



ROCHESTER
COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE

POLICY FOR USE OF SCHOOL FACILITIES

The Board of Education recognizes that district facilities belong to the school community. Therefore, it is the policy of the Board to encourage the use of the facilities by established local groups and organizations whose purpose and objectives contribute to the school program or to the community.

The Board also recognizes that the primary purpose of the district's facilities is to implement the instructional program of the District. The Board further recognizes that there are costs involved in non-school use of 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 regulations governing the use and rental of district facilities to protect the regular instructional program, those who use the facilities, and the taxpayers who have provided the facilities. These regulations shall define those groups permitted to use district facilities as well as the specific limitations and prohibited activities in school facilities. No person or organization shall be granted permission to use district facilities who has not agreed in writing to be bound by the regulations of the District.

In case of disaster or emergencies in the area of this School District or in nearby areas, the Superintendent may open district facilities and sites to assist civil authorities in the relief of human misery and the saving of life.

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.

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.

Requests for reservations must be made 2 weeks in advance.

Building access is not included with any field reservations.

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 and use of tobacco of any kind is strictly prohibited in school buildings or on school property at all times.**
 - 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.
 9. Park in designated school parking lots only. Please don't park on the grass or in neighborhoods.
- 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 for their reservation. This includes but is not limited to: volleyballs, basketballs, tennis equipment, baseball bases, art supplies, technology equipment, projectors, screens, copy machines, etc.
- J. In case of medical or other emergency situations, please notify

the custodian on duty who will take a report of the incident.

GCA
Deana Davis
248-404-0673

Hi-Tec
Ken Kintner
248-606-8454

Adams High School
Baldwin Elementary
Brewster Elementary
Brooklands Elementary
Delta Kelly Elementary
Hart Middle School
Hugger Elementary
Elementary
Musson Elementary
Stoney Creek High School
Van Hoosen Middle School

Administration Center
Alternative Center (ACE)
Hamlin Elementary
Hampton Elementary
Long Meadow Elementary
McGregor Elementary
Meadow Brook

North Hill Elementary
Reuther Middle School
Rochester High School
West Middle School
Facilities/Grounds

If you can't reach the respective custodian on duty the security phone number is 248-789-2188.

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

PERSONNEL SERVICES

- a. 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.**
- b. Upon approval, a confirmation/estimate is sent to each user, via e-mail.**
- c. Personnel fees maybe applied for clean-up services. This includes and is not limited to: clean-up at natural grass fields, stadiums and classrooms.**

1. Payments and Cancellations

- a. **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.**
- b. **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.**

2. 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. **Individuals looking to take photos and/or videos on site must be approved by the Director of Community Relations. See additional notes in for Commercial Companies in the Commercial Film Companies section CLASS IV (PAGE 11).**

5. Liability Protection

- a. **In order to protect district 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 holds the District, its employees, contracted services, and its agents "harmless" from and against all claims arising from the scope of the use of the facility or property. 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.

6. Scheduling Procedures

- a. Except for pools, natural grass fields, and artificial turf 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. Parking Lots:
Call (248) 726-3000 or online at www.rochester.k12.mi.us.
- d. 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

e. Obtaining Use of Outdoor Sites:

8. Natural Grass Fields:

For “field” requests at any site (including baseball, soccer, football, etc.) customers must contact the Rochester Avon Recreational Authority (RARA) at (248) 656-2438 x 108 or ems@rararecreation.org. RARA will input all requests into the facility scheduling system.

9. Artificial Turf Fields:

For artificial turf field requests, contact RARA at (248) 656-2438 x 108 or ems@rararecreation.org. Unless otherwise agreed upon, stadium price includes use of the stadium restrooms and the following equipment: 2NHFS sized goals, and team 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.

- 10. 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.

f. Obtaining Indoor Spaces (Spaces are limited):

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

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

Invoicing and 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. Should the event be canceled the deposit will be fully refunded only if the cancellation follows the forty-eight (48) hours' notice the District requires for all cancellations.**
- 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.**

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 - 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:

i. **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.

ii. **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.

iii. **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.

CLASSIFICATION OF USERS

Class I – General Users

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

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.**

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:

RCS Enrichment	Children's Programs
RCS Foundation	Adult Education
RCS Employee Associations*	Parent Teacher Organizations School
Committees	Voting Precincts
School Booster Clubs	RCS Staff (for professional Contracted
Services	purposes related to the
RCS Athletics	instructional needs of students)

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

CLASS IV – Commercial Film Companies

Companies should apply to the Director of Community Relations. 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).



