



Thank you for your interest in utilizing the buildings, fields, or other spaces within the Northview Public Schools. The guidelines contained herein, provide information to individuals and groups for the purpose of Northview Public Schools' facility rentals and usage, and are in compliance with the NVPS Board Policy 7510. The procedures and rates located in this document were developed under the guidance of the (MSBO) Michigan School Business Officials Guidance for Cost Recovery for Community Use of Schools.

Northview Public School welcomes the use of the school facilities by the community for purposes directly related to the *education, civic, cultural, recreational and social life of the community*. While our schools are established for the primary purpose of facilitating the instructional program of the District for our students, we recognize that school facilities may encompass District instructional, extracurricular, and school-sponsored programs, and that other usage shall not directly interfere with these District programs.

Permission to use facilities shall be granted at the discretion of the District and will be given with the understanding that the user assumes full financial responsibilities and liability for actions of attendees, care of the equipment and protection of school property. Programs and activities of users must be of a nature suitable for a public school, must be lawful and must conform to all of the policies of the District.

All facility use requests must conform to NVPS Board Policies, including but not limited to: Policies 7510; 9700; 3231; 4231; and 5730. To the extent that any of the following guidelines conflict with Board Policy, Board Policy shall take precedence.

A copy of the Board Policies may be found at: <http://nvps.net/board-of-education/>

**Northview Public Schools
4365 Hunsberger Ave NE
Grand Rapids, MI 49525**

Facility Use Guidelines

Classification of Users

The use of school Facilities for K-12 school instructional and extracurricular programs, meetings of students, teachers, parent-teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests.

Group A (Wildcats) will be given the highest priority and Group D the lowest priority. However, every effort will be made to accommodate all reasonable requests.

Explanation of User Groups

All “groups” will be charged according to the current, established *Facility Use Fee Schedule*. This document can be found on the District website under the Community Tab. Determination of which group the requesting user falls under is outlined below.

- **Group A - Wildcats:**
 - Wildcat Groups include any District or school sponsored event or meeting, sport practice, competition or sports meeting including but not limited to Parent-Teacher Associations, Athletic Boosters, Community Education Sports, events and classes. The *Wildcat category* is also specifically extended to include Special Olympics and local Scout organizations. Special Olympics and local Scout organizations may be charged a rental fee for the use of areas other than cafeterias or classrooms.
- **Group B - Northview Community groups:**
 - 100% of participants utilizing the facility are part of the Northview Community; Residents, Parents of current students, Current students, or Alumni.
 - This applicant will provide the District with a Certificate of Insurance (COI) for his/her group, OR may utilize the “Hold Harmless” clause on the *Facility Use Application* and take on the responsibility to collect Liability waivers from each participant in lieu of providing the COI. All forms must be turned into the District before final approval can be granted.
 - If approval has been granted to Group B it will be under the condition that if a Group A program has an immediate need for the space, the approval will be revoked and reissued for an alternative location, date or time if available.
- **Group C - Northview Partial Community groups & Non-Profit groups**
 - Northview Partial Groups are made up of a mixture of Northview and Non-Northview participants. More than 60% of the participants in the rental must be part of the Northview Community (see above for

qualifications of “Northview Community”). The District may require a list of addresses and phone numbers of all participants to assist in the verification process.

- Community Non-Profit Groups are defined as governmental agencies, church groups or 501c3 organized groups who provide local, civic, educational, athletic, religious or cultural activities and are volunteer based. The District may require proof of non-profit status.
- This applicant will provide the District with a Certificate of Insurance (COI) for his/her group to finalize the approval process.
- If approval has been granted to Group C it will be under the condition that if a Group A program has an immediate need for the space, the approval will be revoked and reissued for an alternative location, date or time if available.

- **Group D - Private Citizen/Commercial Users:**

- Group D includes any individual or group interested in using District Facilities that is not otherwise defined in the above categories. This category includes but is not limited to: private citizens and businesses, private schools, adult athletic clubs or organizations, YMCA, neighborhood associations outside of the Northview District.
- This applicant will provide the District with a Certificate of Insurance (COI) for his/her group to finalize the approval process.
- If approval has been granted to Group D it will be under the condition that if a Group A program has an immediate need for the space, the approval will be revoked and reissued for an alternative location, date or time if available.

Facility Use Application Process

All “groups” start the process of facility rental by first submitting an application for their requested dates and times. Every effort to fulfill a request will be made, to include researching alternative buildings if the requested building is not available.

- Facility use information and forms are available at
 - <https://www.nvps.net/community/facility-rental>
- Facility Use Application must be completed and signed by the person (the applicant) designated as responsible for the event/group while the District's facility or property is being used. This person must be 21 years of age or older. Groups may be asked to submit proof of qualification if deemed necessary.

