# FACILITY USE

**The following regulation governs the use and rental of school facilities, outdoor grounds and stadiums, and was developed in order to: protect the regular instructional program, those who use the facilities, and the taxpayer that has provided the facilities.**

## I. GENERAL REGULATIONS

**The use of buildings will be approved only when an employee authorized by the school district staffs the building, an administrator is present, or permission was given by the Director of Facility Operations.**

**A facility\field reservation must be completed and approved for each event scheduled on all non-school days, or for after-school activities. This includes all athletic activities, enrichment programs, child care, employee use, rentals and events scheduled as part of the district or building calendar.**

**The district has the right to deny or withdraw facility use privileges at any time. The responsibilities of users will be as follows:**

**A. Noncompliance with Facility Use Regulations may cause loss of facility use privileges. All users of the school district's facilities agree to comply with all applicable laws and local ordinances as well as the following regulations:**

1. **No alcoholic beverages or drugs are permitted in or around any school building or on any school district property.**

2. **Smoking is not allowed in school building(s) or on school property at any time.**

3. **Guns, weapons or guard dogs are not allowed in any school building or on any school property without prior written permission from the Superintendent/designee. (Governmental law enforcement officers are exempt, private security guards are not exempt.)**

4. Fire doors may not be blocked, and no one may tamper with any fire protection apparatus.

B. To protect the community's investment, the District requires the following:

1. Return furniture to original locations (chairs atop desks if found that way),
2. Leave school writing on white/chalkboards undisturbed,
3. Erase whiteboards if vacant sections are used,
4. Be respectful of a teacher's desk and materials,
5. Materials and equipment in the area should be left undamaged,
6. Clean up the area after use, including table tops and floors,
7. Close windows and turn off lights upon leaving,
8. Place all waste in the proper receptacle.

C. If damage occurs, or equipment does not operate properly, it must be reported promptly to the custodian on duty. Users are held responsible for damages.

D. The user is not to enter any area other than those identified in the contract.

E. All individuals, groups, staff, professional organizations authorized to use school facilities for activities which are school related, shall be responsible for providing adequate supervision, and for complying with all of the District's rules and regulations.

F. While residents, staff members and community groups shall be encouraged to use district facilities, no person may enter or remain in any school building or site except when engaged in an approved or scheduled activity, or when attendance as a regularly enrolled student or staff member of the district. Further, no individual shall willfully or maliciously make or cause any noise or disturbance, or diversion in or near the facility.

G. All activity must be confined to the room/area assigned.

H. The user is not to use or operate any school equipment other than that specified in the contract.

I. Groups are responsible for providing all supplies and materials necessary.

J. In case of medical or other emergency situations, please notify the custodian on duty who will take a report of the incident.

K. Generally, reservations will be accepted until 10 p.m.

L. Rental fees and personnel fees are charged to all users at the established rates for the given year. Rental fees are usually a per hour fee based on total time of the reservation. A minimum one hour rental is required for room or field rental. In addition, a two hour minimum personnel fee is charged per staff member assigned when any facility is used after normal business hours, Saturdays, Sundays, holidays, or when school is not in regular session. Rates are subject to change without notice.

M. Upon approval, a confirmation/estimate is sent to each user, via e-mail.

II. Activities Prohibited

A. Promotion of activities subversive to the laws of the United States or any subdivision therefore, or to overthrow the government of the United States, or supporting doctrines of violence, hatred, or discrimination are prohibited.

B. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the staff, participants, buildings, grounds or equipment is prohibited.

C. Commercial advertising is prohibited.

D. Sub-leasing or shared use is prohibited.

E. All users must agree to indemnify and hold harmless the school district and its agents and employees from and against all claims, damages, losses and expenses including attorney fees arising out of or resulting from such organization's use of the school facility.

F. Notification of cancellation must be submitted to the Facility Scheduler at least forty-eight (48) hours before the scheduled time of use, or the full rental fee and personnel fees are charged.

III. CLASSIFICATION OF USERS

A. Class I – General Users

Individuals/groups and organizations who are not discounted or exempt are considered general use and are required to pay all fees listed on Appendix A.

B. Class II – Discounted Organizations (discount pricing does not apply to auditoriums, pools or artificial turf fields).

1. Scouting organizations (regardless of sponsorship) are eligible for a 50% discount rate (applicable to Schedule A only). This discount does not apply to pool, stadium or auditorium rates. All other rental rates are as posted in other schedules and all personnel fees are applicable as stated.

