



TROY SCHOOL DISTRICT

Facility Use Agreement

Policies & Procedures

2026 – 2027

Operations Department

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Email: Facilityuse@troym.k12.mi.us

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Use of School Buildings and Facilities

The Board of Education recognizes that the District's facilities belong to the School community. Therefore, it is the policy of the Board to encourage the mutually beneficial use of these facilities by established local groups and organizations whose purposes and objectives support the school program or contribute positively to the community.

The Board also recognizes that the primary purpose of the District's facilities is to implement the educational programs, including athletic or extra-curricular programs, of the District. The Board further recognizes that there are costs involved in the non-school use of the facilities and that charges should be made so that taxpayer funds are not used in support of non-school activities.

The Superintendent/Designee shall develop a fee schedule and policies and procedures governing the use of the District's building and facilities to protect the regular educational programs, those who use the facilities, and the taxpayers who have assisted in improving the facilities. These policies and procedures shall define those groups permitted to use the District's buildings and facilities as well as the specific limitations and prohibited activities on School District grounds and in School District facilities. No person or organization shall be granted permission to use the District's facilities who has not agreed in writing to be bound by these policies and procedures of the District.

In case of disaster or emergencies in the area of the School District or in nearby areas, the Superintendent may open the District's buildings to assist civil authorities.

Community groups shall be permitted and encouraged to use the School District's buildings and facilities for worthwhile purposes when such use will not interfere with school programs and is not dangerous or detrimental to general welfare. To ensure fair and consistent administration of building and facility use, classifications have been established for User Groups. A fee schedule has been instituted to offset the costs associated with community use of these buildings and facilities while protecting the educational budget. The selection process for approval of building and outdoor athletic field usage is established below, with Internal Groups having priority over all community and Private (External) Organizations.

Long-Term Bond Notice

The School District's long-term bond may impact facility use, as building usage may be limited during construction and renovation projects associated with the bond.

Acknowledgement

By signing this document, you acknowledge that you have read, understand, and agree to the Policies and Procedures of the Troy School District Facilities Use and any fees associated with such use.

This signed form must be on file with the Troy School District before any use approvals will be granted.

Signature _____

Date _____

Printed Name _____

Return this signed form to:

Troy School District – Facility Operations

Email: Facilityuse@troy.k12.mi.us

General Rules

All events and activities, including but not limited to athletic programs, enrichment programs, CARE, employee use, facility use, and events scheduled as part of the School District's calendar, must be scheduled in advance through the District's reservation process. A confirmed application and reservation are required for any use of the District's buildings and facilities.

In order to limit damage to Troy School District property, proper supervision shall be provided by the Applicant.

Applicants using School District buildings and/or facilities shall only have access to the approved room(s) for the approved time(s). If time is exceeded, additional fees for additional hour(s) will be added to the final invoice.

A minimum of one custodian shall be on duty whenever any part of a building is in use. They are custodians of school property and should command the respect of all persons using the buildings.

To protect the community's investment, the District requires that upon completion of any event its buildings, facilities, rooms and spaces must be left in the same configuration as they were prior to such use. Failure to comply with regulations may result in additional fees or disapproval of future use:

- Return furniture to original locations (chairs atop desks if found that way).
- Leave school writing on white/chalkboards undisturbed.
- Erase whiteboards if vacant sections are used.
- Be respectful of a teacher's desk and materials.
- Materials and equipment in the area should be left undamaged.
- Clean up the area after use, including tabletops and floors.
- Close windows and turn off lights upon leaving.
- Place all waste in the proper receptacle.
- School material and classroom supplies are not to be used, moved or removed.

"As Is" Facility Use Policy

- All Troy School District's buildings and facilities are provided on an "as is" basis.
- The District does not guarantee the condition, suitability, or availability of equipment, furnishings, or technology.
- Users accept the buildings and facilities in their present state at the time of use.
- No refunds will be issued for dissatisfaction with facility conditions, unless the event is canceled by the District due to safety or emergency.

Snow Removal and Salting Services

- Billing – Services will be billed on a time and materials basis as determined by the School District's Director of Operations or designee.
- Cancellation Rights – The School District reserves the right to cancel any scheduled activity due to potentially severe winter weather or concerns regarding safety and security.

