



WHITMORE LAKE PUBLIC SCHOOLS FACILITY USE GUIDELINES

The Legal Basis

The State of Michigan General School Law 340.580 as amended, states: “The Board of any school district, upon the written application of a responsible organization located in the school district, or a group of at least seven adult citizens of the school district, may grant the use of all school grounds and schools or building facilities as community or recreation centers for the entertainment and education of the people, including the adults and children of school age, and for discussion of all topics tending to the development of personal character and of civil welfare. The occupation shall not infringe seriously upon the original and necessary uses of the properties. The Board shall prescribe regulations of occupancy and use to secure fair, reasonable and impartial use of the properties. The organization or group of citizens applying for the use of the properties shall be responsible for any damage done over and above ordinary wear, and may be required to pay a use or rental fee determined by the Board.”

Philosophy

The Whitmore Lake Public School Board of Education recognizes that school facilities belong to the “community”. Therefore, use of school facilities by organizations whose purpose and objective is to contribute to the development of the school district and the community is encouraged. Although the Board of Education supports the growth and development of the community, the primary purpose of school facilities is to implement an instructional program that promotes the quality of education for the students. Therefore, the following rules and regulations regarding use and rental of school facilities put all instructional and educational programs for the students first. Any additional use of school facilities must work in cooperation with Whitmore Lake Public Schools to provide a quality environment for all parties involved.

Group Classification

Public Schools of the District (Class I): School activities; any organized group directly connected with the school district (ie: Athletics, Community Recreation programs, Student Clubs, PTO, etc.).

These groups have first priority for use of school facilities at all times and shall not be charged a rental fee but may be charged a registration fee and/or custodian overtime fee. (**NOTE:** All Community Recreation programs are sponsored and governed by the district and shall therefore be treated as a school activity. Operational and maintenance costs will be incorporated into the fee of all Community Recreation programs.)

Resident Non-Profit Organizations (Class II): Any non-profit organizational group within the Whitmore Lake Public School District boundaries (ie: 4-H, Kiwanis, Lions Club, all local recreation groups not run through Community Recreation, etc.). Non-profit groups must provide 501c3 documentation.

These groups must reserve the facilities in advance and will be charged rental, operational and maintenance fees.

Non-Resident & For-Profit Organizations (Class III): Any organization that is not within the Whitmore Lake Public School District boundaries and/or whose interests are limited to the membership and profits of said group (ie: subdivision associations, businesses, churches/religious groups). **EXCEPTION:** If the group is working cooperatively with the district as a sponsor for a school function or fundraising activity, they may be moved to Class II or Class I.

These groups must reserve the facilities in advance and will be charged rental fee, operational and maintenance fees.

Employees of the District: Employees may use school facilities after regular school hours for recreational or employment related activities without charge provided no custodial overtime is involved, and it does not conflict with previously scheduled groups. All use must be submitted in the online scheduling system.

Employees using district space for long term use or use for personal/financial gain must submit a facility use application to the Community Recreation office and pay the application fee.

All employee facility use must be approved by the building Principal and Community Recreation.

Ineligible Applicants: Any group or person will be denied use of Whitmore Lake Public School facilities if the request is for activities that are in conflict and/or competition with District programs or not authorized by Board policy.

Facility Rental Application Procedures

- 1) The Community Recreation Department, Superintendent's Office or Board of Education reserves the right to sublet all school facilities after school hours. No room shall be closed to the public after school hours unless requested by the building Principals and approved by the Superintendent.