- All rental fees shall be charged to Groups according to the District *Facility Use Fee Schedule*. Once the request is initially approved by the appropriate facility personnel, the applicant will be invoiced via email for the amount due as well as a request for the Liability Insurance Certificate and/or Liability Waiver Forms from each participant.
- Payment and all supporting documents are due to the appropriate Department 14 days prior to the first reserved date of the event, class, or program, or as soon as the group wishes to finalize their facility approval so that custodial staff can be notified to prepare for the rental. The applicant will receive a “final approval email” which will serve as the user permit and should be kept as proof of rental should a conflict arise the day of the event(s). Please note payment of custodial fees will be added to the invoice for groups larger than 50 or when rental exceeds regular custodial hours.
- Application approval is granted at the discretion of the Department and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment and protection of school property. Applicants will be charged to repair or replace any damage done to equipment or facility while in their use.
- Representatives who have been granted permission to use Facilities shall not re-assign, transfer, trade, or charge a fee to others for use of the school property. All changes need to be made through email with supporting documentation at least 14 days prior to the event and must be approved through the appropriate Department.

Final approval of the application will be made by an authorized representative when all fees, forms and insurance certificates are present at the appropriate department.. Please note that approval may be granted only after school sponsored activities have finalized their schedules.

Liability and Insurance

The users of school equipment and Facilities must accept liability for any damage or loss to such equipment that occurs while it is in their use.

- Non-Affiliated organizations are required to provide a Certificate of Liability Insurance listing Northview Public Schools as an “Additional Insured” on the certificate with the following policy limits:
 - General Liability \$1,000,000 (each occurrence)
 - Property Damage Liability 100,000 (each occurrence)

- Workers Compensation \$500,000 (each accident) for businesses and non-profit 501-c3 organizations who are mandated by state law to carry this.
- Additionally, all applicants are required to submit Hold Harmless Agreements for each participant in their program. This can be found on the District website under Community/Facility Use and will be emailed to the applicant as an attachment to the invoice. In some circumstances the collection of individual Hold Harmless Agreements for each participant may be waived by the appropriate department if a Liability Insurance Certificate is on file with the District for the applicant's group.
- Insurance Certificate and/or Hold Harmless Agreements should be submitted to the appropriate department office at least 14 days prior to the first requested date of the event, class, or program. Failure to present these will void all agreements, forcing all events, classes and/or programs to be cancelled until proof of insurance is provided.
- No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these Facilities.
- Users shall be liable financially for damage to the Facilities or equipment used. All Facilities must be left in the same condition they were in before rental. Where rules specify, no item of equipment may be used except by a qualified operator.
- Users shall be responsible for proper chaperonage of all attendees present at the event. The District has the right to request payment for event personnel to monitor specific areas that may need additional oversight for safety and security purposes.

Payment

- Individual and/or entities responsible for signing the *Facility Use Application* are also responsible for payment of all charges associated with related facility use.
- An invoice will be emailed to the responsible party indicated on the application. Fees should be paid to the appropriate department and are due 14 days prior to the first reserved date of the event, class, or program or as soon as the group wishes to finalize their facility approval. All checks should be made payable to Northview Public Schools and be accompanied by a copy of appropriate documentation. (ie: invoice, application, etc.)

- For extended use agreements with invoices of \$600 or more due, a deposit of ½ of the amount will be accepted 14 days prior to the first rental date with the remaining balance due within 30 days of that date.
- All labor costs incurred by the district for additional work or oversight beyond normal work shifts will be charged to the applicant. Additionally, all groups are subject to charges for custodial and grounds services that are provided beyond the department's normal work schedule and/or events that interfere with the daily operations of the facility. One custodian per 200 participants, 2 per 400 and 3 per 600 participants is required.
- A notification or invoice for any additional fees owed will be emailed to the responsible individual as soon as they become apparent to the District. These charges would be due upon receipt of invoice.

Cancellation

- The use of school Facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent-teacher organizations or other organizations directly affiliated with Northview Public School District will have precedence over all other requests. District functions/events may result and override any previously requested reserved space. Facility scheduling will do everything possible to accommodate groups when this occurs with as much notice as possible.
- If the District is closed due to weather or any other unexpected reason, there will be no facility usage for that day/night. Every effort will be made to reschedule at a mutually agreeable date and time. If this is not possible a full refund will be given for hourly paid use agreements. Any per use-extended reservation rates will not be prorated or refunded.
- Notification of cancellation by the applicant less than 48 hours before the scheduled time of use may result in the forfeit of full rental fee. All cancellations must be in writing.

If you have any questions, you may reach out to Peggy Ruddock, Facilities Assistant, at pruddock@nvps.net or call 616-361-3444. Office hours are school days from 8:00am to 12:00pm.

Facility Rental Approval Checklist

Please familiarize yourself and your participants of the *Northview Public Schools Board Policies* as well as these *Facility Use Guidelines*.

_____ **Facility Use Application** submitted more than 30 days prior to requested dates, with all information fully filled in.

_____ **Invoice emailed** to Applicant requesting payment and Liability Insurance Certificate and/or Hold Harmless Agreement Forms.

_____ **Payment & Liability Insurance Certificate and/or Hold Harmless Agreement Forms** must be received at least 14 days prior to the event start date or as soon as the applicant would like to gain full approval so that custodians can prepare for the event or program.

_____ **Final Approval is emailed** to the Applicant once all documentation and payment has been received and reviewed. This email will serve as the user permit and should be kept as proof of rental should a conflict arise the day of the event(s).

_____ **Any additional custodial or damage charges** incurred during the event (if any) will be invoiced and emailed to the Applicant with balance due upon receipt or within 30 days of invoice date.