

# WHITMORE LAKE PUBLIC SCHOOLS

## FACILITY USE POLICY

### 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' puts 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 charge 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.).

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

**Non-Resident & Profit Making 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.

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

**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.

Long term use or use for personal/financial gain, must be submitted through the Facility Use Application form to the Community Recreation office, and the application fee must be paid.

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

**Ineligible Users:** Any group or person will not be granted 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 must be made online using the district scheduling tool FMX available by going to [www.wlps.net](http://www.wlps.net) and visiting the Facility page under the Department tab. Facility use requests 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 Profit Making 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. Although school activities take first priority, it is the responsibility of the staff member in charge to submit the request 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. All other fees will be billed directly to the organization after the event/activity and must be paid within two (2) 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 events 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. If Whitmore Lake Public Schools is not notified at least forty-eight hours in advance, the organization 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 during the occupancy of said facilities.

13) In addition, some groups must show proof of insurance naming Whitmore Lake Public Schools as an 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 up to the discretion of Whitmore Lake Public Schools. 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 can not guarantee room availability for any event/activity and advise that groups do not advertise their events until approval has been granted.

15) All items dealing with application procedures not specifically mentioned above shall be subject to the interpretation of Whitmore Lake Public Schools.

## **Rules & Regulations Required by all Groups Requesting Use of Facilities**

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. All groups/activities with participants, grades fourth 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 employees 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 employees 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 Employees 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. 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, 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, over time, statutory taxes and retirement 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, over time, statutory taxes and retirement stipulated by their contract with the district.

- a. Groups renting the theater for a single day requiring audio/visual services will be charged a minimum of \$200 theater tech fee in addition to any facility rental fees.

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 in place, which was implemented in September of 2007. 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 also an EnergyStar partner which requires the energy education to measure and track our energy performance and support our pledge to protect the environment through the continuous improvement of our energy performance. In an effort to keep rental fees reasonable and affordable, all users must 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 laptops, computers, projectors, etc. are 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 wants to alter district facilities in any way, a detailed proposal must be submitted to the Community Recreation Director at least one month prior to proposed project detailing vendor being used, the cost of the project, the date/time the work will be done and whether the group is seeking out financial support from the district. This proposal must get written approval from the Superintendent and the Board of Education prior to the project starting. 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, in order to receive the reimbursement an invoice from vendor and proof of payment (processed check, etc.) needs to be submitted within two weeks of completed project.

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. Users 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 are 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) Animals are prohibited inside all school buildings and on school property unless otherwise indicated.

14) Based on Federal Tax Law Code #115, income of a state or political organization is not taxable, Whitmore Lake Public Schools is not responsible for any outside organization renting school facilities who may be collecting admission. It is the responsibility of the organization to abide by the rules and regulations of any tax laws pertaining to them.

15) Whitmore Lake Public Schools recognizes the possibility of conflict in date, time and facility request 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 are canceled due to inclement weather, 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 cause beyond our control. Rental groups will receive a full refund if a mutually agreed upon rescheduled date can not be reached..

17) All items dealing with general provisions not specifically mentioned about 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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