Facility Use Reference Guide

Ann Arbor Public Schools

ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.

Community Education & Recreation

REC & ED

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Use of School District Facilities

It is the mission of the Board of Education to make school facilities available to the community. We welcome the use of our buildings by school groups, community groups, and private organizations. Facilitating community access to schools is an important goal of the Community Education and Recreation office.

Groups may request after-school and evening weekday use as well as weekend use in elementary and middle schools. Custodial and other fees may apply, depending on the group and activity. AAPS will approve groups' use of building spaces at its own discretion.

Facility Use Requests

- All facility use requests must be submitted online through our Google Form.
- For detailed instructions, visit the Rec & Ed Website.
  - Under **About**, select **Reserve Facilities**.

- If you are interested in using one of the elementary or middle school facilities outside of normal school hours, please do the following:

  - Read through the **rental regulations** for facility use.
  - Review the rental fees for elementary and middle school facilities **here**.
  - Complete the facility use request form
    - Submit it at least 7 business days prior to your preferred start date. We cannot process same day requests.

- Your request will be reviewed and you will be given an update **within 7 business days.** Final determinations may take longer, depending on the school schedule.

Regulations Regarding Approved Uses of AAPS Facilities

A. The Board of Education or its representatives will have free access to all rooms at all times.

B. The Board of Education reserves the first claim to the use of its own property. Cancellations may be ordered by school authorities with appropriate notice (a minimum of two (2) weeks is recommended). All permits are granted with this understanding. Whenever possible, alternative locations will be identified before cancellations are implemented.

C. All student projects and all student equipment will remain undisturbed.

D. Use of the kitchen is not permitted.

E. Any advertisement for an event in the schools must clearly and prominently state the sponsor of the event and specify that the event is not school sponsored.

F. No activity shall be permitted in which open flames are used (e.g. candles, barbecue grills).

G. Putting up decorations or scenery or moving of any furniture is prohibited unless special permission is granted. Fire and safety regulations will be followed.

H. Under no circumstances will scenery or other property be stored in buildings except on a temporary basis and with the permission of the principal or administrator of the building involved.

Regulations Regarding Approved Uses of AAPS Facilities Continued

I. All electrical equipment and arrangements will be under the control of the school administrator or designee in each respective building.

J. Smoking is prohibited in public school buildings and on school grounds.

K. No alcoholic liquors or beverages will be brought to or consumed in the building or on the grounds.

L. Organizations and residents using the facilities will be responsible for loss or damage to school property or equipment, including that belonging to students or school employees.

M. Reassignment or sublet to any organization or residents by the group or organization who has secured use of the school property is prohibited and may result in cancellation of the contract.

N. Borrowing or rental of school equipment is not permitted.

O. Arrangements for additional furniture or special equipment are the responsibility of the scheduling organization or residents.

P. All non-school related organizations and residents must provide a certificate of insurance naming the school district as an insured party with general liability coverage equal to $1,000,000. This requirement may be waived for informal organizations and residents where the stated purpose of the use is of minimal risk, as determined by the Community Education department/Building Administrator.

Regulations Regarding Approved Uses of AAPS Facilities Continued

Q. The billing form must be fully executed, and fees must be paid, in accordance with these rules and regulations, before the scheduled use of facilities. Checks should be made payable to the Ann Arbor Public Schools and submitted to the Community Education office. The payment and lease forms must be received no later than two (2) weeks prior to the desired date of usage so that final approval can be granted. Organizations and residents using facilities who are not being charged a fee must also submit rental forms no later than two (2) weeks before use to obtain authorization. Long term rentals may be invoiced semi-annually.

R. Cancellation by organizations and residents must be made in writing no less than two (2) business days in advance of scheduled building use. Any organizations and residents not providing such advance notice will be held responsible for all charges. Notifications of cancellation will be made to the Community Education department/Building Administrator in writing.