- 2) Applications for use of facilities can be obtained in the Community Recreation Office, Superintendent's Office, any school office or www.wlps.net. The application must be submitted at least **two** (2) weeks prior to the event. Large scale, multiple and/or long term requests must be submitted at least **four** (4) weeks prior to the event/first meeting date.
- 3) A non-refundable application fee of **ten dollars** (\$10.00) will be charged to all Resident Non-Profit Organizations (Class II) and Non-Resident or For-Profit Organizations (Class III). Application processing fees will be paid upon submission of application.
- 4) If application submission deadline is not met, applicant must pay a twenty dollar (\$20.00) application fee.
- 5) All application requests must be signed by someone 18 years of age or older who is an officer/supervisor of the applying organization.
- 6) All school activities must be submitted in the online scheduling system, SchoolDude. Although school activities take first priority, it is the responsibility of the staff member in charge to submit the requests as soon as possible in order to ensure the space is reserved. Activities included in the district master calendar (i.e. Parent/Teacher Conferences, Homecoming, etc.) will have priority over all other events.
- 7) All rental, operation and maintenance fees shall be paid prior to the event/activity or Whitmore Lake Public Schools reserves the right to cancel the event/activity.

Events may require additional personnel/services, which can include but not limited to custodial, maintenance, building supervisors, theater technician, lifeguard, etc. These costs will be billed directly to the organization and included in event invoice.

If additional fees or a deduction is necessary, they will be accounted for after the event and billed/refunded accordingly. Payment must be made within two weeks of the billing date or Whitmore Lake Public Schools reserves the right to not grant future use of school facilities.

- 8) Long term facility users will be required to pay all rental, operation and maintenance fees a month in advance or Whitmore Lake Public Schools reserves the right to cancel the event/activity.
- 9) Failure to pay facility rental fees by invoice date may result in termination of facilities use. All outstanding invoices will be reported to the Board of Education Finance Committee.
- 10) Absolutely **no** fees shall be paid directly to any school employee. All charges will be billed by Whitmore Lake Public Schools and paid directly to Whitmore Lake Public Schools.
- 11) Cancellation of any activity must be made at least forty-eight (48) hours in advance. A cancellation fee of 10% of the event's total bill will be charged. If a group fails to notify WLPS at least forty-eight hours in advance of cancellation, the group will be responsible for all agreed upon charges.

- 12) Upon approval of facility requests, all Class II and Class III facility users shall agree to sign a “hold harmless” contract with Whitmore Lake Public Schools assuming responsibility for all liabilities arising as a result of the occupancy of said facilities.
- 13) In addition, some groups may be required to show proof of insurance naming Whitmore Lake Public Schools as additional insured for the time of their event/activity in the amount determined by the Board of Education. Some groups may be exempt from providing proof of insurance; this is exclusively at the discretion of the Whitmore Lake Public Schools. The Whitmore Lake Public Schools must have both of these on file before the date of the scheduled event/activity or Whitmore Lake Public Schools reserves the right to cancel the event/activity and any fees collected will not be refunded. Any contracted program sponsored by Community Recreation will also have such agreements with their vendors.
- 14) The Community Recreation Department, Superintendent’s Office or Board of Education reserves the right to deny any request and/or assign similar facilities at a different location if necessary. Whitmore Lake Public School District cannot guarantee room availability for any event/activity and advise that groups do not advertise their events until approval has been granted.
- 15) *All application procedure concerns not specifically mentioned above shall be subject to the interpretation of Whitmore Lake Public Schools.*

Facility Use Rules and Regulations

- 1) School facilities may be used during summer vacation, holidays or other vacation periods providing the events do not conflict with the building cleaning and/or renovating and building service personnel are available for supervision.
- 2) Organizations that have been granted use of Whitmore Lake Public School facilities shall not assign, transfer or sublet to others for facility space that has been granted to them.
- 3) Organizations will furnish their own equipment. Rental of school equipment will require additional fees and may possibly require a designated employee to operate the equipment. Appropriate charges will be paid by the organization for use of school equipment. Organizations will **not** be granted use of school equipment that was not requested in their application. School equipment is **not** to leave school premises at any time.
- 4) A supervising adult must be present at all times, including trips to the restroom and drinking fountain and remain until all participants have left the premises. All groups/activities with participants in grades four and below are required to have a MINIMUM of two supervising adults at all times. Failure to provide proper supervision could result in denial of future facility use.

