

# REGULATION

## CLINTON TOWNSHIP BOARD OF EDUCATION

PROPERTY  
7510R page 1 of 7

### USE OF SCHOOL FACILITIES

#### Classification of Users

Organizations and individuals using school facilities are classified as Class I, II, or III users as follows:

- A. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee, but a charge for custodial and service costs for extended hours beyond normal operating hours may apply. Examples of Class I users include the following organizations and individuals:
1. All student activities approved by the Superintendent or Board and scheduled by the Building Principal;
  2. All approved school district activities;
  3. Clinton Township PTA;
  4. Clinton Township Foundation for Educational Excellence;
  5. Other school-connected user authorized by the Superintendent, Board or the Designee of the Board.
- B. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee, but will be charged custodial and service costs when going beyond the approved normal operating hours. Examples of Class II users include the following organizations and individuals:
1. Clinton Township Education Association;
  2. Clinton Township Senior Citizen Group;
  3. Other community groups authorized by the Board or the Designee of the Board.
- C. Class III users include any organizations or individual not listed above. Approved Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. These organizations will be approved on an individual basis.

### Application Procedures

- A. Application must be made in writing and on the form supplied by the school district. The form is available on the district website;
- B. The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent or Designee. The Superintendent, Designee or Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.
- C. The application must be signed by an adult representative of the requesting organization, who will be considered by the Superintendent, Designee or Board to be the agent of the organization;
- D. The application must include all details of the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested;
- E. The application must include all the equipment that the applicant wishes to include in the use, pursuant to Board policy 7520 Equipment.

### Approval

- F. The Designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, if the facility has not been scheduled:
  - 1. For use in the instructional or extracurricular program;
  - 2. For maintenance, repair, or capital improvement; or
  - 3. For use by another organization.
- G. Use of the facility will be granted in the order in which the applications are received; however, school activities shall have priority. No permission for the use of school facility will be granted to any outside group until such time as the annual school activity calendar has been established and approved. If the facility is not available for use, the Designee will inform the representative of the organization and may suggest alternative dates, times, or facilities;
- H. If the facility is available for use and the applicant meets the standards set by Board policy and these regulations, the Designee will note his/her approval on the application form;

- I. Standards for approval include the following limitations on use:
1. School facilities are available for use after the school day ends. The auditorium will only be granted until 9:00 p.m.; all other areas may be reserved until 9:30 p.m. School facilities are not available for use during the school day;
  2. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes;
  3. The use of school facilities will not be granted for the advantage of any partisan political activity, or any purpose that is prohibited by law.
- J. The Designee will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility;
- K. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first;
- L. An email response of an approval of use will be sent to the representative who signed the application form, along with a breakdown of fees, if necessary;
- M. The application form may include additional rules governing the use of school facilities, and the representative's signature on the application will signify notice of any such rules and the organization's agreement to be bound by those rules;
- N. The Superintendent, Designee or the Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization;
- O. Permission to use school facilities is not transferable;
- P. The organization representative must inform the Designee of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Designee of a canceled use at least five (5) working days in advance of the scheduled time of the use may result in imposition of service charges;
- Q. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency;
- R. Authorization for use of school facilities shall not be considered an endorsement of, or approval of, the activity, person, group or organization nor the purpose they represent.

### Insurance and Indemnification

- A. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use;
- B. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted;
- C. The user shall supply a copy of a Certificate of Liability Insurance form, which names the Clinton Township Board of Education as an additional insured to the policy with the permit application. Minimum acceptable liability coverage is \$1,000,000.

### Rules for the Use of School Facilities

- A. Users of school facilities will be bound by the law:
  - 1. Users will be bound by law;
  - 2. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies;
  - 3. The use must not exceed the established capacity of the facility used;
  - 4. The use must not involve illegal gambling or games of chance;
  - 5. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Board policies;
  - 6. Smoking is prohibited in accordance with law and Board policy 7434 Smoking on School Grounds;
  - 7. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
- B. Users of school facilities will respect Board property:
  - 1. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition that it was found in. Cleanup of trash and debris is the responsibility of the user;
  - 2. School equipment/furniture shall not be moved without authorization from the appropriate school personnel.
  - 3. The user must request and receive permission of the Designee to bring and use equipment, decorations, or materials to the school facility. No equipment,

- decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds. Because of the potential for hazard, no object that is powered by fuel or battery shall be brought onto the school grounds for any purpose that is primarily recreational without the express permission of the building Principal or his or her designee. The Board of Education assumes no liability for security or damage to equipment brought into the school;
4. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use, must be promptly removed by the user unless prior permission was granted by the Designee or School Business Administrator. Any such materials left on school premises beyond the time period approved in the application will be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities;
  5. The user must request the Designee's permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user in its original condition;
  6. Users of the gymnasium must ensure that all participants wear soft-soled footwear to prevent damage to floors;
  7. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed;
  8. Lighting, sound and visual aid equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district;
  9. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval of the building Principal or his or her designee;
  10. No school keys shall be issued to a user;
  11. No animal shall be allowed on school premises without prior approval;
  12. The building Principal or his or her designee shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected;
  13. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, computers, and office equipment without prior approval;
  14. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

C. Uses must be properly supervised:

1. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is

needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district;

2. The use of certain school facilities, (such as the auditorium, stage, lighting and sound Board, and the kitchen) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district;
3. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity;
4. The user must, in consultation with the building Principal or his or her designee, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal or his or her designee, the Principal or his or her designee may recommend that permission to use the facility be withdrawn;
5. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

#### Fee Schedule

- A. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees may be billed.
- B. Class II users will not be charged a facility fee, but will be charged:
  1. For the specific services of school employees (custodial etc.) if any; and
  2. For service costs of the use as follows when beyond normal operating hours:
    - a. Custodial costs: Weekday - \$25 p/h  
Saturdays/Sundays/holidays – \$50 p/h
    - b. Equipment costs: \$100 a day (up to 6 hrs.) for usage of theatre lighting and sound equipment
- C. Class III users will be charged the costs charged Class II users and the following facility fee for each six hours of use:

<u>Facility</u>	<u>Fee</u>
School auditorium	\$500
School gymnasium	\$150
School cafeteria	\$150
School classroom	\$20

School athletic field	\$50
Kitchen	\$100*

\*Kitchen use also requires the presence of a food service management and company employee at an additional cost to the user.

- D. An itemized bill will be sent to the representative of the applicant organization after usage, once hours of use and custodial time have been determined. Payment of fees due may be requested in advance of the use and is payable immediately.

Adopted:	June 26, 2010
Revised:	May 9, 2016
Readopted:	10/23/17