S. Please be aware that many of our schools serve students with severe food allergies. Exposure to certain foods could be life threatening to someone who regularly uses that building. We require all building users to honor the posted prohibitions against certain foods. User groups have an obligation to notify their constituents and participants of prohibited foods. At no time should food be consumed outside of the cafeteria.

Additional Facility Usage Information

1. **General Facility Use Requirements**
    - All use of AAPS facilities must be approved in advance through Rec & Ed. Permits are specific to the organization, date, time, location, and spaces requested. **Groups may not use AAPS facilities without an approved permit.**
    - Groups may only use facilities during the date and time listed on their permit. Setup, activities, and cleanup must be completed by the approved end time. Requests to modify or extend rental times must be approved by Rec & Ed in advance. **Overnight use is not permitted on school grounds.**
    - Groups may only use the spaces specifically approved on their permit. Do not enter or use additional classrooms, offices, storage areas, kitchens, equipment, or district supplies or materials. Requests for additional space or equipment must be approved by Rec & Ed in advance.
2. **Payments & Fees**
    - Rental charges are billed when the permit is created and are due by the rental start date.
    - The requestor/renter is responsible for all fees associated with their rental.
    - Groups staying beyond their permitted time may be subject to additional fees.
    - Unpaid balances 14 or more days past due may affect future facility use requests.
3. **Cancellations**
    - Cancellations by renters must be submitted in writing no less than two (2) business days before the scheduled building use.
    - The district may cancel a permit when necessary. Whenever possible, alternative locations will be identified based on availability.
    - **Buildings are unavailable when schools are closed due to inclement weather or other scheduled or unexpected closures.**
    - Indoor facility rentals are not available during the summer due to construction and cleaning projects.
4. **Insurance**
    - Non-school related organizations and residents must provide a certificate of insurance (COI) naming Ann Arbor Public Schools as an insured party with general liability coverage equal to $1,000,000.

Additional Facility Usage Information

5. **Arrival & Building Access**
    - A custodian will let you into the building at your scheduled start time through the main entrance or Door #1.
    - If a custodian has not arrived within five (5) minutes of your start time, contact the custodial manager using the information provided with your permit approval.
6. **Custodial Staff**
    - A custodian will be on site during scheduled rental hours.
    - Custodians are responsible for building access, unlocking approved spaces, cleaning after rentals, and securing the building.
    - **Custodians are not responsible for supervising rental groups.**
7. **Safety Regulations**
    - **Doors & Building Access**
        - The building will remain locked in accordance with district protocol. Please make arrangements for someone from your group to let in any late arrivals.
        - **Do not prop exterior doors open or allow unauthorized individuals into the building.**
        - Emergency exits are for emergency use only.
    - **Food, Drinks & Kitchen Use**
        - Food and drinks are permitted only in designated areas. Water is permitted in gyms.
        - Kitchen facilities and equipment are not available for renter use.
    - **Fire Safety & Capacity**
        - Do not block fire extinguishers, fire alarms, sprinkler systems, or exits.
        - Open flames and other fire hazards are prohibited.
        - Groups must remain within posted occupancy limits.
    - **Emergencies**
        - Call 911 for emergencies and then notify the appropriate AAPS/Rec & Ed contact.
        - Report damage or other emergencies to Rec & Ed as soon as possible.
    - **Supervision**
        - Groups are responsible for supervising their participants at all times.
        - Children and minors may not be left unattended.

Additional Facility Usage Information

8. **Use of Space & Facility Etiquette**
    - **District Supplies:** Do not use, remove, or relocate district supplies.
    - **Furniture:** Return all furniture to its original position before leaving.
    - **Whiteboards:** Do not erase existing writing or materials on whiteboards.
    - **Windows:** Windows may be opened during your rental for airflow; however, they must be closed and secure before leaving.
    - **Damaged Items:** Report damage or other issues to Rec & Ed as soon as possible.
    - **Clean-Up:** Leave the space as you found it. Remove all trash, food, and personal belongings before leaving.