Additional Rules of the Applicant

- The Applicant receiving the permit for use of the building shall be responsible for all damages or losses of School District property.
- Subleasing or shared use of School District's buildings or facilities is strictly prohibited.
- Appropriate clothing and shoes must be worn at all times.
- Gym shoes must be worn by all persons on the gymnasium floor for any type of play activity.
- School District equipment cannot be used unless special prior arrangements have been made for its use.
- Physical education equipment is not included in the privilege of using a gym.
- All plans for special decorations must be approved before the scheduled activity so that they conform to all fire regulations.
- All Saturday night activities must be finished by 11:00 pm.
- Applicants must receive final approval from the Operations Supervisor's office on the Application for Use of Buildings and/or Properties before the Applicant will be allowed access to a Troy School District building or facility. The Applicant must have the approved facility use permit available upon request.
- Buildings are not to be used for private parties or activities such as birthday parties or wedding receptions.

Applicant Cancellations

- An Applicant may cancel their permit without penalty, provided the notice of cancellation is received in writing at the Facility Operations office a minimum of 48 hours in advance of the activity. All applicable charges will be issued to the Applicant if the 48-hour cancellation requirement is not met.

Artificial Turf Field Use Regulations

- A confirmed application and reservation are required for field use.
- The following items are not permitted on the turf fields: Gatorade, sports drinks, coffee, soft drinks, gum, sunflower seeds, tape on the turf, and all tobacco products. Animals are also not permitted on any of the turf fields.
- For the protection of the playing surface and participant safety, the use of metal cleats on turf fields is strictly prohibited. Players may wear molded cleats, turf shoes, or sneakers instead.
- Any violation of the general rules may result in immediate cancellation of the event by the School District's Athletic Director or Facility Operations Supervisor. In addition, Users will be held

financially responsible for any damage or misuse of outdoor facilities. Charges will be applied as necessary.

- **Any participant or fan not adhering to the general rules will be escorted from the premises.**

Prohibited on School Property

Failure to comply with the following regulations may result in the loss of facility use privileges. All Users of the District's facilities are required to follow all applicable laws, local ordinances, policies and procedures of the School District and the regulations outlined below:

- Any type of open flame (smoking, candles, incense, etc.) or heating units (hot plates, electric pans, etc.) are strictly prohibited by anyone on Troy School District property.
- In no case will alcoholic beverages or illegal drugs be permitted on school property. No person shall be permitted in a building who appears to be under the influence of intoxicants. There is no smoking or use of tobacco products allowed on school property at any time.
- All youth groups granted permission to use buildings must conform to the same building rules that govern all school activities, such as NO OPEN FLAMES, NO DRINKING, etc.
- Firearms, weapons, and guard dogs are prohibited in all school buildings and on all school property unless prior written authorization is obtained from the Superintendent or designee. This prohibition does not apply to government law enforcement officers; however, it does apply to private security personnel.

Denial of Use of School Buildings and Facilities

The District may deny a request to use its buildings and facilities in the following circumstances:

- When the proposed use may be a threat to the public health, safety or general welfare of the School community.
- When applications do not allow sufficient time for processing.
- If the Applicant has previously damaged or vandalized a facility, if invoices were not promptly paid, if deposits are not submitted, or if the composition and purpose of the request is not consistent with the intent of the application, the Troy School District will exercise its right to either temporarily or permanently suspend an Applicant from a building.
- When Applicants make sales at retail or for other entrepreneurial, profit-making ventures. Applicants wishing to conduct such sales must first obtain approval through the District's Enrichment Program before proceeding.
- When the requested activity is in direct conflict with Troy School District activities or events, maintenance programs, construction, break periods, etc.

Liability Procedure

In order to protect the School District's resources, potential facility Users may be required to provide proof of insurance for the proposed activity. The acceptable amount of insurance shall be \$1,000,000.00 per activity and must be evidenced by a Certificate of Insurance, which identifies the coverage and names the School District as an additional insured on such policy(ies) of insurance. Said Certificate of Insurance must be submitted to the District prior to the granting of approval for use. These types of uses will include, but not be limited to, physical activities, etc.

