

Caledonia Community Schools

Facility Use Rules and Regulations

The Board of Education encourages the utilization of Caledonia Community Schools buildings and grounds by properly organized and responsible groups. The use of any district facility or district grounds, however, shall not interfere with the daily school students' routine or any school sponsored student activities. District facilities and equipment shall not be used or made available for political campaigns. The district reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of schools facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Director of Operations Office with or without due notice.

The organization or group of citizens applying for the use of properties as specified above shall be responsible for any damage done to them over and above the ordinary wear, and shall be required to pay a use or rental fee as determined by the Board. All applications for use of school facilities are to be made through the Operations Office, **fourteen (14) days** prior to the scheduled use, **with payment of estimated fees prior to the usage**. Please refer to the "Schedule of Fees", available at all school offices and on the web, for the applicable fee. Make checks or money orders payable to: ***Caledonia Community Schools***.

All groups shall be accompanied by an adult supervisor (over the age of 21) whose responsibilities shall include discipline, proper use of the building, vacating promptly, and enforcement of all stated regulations and policies. Failure of the adult supervisor to report at the time scheduled shall indicate to the custodial staff that the activity is canceled and he/she is to proceed to close the building. A Caledonia Community Schools' employee shall be on duty at all times, while a building is in use. This may be an administrator, custodian, or teacher. Rare exceptions may be made for organized groups by the Director of Operations.

Alcoholic beverages and/or drugs are not to be on school property at any time, nor at any activity which is sponsored directly by the Board of Education.

Areas are assigned only to the group making the reservation. In no case, will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property. Doubling up or inviting other groups to use the area simultaneously will require permission from the Director of Operations or his/her designee. **Only the areas/facilities listed on the request form and approved** for the group are to be used.

Cancellations and refunds of fees: A 48 hour notice of cancellation must be received by the Director of Operations Office prior to the time of use to receive a refund of fees.

Children are not to be left unattended in the buildings. Parents are not to drop off or leave students without a responsible adult in attendance. Adult leaders of children's groups (scouts, CYB, etc.) must remain at the facility with the children until all have been picked up by a parent or guardian. Children accompanying their parents are to remain with that parent at all times, they are not to be in other parts of the facility.

Custodians: The custodian will render assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. **Food service personnel shall be required, in addition, when a kitchen facility or equipment is requested.**

Damaged Equipment – If a member of a group damages any equipment or the facility, the responsible person will be charged for the damage repair or replacement. **Hanging on baskets/hoops is prohibited.**

Decorations – must be fireproof and shall be erected and taken down in a manner not destructive to district property. Decorations are subject to the approval of the building administrator or Director of Operations before they are put up. The moving of furniture, pianos, scenery, or other furnishings must to be approved by the building Principal or the Director of Operations. The use of open flames, such as candles, is permitted only with the written permission from the Michigan Office of Fire Safety. All electrical equipment and room

arrangements shall be used and operated by school personnel only. The use of any materials or equipment on floors or other parts of the building is strictly prohibited without specific approval in writing from the building Principal or Director of Operations.

Equipment – other than nets, will not be furnished by the school. Equipment there (balls, rackets, scissors, markers, hockey sticks, etc.) are not to be used by your group without permission from the building Principal or Director of Operations. Use of stage areas, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Arrangements must be made with the building Principal or the Director of Operations for use of any special or extra equipment. Extra compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

Fields – are maintained at a level based on school use. Any organization wishing additional mowing or maintenance is responsible for the additional maintenance or mowing costs. Permission from the Director of Operations must be granted to the organization before additional maintenance or mowing is allowed. Examples: Dragging fields or making changes to the shape or configuration.

All groups using **gym facilities** – Please make sure members of your group **do not** wear street shoes or dark-soled shoes (this includes sneakers or tennis shoes) as they leave dark marks on the gym floors.

Inclement weather – when school is canceled due to weather conditions, the facility use will automatically be canceled.

Liability – An organization using the facility is required to secure public liability insurance co-insuring the district with limits of liability comparable to the basic school policy. The school reserves the right to require the applicant to furnish a certificate of liability and property damage insurance coverage in the amounts listed below naming Caledonia Community Schools as additional insured, before the use of the facilities is permitted.

Liabilities and Workman's Compensation – Each Occupancy \$500,000

Property Damage Liability – Each accident \$100,000

Optional Single Limit Package \$500,000

Valuables – The district will not be responsible for any loss of valuables or damage to personal property.

Non-school groups may not start a meeting in any area of the building until the end of the regular school day for teachers, without the approval of the Director of Operations and building Principal.

Nothing shall be sold, displayed, or given away without the permission of the Director of Operations.

Private Gain Groups – may use a facility, if the Board of Education or its designated committee, grant approval. The private groups/organizations wishing to hold a staff or organizational meeting at which no sales will be conducted may do so according to the schedule of fees.

Rental Fees – All rental fees shall be charged as per the available “Schedule of Fees”. Fees are **due before** the scheduled event.

Rental Groups—Classification of groups who will pay rental for use of Caledonia Community School facilities:

A. Community (CYB, AYSO, CATS, Scouts, staff, etc.) over 50% of the group are Caledonia residents.

B. Church/Religious, or groups meeting on a weekly basis – see “Schedule of Fees”

C. Outside and for profit groups – anyone living outside the district or using the facility for profit.

D. Personnel (any school employee on the payroll) will be charged the residential rate

Rules for all groups – All renting groups must work around and cooperate fully with school groups. School property must not be moved or altered without approval of the building Principal or the Director of Operations. Any long term renting groups may be asked to cancel their meeting(s) one or more times, should the

meeting(s) conflict with a school group activity. Advanced notice will be given as soon as the information is available..

Religious groups may make application to hold regular weekly devotional services in school facilities under the following conditions at residential rates:

1. Show proof of property ownership within the school district or acceptable proof of intent to build within the district (building plans).
2. Assume full responsibility of proper supervision
3. Furnish a certificate of insurance to the Director of Operations assuming the following liability and property damage insurance coverage:
 - a. Liability and workman's compensation each occurrence \$500,000
 - b. Property damage liability:
 - I. each accident \$100,000 or optional
 - II. single limit package \$500,000

Smoking or the use of tobacco is prohibited on Caledonia Community School property.

Use during vacations and holidays – The use of school facilities on holidays and during holiday vacation periods is prohibited, unless special permission is granted by the Director of Operations or his/her designee.

Use of school facilities on Sunday.

1. No rental fee for:
 - A. School performances
 - B. Athletic team practice when there is tournament competition the following Monday
2. Rental fee will be charged according to policy (Schedule of Fees) for:
 - A. Church service and church programs
 - B. We will make every attempt to refrain from asking our custodial staff to work on Sunday and/or holidays.

Please understand that most groups are excellent neighbors and do not cause problems. But groups are not to ignore these rules. Failure to comply may cause the group to lose their privilege to use the facility. The right to revoke a permit at any time is reserved by the school Principal, the Director of Operations, and/or the Caledonia Community School Board of Education for any reason.