- 5) A designated school employee is required to be on duty whenever a facility is being used, unless special provisions have been established. If a designated school employee is on regular duty, there will be no charge for the services. If a designated employee must work beyond their regular schedule, the designated group will pay the rate stipulated by that employee's contract in addition to all other rental fees.

If the set-up and/or clean-up of the event/activity requires more than one custodian, even if they are on regular duty, the organization will pay for the employee's time as stipulated by their contract in addition to all other rental fees.

Weekend/Holiday use of any facility is considered overtime for Whitmore Lake Public School Employee's and rates shall be paid as such.

In addition, the administration reserves the right to request additional supervision and/or Whitmore Lake Public School personnel for any event/activity. The organization will be responsible for any additional costs involving such personnel as required by the administration.

- 6) The custodian on duty will render assistance in handling furniture and equipment that is the property of the school district for the activity set-up and clean-up and is responsible for seeing that the facility/facilities are left in good condition after the activity is over. If additional custodial services are required due to improper clean-up, the organization will be billed appropriately.
- 7) All organizations will be held responsible for damage/loss to any facilities and/or equipment, including that of students and employees. Any custodial overtime or damage which warrants repair costs, will be billed appropriately to the rental group. A bill will be sent, with a detailed statement, to the representative of the group and must be paid within two (2) weeks of the billing date.

It is the responsibility of the custodian on duty to report such damages/loss to the Community Recreation Director and/or Superintendent using the "Facility Use Damage Report" form. The Whitmore Lake Public Schools reserves the right to request financial restitution for such damages/losses and may also deny the organization future use of any facilities. Therefore, Whitmore Lake Public Schools recommends that all groups report any malfunction, damage or breakage of equipment or buildings immediately to the custodian on duty.

- 8) If the organization requests use of the kitchen, the Whitmore Lake Public School District requires that a kitchen employee be present to supervise the event. The charge for this service will be at the employee's rate of pay, including over time, statutory taxes and retirement as is stipulated by their contract with the district.
- 9) All theater uses will require the presence of a trained technician provided by Whitmore Lake Public Schools. The charge for this service will be at the employee's rate of pay, including over time, statutory taxes and retirement as is stipulated by their contract with the district.

- 10) Enforcement of all rules and regulations concerning use of school facilities is the responsibility of the organization. Any infraction of those rules and regulations may be grounds for refusing future use of Whitmore Lake Public Schools. The building custodian will report any problems, including general conduct of the group, to the Facilities Use Coordinator.

- 11) Whitmore Lake Public Schools has an energy management program. All employees of the district are expected to follow the Energy Conservation & Building Management Guidelines adopted by the Whitmore Lake Board of Education. WLPS is an Energy Star partner and has pledged to protect the environment through the continuous improvement of our energy use and performance. In an effort to keep rental fees reasonable and affordable, we ask all users to adhere to the following energy saving practices:
 - a. Classroom doors shall remain CLOSED when heating or cooling is operating. Doors between conditioned space and non-conditioned space will remain closed at all times (i.e. between hallways, gym or pool area).
 - b. No external doors shall be propped open at any time.
 - c. All unnecessary lighting in unoccupied areas will be turned off.
 - d. Natural lighting shall be utilized whenever possible.
 - e. Refrain from turning lights on unless definitely needed. Partial lighting is encouraged where possible.
 - f. When equipment such as a lap top, a computer, a projector, etc. is used for presentations, they are to be shutdown immediately at the conclusion of the presentation.
 - g. The district has approved temperature set points for the heating and cooling seasons. There are set points for occupied and unoccupied areas. When teachers and students are not present the unoccupied set points are used.

- 12) In the event a group wishes to alter district facilities in any way, a detailed proposal must be submitted to the Community Recreation Director and awarded written approval by the Superintendent and/or Board of Education at least 30 days prior to the proposed project. It must include the proposed vendor, the cost of the project, the date/time the work will be done and whether the group is seeking financial support from the district. The district has the right to require a district employee to oversee the work at the cost of the group. If reimbursement for the project is preapproved, the group must submit an invoice from the vendor(s) and proof of payment(s) (processed check, etc.) within two weeks of project completion. Any modifications and/or additions become property of Whitmore Lake Public Schools.