2. Non-profit, Rochester community based organizations & other charitable organizations are eligible for a 20% discount rate (applicable to Schedule A only). This discount does not apply to pool, stadium, or auditorium rates. The organization must qualify as a non-profit organization according to the Internal Revenue Service regulations and must submit a copy of its 501(c) 3 IRS letter with the reservation request.

3. Not for profit Rochester Community School employees who wish to use the school facilities for personal use (excluding organized sporting groups) are eligible for a 50% discount rate (applicable to Schedule A only). Personnel fees for after hours, weekends, or holiday use are applicable. (Note, activities must not compete with any enrichment program).

4. Negotiated Contracts – rates will be applied as specified in the lease agreement.

5. Municipal/Government Agencies/Organizations and/or political figures who wish to use school facilities are eligible for a 50% discount rate (applicable to Schedule A only). Personnel fees for after hours, weekends, or holiday use are applicable. The request must include the dates/hours requested/ the equipment needed, a description and purpose of the event and the expected number of attendees. The Assistant Superintendent for Business and/or the Director of Facility Operations may grant waivers to local/state/federal officials when an in-kind service is provided or the use is in line with the instructional needs of the District.

C. Class III – Payment-Exempt Users

The following individuals or groups within the Rochester Community School District may use the school facilities for District-related activities with approval, and are exempt from fees for rent and equipment. Users are responsible for personnel fees for after hours, weekends or holiday use. Qualifying groups encompass members of our student body and staff, sponsors, classes, athletics, teachers, clubs, etc., including the following:

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| RCS Enrichment | Children's Programs |
| RCS Foundation | Adult Education |
| RCS Employee Associations* | Parent Teacher Organizations |
| School Committees | Voting Precincts |

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|---|---|
| **School Booster Clubs**<br>**Contracted Services**<br>**RCS Athletics** | **RCS Staff (for professional purposes related to the instructional needs of students)** |

*For bargaining sessions, meeting with employees to discuss work related items & those directly related to RCS contractual issues.

**D. CLASS IV – Commercial Film Companies**

**Companies should apply to the Director of Facility Operations. The application should be made by letter and include the dates and hours requested, the facilities and equipment needed and a brief description of the content to be filmed. Commercial film companies may incur additional costs above and beyond standard facility rental charges for ID cards, security personnel, event management, and miscellaneous supplies. Depending on the scope and degree of use, film/production companies may also be asked to make a contribution to the district through the Rochester Community Schools Foundation.**

**Negotiated Contract rates will apply as specified in the lease agreement. (Long term lease agreements will be negotiated with the Assistant Superintendent for Business and/or Director of Facility Operations).**

**IV. Scheduling Procedures**

**A. Except for pools and natural grass fields, all outside customers need to make a request through the Facility Scheduling system either online www.rochester.k12.mi.us or by phone (248) 726-3000 or in person at Rochester Community Schools Administration Center (501 W. University Dr.). This will be done so requests are consistent with the Master Schedule and the Facility Operations Department is responsible for overseeing the scheduling of facilities.**

B. Prior to scheduling any facility, any individual, including district employees who wish to utilize District Facilities for activities that charge a fee, either for participation or for admittance, must check with the District Enrichment Department to make sure the activity is not a competing program. Unless special approval is received from the Director of Facility Operations, programs may not compete with District Enrichment programs.

C. The priority for scheduling facility use will be as follows:

1. Long term contracts
2. District wide programs
3. School Instructional programs
4. District Athletic Programs
5. Enrichment Programs
6. RARA (Rochester Area Recreational Authority)
7. Requests from the public

D. Obtaining Use of Outdoor Sites

1. Natural Grass Fields:
For "field" requests at any site (including baseball, soccer, football, etc.) customers must contact the RARA Director at (248) 656 8308. RARA will input all requests into the facility scheduling system.

2. Artificial Turf Fields:
For artificial turf field requests, call (248) 726-3000 or online at www.rochester.k12.mi.us. Unless otherwise agreed upon, stadium price includes use of the stadium restrooms and the following equipment: 2NHFS sized goals, 4 corner flags, end zone pylons, down box, chains, lacrosse goals and benches. Once a reservation request has been received, the athletic director reviews the request for approval. After approval, a confirmation/estimate of all associated fees will be provided via email.