Indemnification and Release

By use of the Troy School District's buildings or facilities and/or by the attendance at any of the facilities owned by the Troy School District, the Applicant agrees to:

Indemnify, defend and hold harmless the School District, its Board of Education and Board Members, in their official and individual capacities, administrators, employees and agents from and against any and all claims, counter-claims, action, losses, suits, debts, demands, judgments, liens, costs and liabilities, including actual attorney's fees and actual expert witness fees, arising out of or in connection with the User's use and occupancy of the School District facility identified in the Facility Use Application regardless of merit including but not limited to injury to persons, including death, or damage to property which may hereafter be asserted by any person, corporation or other entity against the School District. User's actions include, but are not limited to, the acts of User's agents, representatives, employees, licensees, guests, invitees, students and/or from the User's violation of any of the terms contained

herein. User shall release the School District, its Board of Education and Board Members, in their official and individual capacities, administrators, employees and agents from any and all claims, liabilities, actions and causes of action arising from or relating to injuries, damages or losses sustained by the User or User's agents, representatives, employees, licensees, guests, invitees and/or students in, on or about the facilities of the School District or as a result of the use of the facilities.

Application Procedure

1. An approved Application Form is required by all Applicants prior to any use of a School District building or facility. There is a one-time non-refundable \$20.00 application fee charged to all community and Private Organizations to cover administrative and program costs. This fee must accompany the Application Form to be considered for approval.
2. Applications must be filed at least two weeks in advance of an event, through the Troy School District website.
3. Applicants must be at least 21 years of age and assume all responsibility.
4. Any program or organization using District buildings or facilities is prohibited from offering activities that directly compete with programs provided by the District's Enrichment Program. Facility use will be approved only for programs that complement or do not compete with District offerings.
5. Contract options are offered in varying durations to accommodate operational needs and participant commitments. Available agreements may include seasonal contracts, intended for short-term use; annual contracts, which provide a full year of access under defined terms; and long-term contracts, designed to establish multi-year arrangements. The availability of each contract type may be subject to program requirements, facility schedules, and administrative approval.
6. Permission for regular and continued use can be made for multiple dates in one request. Events commencing in the fall should be scheduled by the preceding spring. All annual permits expire on June 30.
7. Reservations are limited between June 1 and September 1 for indoor facilities and natural grass fields due to summer building and field maintenance.
8. The use of school property is subject to cancellation at any time by the Troy School District.
9. Troy School District reserves the right to refuse and/or limit access to its buildings and facilities during Break Periods, Holidays, Friday nights (at Middle and Elementary sites), Sundays and scheduled No School days.
10. Approved permits may be cancelled due to inclement conditions (check the Troy School District website).
11. Additional costs may be incurred by the Applicant if extenuating custodial or grounds services are required, i.e., snow removal, cleanup, etc.
12. All School District swimming pools are not available for rentals.
13. Kitchen use is prohibited. For special requests, contact Facilityuse@troy.k12.mi.us.

Scheduling Procedure

Prior to scheduling, Users will submit a request through the online reservation system (ML Schedules). Applications should take 48 hours to approve.

- Step 1 – Create your ML Schedules account at <https://www.troy.k12.mi.us/departments/building-operations/facility-rentals>
- Reach out to operations with questions regarding the application at Facilityuse@troy.k12.mi.us.
- Once approved, Users will need to make a scheduling request through ML Schedules.
- Indoor fall uses will be open for requests after September 15, prioritizing building usage for District events.
- Approval for outdoor use during the summer will be contingent upon facility and site management capacity, along with the availability of staff.

Questions?

Athletic use: Camille Marbury — cmarbury@troy.k12.mi.us

Non-athletic use: Katie Hancock — khancock@troy.k12.mi.us

User Group Classifications

Facility Use Fees are determined by the classification of the requesting organization. Rates can be found in the Building Rates section.