Thank you for helping us maintain our facilities and ensure that they remain available for all AAPS students, staff, and community members!

9. **Enforcement of Rules & Right to Cancel or Revise Reservations**
    - Responsibility for following and enforcing these rules and regulations rests with the user group.
    - Infractions of rules and regulations may result in the denial of future requests to use AAPS facilities.
    - The School District reserves the right to deny any group the use of school facilities, revise fee rates without notice, and cancel or revise facility use provisions at its discretion.

Use of Gymnasiums

- Gym rental groups must abide by all school district rules and regulations, including no animals in the building and no alcoholic beverages or tobacco products on school property.
- Adult-only rental groups may not bring children to the facility.
- Renters must provide their own equipment.
- Renters agree to be respectful of district property. Dunking or attempting to dunk on basketball hoops and bouncing balls in hallways are prohibited. Unauthorized use of school equipment is not permitted.
- Any damage to school property may result in additional charges to the rental group and/or loss of future rental privileges.
- Renters must remove all equipment and personal belongings at the end of the rental period and properly dispose of all trash.
- No make-ups or refunds will be provided for canceled rental hours due to unanticipated school functions or inclement weather/emergency situations.
- **Food, gum, and beverages other than water are prohibited in school gyms.** Water is permitted, but all bottles and other trash must be removed or properly disposed of at the conclusion of the rental.
- Only indoor-use balls are permitted. **Baseballs, softballs, and other outdoor-use balls are prohibited.**
- Climbing on or playing on bleachers is prohibited.
- Duct tape, markers, and other materials that may damage gym floors or walls are prohibited. Approved floor-marking tape may be used and must be completely removed at the conclusion of each rental period.

Use of Middle School Auditoriums

- There are three middle school auditoriums and two cafetoriums available for rental.
- Rentals of auditoriums/cafetoriums include **use of the space and stage lighting only.**
- Audio/visual or technical support is not currently provided. **Rental groups are responsible for providing their own audio/visual equipment and technical support.**
- Some events may require an auditorium manager to be on site. Additional charges may apply and will be billed through the respective middle school.
- Any damage to school property may result in additional charges to the rental group and/or loss of future rental privileges.

ANN ARBOR PUBLIC SCHOOLS FACILITY USE RATES

ELEMENTARY SCHOOL BUILDINGS

Building	Venue	Rental Fee
All Elementary Schools	Gymnasium	$23/hr
All Elementary Schools	Auditorium/Multi-purpose Room Meeting use only (No kitchen use)	$34.50/hr
All Elementary Schools	Art Room, Media Center, Music Room	$28.75/hr
All Elementary Schools	Classroom	$17.25/hr

****Other charges may apply, such as custodial charges, utility fees, etc.****

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ANN ARBOR PUBLIC SCHOOLS FACILITY USE RATES

MIDDLE SCHOOL BUILDINGS

Building	Venue	Rental Fee
Forsythe	Auditorium	$143.75/hr
Slauson & Tappan	Auditorium	$86.25/hr
All Middle Schools, AA Open & A2Steam	Gymnasium	$46/hr
Forsythe, Slauson & Tappan	Cafeteria Meeting use only (No kitchen use)	$46/hr
Clague & Scarlett	Multi-Purpose Room Meeting use only (No kitchen use)	$46/hr
Slauson & Tappan	Rec Room	$46/hr
Clague & Scarlett	Auxiliary Gym	$28.75/hr
All Middle Schools	Library/Media Center	$28.75/hr
All Middle Schools	Classroom	$17.25/hr

****Other charges may apply, such as custodial charges, utility fees, etc.****

Contact Information

Email:

facilityuse@a2schools.org

Phone:

734-994-2300 x 53244

Rec & Ed Office:

1515 S 7th Street

Ann Arbor, MI 48103

Facility Rentals Website:

Reserve Facilities