. Smoking on school property is prohibited.
 - 2. Use of open flames at a District facility, except as part of the school curriculum, is prohibited.
 - 3. Exits and corridors must be kept free of obstructions to ingress and egress.
- K.** The possession or use of alcoholic beverages on school property is prohibited.
- L.** Permit holders shall not use District supplies or materials. Permit holders' supplies and materials may be stored in a District building only with the permission of the building administrator.
- M.** Permit holders may use District equipment only if and to the extent stated in the permit.
- N.** Appropriate shoes must be worn by participants using gymnasium floors.
- O.** A use permit is subject to immediate cancellation if these regulations or any other requirements imposed by the District are not followed, or if there is a violation of law while District facilities are being used.