Concession Service - Available upon request. If a customer requests to have the concession stand open, Booster Club personnel will be assigned, if available. All proceeds from sales will be given back to said booster club. If the customer chooses not to use concession service they will be allowed to set up a tent/table to sell their own goods. The concession stand is not available for public rental.

3. Parking Lots:
Call (248) 726-3000 or online at www.rochester.k12.mi.us.

E. Obtaining Indoor Spaces

1. Auditoriums, Gyms, Classrooms, Cafeterias, and other ancillary rooms, call (248) 726-3000 or online at www.rochester.k12.mi.us.

2. Pools, call District Enrichment Department at (248) 726-3165.

V. Payment

A. The applicant is responsible for payment of all charges associated with the group's use of facilities/sites. Customers receive a reservation confirmation which includes an estimate of charges. Checks are to be made payable to Rochester Community Schools.

B. Customers are billed at the conclusion of the event or quarterly if the reservation is a year-long recurring event. Payment of pool rental and personnel estimates is due one week prior to the event date.

C. A 10% deposit is required for all reservations exceeding $500.00, due 48 hours prior to the scheduled event.

D. Any other special payment considerations must be submitted and approved by the Director of Facility Operations.

E. Non-payment of fees within thirty (30) calendar days after invoice will result in the loss of facility use privileges.

F. Payments outstanding at the close of the school year are subject to referral to a collection agency.

VI. Inclement Weather Emergencies - If schools are closed due to bad weather, all scheduled building activities and outdoor facility use are cancelled. Listen to the following radio stations for school closings: WJR (760 AM), WWJ (950 AM), other broadcast services, and check the district website at www.rochester.k12.mi.us.

VII. Fees - In addition to the hourly rental rates, some areas and events will have personnel costs associated with the facility use. As such, the following will apply:

A. Stadium Personnel Fees - An Event Manager must be present during stadium events, unless otherwise agreed upon. The personnel fees are in addition to the stadium rental fee. Additional personnel fees may be assessed for custodians, maintenance personnel, or others, where applicable. All personnel fees are a minimum two (2) hours per staff member. Refer to Schedules B and P for current pricing.

B. Auditorium Rental Fees - Auditorium pricing is for basic use of the space and general room lighting and includes a podium with one microphone (groups such as seminars, group speakers, school assemblies, etc.). Commercial or production activities requiring the use of additional audio, video or lighting systems are assessed additional fees. Once a reservation request has been received, the Auditorium Facilitator reviews the request and provides a confirmation/estimate of all associated fees via email. Refer to Schedule A for current pricing.

C. Auditorium Personnel – Fees will be assessed for a Theater Manager and/or other assigned theater personnel. Additional personnel fees may be assessed for custodians, maintenance, parking lot maintenance (i.e. snow plowing), or other

personnel, where applicable. All personnel fees are a minimum 2 hours per staff member.

Refer to Schedules A, D, and P for current pricing.

D. Pool/Natatorium Rental Fees - Once a reservation confirmation has been pre-approved by the Enrichment Supervisor, the Enrichment Supervisor will provide an estimate of all fees including: facility rent, equipment, and personnel (pool supervisor, lifeguard, custodial personnel, etc.). All pool use requires the use of a RCS certified supervisor. All estimates must be paid in full before use.

Refer to Schedule A for current pricing.

E. Equipment Rental Fees

Refer to Schedule C for current pricing.

F. Other Personnel Fees

Personnel fees (refer to Schedule P for fees) are assessed with a two-hour minimum per staff member assigned based on required use and or day/time of week (including Saturday, Sunday, Holidays, after-hours or when school is not in session) for the following personnel:

1. Custodians – personnel fees are charged to the user when activity occurs during times when a regular custodian is not normally assigned. Fees are assessed beginning 30 minutes before the scheduled activity, and end at the conclusion of clean up and securing of the building.

2. Maintenance and/or Grounds – personnel fees are charged to the user when additional services are necessary (i.e. other than normal snow plowing of the parking lot if required, extra field lining, etc.). Also, fees will be assessed for the preparation of all field lining

requests. Fees may also apply when the transfer of equipment from one building to another is requested.

3. Media & Technology/Equipment Operators – personnel fees are assessed when special technology services or equipment is used. Staff is assigned based on availability. Fees will be pre-determined based on Schedule P.

4. Kitchen Supervisor – personnel fees are assessed when kitchen use is requested. All kitchen use will require supervision by a member of the Cafeteria Staff.

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