Classification	Description	Rates
District Internal Use	Internal District staff only	No fees during regular weekday hours
Troy Community Non-Athletics	School-sponsored activities, PTO/PTA, booster clubs, student organizations	No fees during regular weekday hours
Troy Municipality	City of Troy only — e.g., Troy Police, Troy Fire, Troy Parks and Recreation	Based on annual contract
External Non-Athletics	Local non-profits, dance organizations, youth groups, civic and religious organizations, government agencies, businesses, commercial ventures, out-of-district groups	See Building Rates
External Athletics	Any community athletics, e.g., Troy Baseball Boosters, Troy Cowboys	See Building Rates

All labor costs incurred by the School District for additional work beyond normal work shifts will be charged to the Applicant. All classifications are subject to charges from custodial, grounds and theatre services that are provided beyond the department(s) normal work schedule and/or events that interfere with the daily operations of the facility (see labor rates). Additional charges for snow/salting services, material costs and waste disposal will be added to the Use Fee if services and/or supplies are required.

Billing Procedure

1. Facility Use permits shall be approved by the Facility Operations Supervisor or designee. At time of approval, the Applicant will receive an estimated cost for the event including Use Fee and labor costs.
2. A 10% deposit is required for all reservations exceeding \$500.00. Should the event be canceled, the deposit will be fully refunded if the cancellation follows the forty-eight (48) hours' notice the District requires for all cancellations.
3. Upon completion of the activity, timesheets for custodial services and/or technician fees will be collected to prepare a billing invoice. The original invoice for facility use and/or service fees shall be sent to the Applicant and available in ML Schedules.

4. The Facility Operations Department shall send out follow-up notices for all outstanding invoices monthly.
5. A notation shall be made on the follow-up notice as to the date it is mailed. If no funds are received 30 days after the second notice, it will be turned over to a collection agency.
6. Payment for services is expected within 30 days of invoice issuance. The Troy School District reserves the right to refuse the issuing of future permits until payment for past services has been received.

Personnel Fees

In addition to hourly Use Fees, other fees may apply for labor/personnel costs. All applicable fees will be communicated and added to the final invoice.

- Labor cost will be billed to all Applicants for weekends and/or holidays at time-and-a-half for regular overtime and Saturdays and double-time for Sundays and holidays.
- A minimum of one Theatre Technician (level of service and staffing will be determined by the Theatre Manager) must be present during the use of the auditorium.
- Custodial – A minimum of two hours of custodial fees will be charged for facilities used on Saturdays, Sundays and Holidays. Normal custodial charges will start 30 minutes before and end 30 minutes after the scheduled activity. Additional charges will be added if opening or cleaning up extends beyond the 30 minutes before and after the activity. All charges will be billed to the nearest ½ hour.
- Stage Area Only – A special rate of \$180.00 per hour will only be allowed for rehearsals if authorized by the Theatre Manager and/or the Facility Operations Supervisor.

Building Rates

All fees are per hour with a one-hour minimum. A dash (—) indicates the space is not available at that level.

Space	Elementary	Middle	High School
Standard Classroom	\$25.00	\$30.00	\$37.00
Large Group Instruction (Elementary Only)	\$48.00	—	—
Media Center	\$51.00	\$55.00	\$68.00
Cafeteria	\$61.00	\$75.00	\$112.00
Gymnasium	\$60.00	\$81.00	\$106.00
Auxiliary Gymnasium (High Schools Only)	—	—	\$85.00
Sports Deck (Athens Only)	—	—	\$75.00
Music, Band, Green Room or Large Classroom	—	\$53.00	\$53.00
Athens Auditorium	—	—	\$300.00
Troy High Auditorium	—	—	\$300.00

Contract options are available in different durations to suit operational needs and participant commitments. These include seasonal (short-term), annual (one-year), and long-term (multi-year) contracts. Availability depends on program requirements, facility schedules, and administrative approval.

Turf and Non-Turf Use Rates

Contract options are available in different durations to suit operational needs and participant commitments. These include seasonal (short-term), annual (one-year), and long-term (multi-year) contracts. Availability depends on program requirements, facility schedules, and administrative approval.

Turf and non-turf field rates are set by contract and classification. For current turf and field rates, contact the Facility Operations Department at Facilityuse@troy.k12.mi.us or 248-823-4050.

All policies and procedures outlined in this handbook are subject to change at any time, with or without prior notice.