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FEE TABLES:

SCHEDULE A - 2018-2019				
INDOOR ROOM FEES (ALL Fees – per Hour w/ One hour minimum)	OTHER BLDG/LOC	ELEM.	MIDDLE SCHOOL	HIGH SCHOOL
Classrooms	-	\$ 25.00	\$ 25.00	\$ 25.00
Gym	-	\$ 55.00	\$ 75.00	\$ 80.00
Auxiliary Gym	-	-	\$ 60.00	\$ 65.00
Cafeteria	-	\$ 50.00	\$ 65.00	\$ 75.00
Media Center	-	\$ 40.00	\$ 50.00	\$ 50.00
Music or Band or Choir Room	-	\$ 40.00	\$ 50.00	\$ 50.00
Hallway Events (ie.Craft shows, etc.)	-	\$ 50.00	\$ 50.00	\$ 50.00
Specialty Rooms: Hart Lecture Rm, *RHS Mall, AHS Atrium, West LGI	-	-	\$ 50.00	\$ 50.00
Auditorium Lobby (non-theater use only)	-	-	-	\$ 50.00
Rehearsal Room	-	-	-	\$ 60.00
Dressing Rooms (2) Included in Aud. Price	-	-	-	\$ 0.00
Administration Center:				
Harrison Conference Room	\$ 100.00	-	-	-
Parker Conference Room	\$ 50.00	-	-	-
Graham Conference Room	\$ 50.00	-	-	-
Woodward Conference Room	\$ 25.00	-	-	-
Other Rooms (Discount NOT Applicable):				
Auditorium *	-	-	-	\$ 230.00
Pool *	-	-	-	\$ 150.00
* Additional Personnel Fees - Schedule P				



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SCHEDULE B - 2018-2019			
OUTDOOR FACILITIES	ELEM.	MIDDLE SCHOOL	HIGH SCHOOL
Athletic Fields - softball, baseball, soccer	\$ 15 / hour	\$ 30 / hour	\$ 50 / hour
Track @ Hart		\$ 25 / hour	
Track @ SCHS (non-stadium)			\$ 50 / hour
Tennis Court (8 courts)	-	-	\$ 10 / hour / CT
Parking Lot	\$ 50 / event	\$ 75 / event	\$ 100 / event
Athletic STADIUM * Includes: Outdoor Restrooms & Stadium Equipment (2NHFS sized goals, Team Benches, Goal Post Pads, Chains, Endzone Pylons, Table/Chair)			\$ 150/ hour
Stadium - Additional Options:			
Lights (0 - 2 hours)			\$ 50 / event
Lights (2 - 4 hours)			\$ 100 / event
Press Box / Scoreboard (\$100 Deposit Required) *			\$ 50 / event
* Additional Personnel Fees - Schedule P			



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SCHEDULE C - 2018-2019	
ENT - EQUIPMENT	Per Item
Chairs (per 100)	\$ 20.00
Tables - each	\$ 5.00
Podium	\$ 5.00
Pool Timing Control (w/P.A.)	\$ 50.00
Portable Toilet (per month/structure)	\$ 100.00
Scoreboard (gym)	\$ 25.00
Volleyball (nets/poles)	\$ 10.00/event
Equipment Transfer Fee	Requires Quote
Man Lift - special request	Requires Quote
* Additional Personnel Fees - Schedule P	



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SCHEDULE D - 2018-2019	
RENT - AUDITORIUM EQUIPMENT	Per Item
Risers	\$ 10.00
Piano - Upright/Spinnet	\$ 10.00
Piano - Baby Grand	\$ 25.00
Confetti Canon	\$ 50.00
Piano Tuning service	\$ 100.00
Orchestra Shell (personnel)	\$ 360.00
Additional Lighting	Requires Quote
AUDIO Package:	
Sound System	
Cassette / DVD Playback	\$ 50.00 (0-5 hrs.)
Microphones (6 Maximum)	\$ 100.00 (5.1 hrs & up)
VIDEO Package:	
Projector	
Screen	
VCR/DVD Playback	
Audio Playback	\$ 50.00 (0-5 hrs.)
Power Point Presentation	\$ 100.00 (5.1 hrs & up)
LIGHTING Package:	
Stage Lights with Rep Plot	\$ 50.00 (0-5 hrs.)
Lighting Control	\$ 100.00 (5.1 hrs & up)
* Additional Personnel Fees - Schedule P	



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SCHEDULE P - 2018-2019		
PERSONNEL FEES (All Fees - per hour per person 2 hour minimum)	MON - SUN (when applicable)	HOLIDAYS
Custodian – Weekday	\$ 20.00	
Custodian – Weekend	\$ 30.00	\$ 40.00
Maintenance & Grounds	\$ 60.00	\$ 120.00
Auditorium - Event Manager	\$ 38.00	\$ 76.00
Auditorium - General Personnel	\$ 12.00	\$ 24.00
Security - General Personnel	\$ 30.00	\$ 30.00
Pool – Life Guard	\$ 13.00	\$ 26.00
Pool – Supervisor/Timing Equip Operator	\$ 21.00	\$ 42.00