- 13) All items dealing with rules and regulations not specifically mentioned above shall be subject to the interpretation of Whitmore Lake Public Schools.

General Provisions

- 1) All applicants will receive a signed copy or written notice indicating whether the request for facilities has been granted or denied. Applicants should have a copy of the approved application during their use of the facility as they may be asked to show proof of their reservation at any time.

- 2) Custodial staff will **not** open rooms until the time the applicant has indicated on their application. If the applicant should require additional set-up and/or clean-up time, appropriate fees will be charged. (**NOTE:** Applicants must include any necessary set-up time when indicating their time of arrival on their application.)
- 3) All organizations must enter and exit the facilities by primary routes of passage. Emergency exits are for emergency use only.
- 4) Decorations must be fireproof and shall be erected and taken down in a manner that is not destructive to school property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is not permitted without written permission from the Northfield Township Fire Marshal.
- 5) All corridors, stairways and exits must be free of obstructions at all times.
- 6) No food or drink of any kind are allowed in school facilities without prior approval. Any clean-up required is the responsibility of the organization.
- 7) Alcoholic beverages, profane language, drugs, smoking, gambling, weapons or any unlawful activity in any form are not permitted in/on school property.
- 8) Lavatories shall be open to organizations using indoor facilities. Organizations will be responsible for the actions of their participants using lavatory areas.
- 9) Use of school telephones will only be granted in cases of extreme emergency. Organizations are encouraged to use cell phones for all other business.
- 10) Soliciting/Advertising is prohibited on school property. Any materials distributed or viewed must be directly related to the activity that is taking place and have prior approval by the building administrator before being displayed in/on a school building.
- 11) Whitmore Lake Public Schools is not responsible for any lost or stolen items by organizations using school facilities.
- 12) It is the responsibility of the organization to dismantle and remove any materials not supplied by the school district (ie: decorations, food, trash, etc.).
- 13) Facility users are required to refer to Board of Education policy and guidelines regarding animals on school property.
- 14) Whitmore Lake Public Schools is not responsible for any outside organization renting school facilities which may be collecting admission. It is the responsibility of the organization to abide by any federal or state tax laws to which it may be subject.

- 15) Whitmore Lake Public Schools recognizes the possibility of conflict in date, time and facility requests by different groups. Therefore, once use of a facility has already been granted and a group of higher priority is in need of the facility, Whitmore Lake Public Schools will find an appropriate place to relocate the group at no additional charge. If there is no place of equal space available to relocate the group, Whitmore Lake Public Schools will reschedule the event/activity at no additional charge or refund all fees that have been collected.
- 16) If the Whitmore Lake Public Schools is canceled due to inclement weather or any other cause beyond our control, then all facility use will be cancelled, including all facility rentals, after school programs and Community Recreation programs. Participants may contact Community Recreation regarding weekend programs and rentals; a recording will provide further information. Whitmore Lake Public Schools reserves the right to cancel any activity due to inclement weather or any other cause beyond our control. Rental groups will receive a full refund if a mutually agreed upon rescheduled date cannot be reached. An effort will be made to schedule a makeup session for all Community Recreation classes/programs.
- 17) All rental, operation and maintenance fees are subject to change without notice.
- 18) All items dealing with general provisions not specifically mentioned above shall be subject to the interpretation of Whitmore Lake Public Schools.

Concluding Statement

- 1) The Board of Education herein has attempted to provide for the maximum use of school facilities within a framework that will guarantee to the tax paying public that school building use is in no way a detriment to the regular educational program.
- 2) Permits may be canceled at any time there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, the Board of Education assumes no liability other than return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been granted.
- 3) The Board of Education may from time to time, at its discretion, review these rules and regulations and revise them to cover situations arising out of unforeseen or changing conditions.
- 4) Any request for use of school district facilities outside the scope of these Rules and Regulations must be approved by the Board of Education.

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