

USE AND SCHEDULING OF DISTRICT FACILITIES

(Revised June 2007)

PENDING BOARD APPROVAL JULY 10, 2007

This Regulation shall be used to schedule any district facility, both inside and outside, beyond regular school starting and ending times as annually specified by the Board of Education.

General Permit Eligibility

In accordance with the Michigan School Code, Birmingham Public School's facilities are available to responsible organizations and groups. The *Birmingham Conference Center* at Groves High School is a separate entity with its own policies and procedures.

A. Classification of Users--Inside and Outside Facilities

Note: The classes of users are listed in priority order in terms of scheduling.

1. Class I--School Groups

Class I approval for use is given by principals and athletic directors at school offices. Groups in this class include organizations wherein the membership and sponsor are members of our student body and staff. This includes school clubs, athletic teams and/or officially recognized school groups such as the PTSA at its "home" facility. Buildings requesting the use of another district facility are responsible for all added labor costs but pay no rent.

Municipalities and governmental units may use District facilities for the purpose of elections at no cost. Voting machines will be stored in the schools. In return, the District will have the use of voting machines during the year. Insurance and indemnification is required for such use of District facilities.

2. Class II--District Community Education Program

Class II approval for use may be obtained through the Community Education office. This class is for programs and activities organized and operated by the School District Community Education Department.

3. Class III--Approved Community Groups

Class III approval for use may be obtained through the Community Education office. This class of groups includes community organizations within the School District that serve District youth and do not charge admittance fees, lessons or other professional fees. PTSA's away from their "home" facilities are included in this class. This class also includes community-based sports groups, scouting groups as well as homeowners groups.

4. Class IV--Non-Public Schools and Community Groups Charging Fees

Class IV permits may be obtained through the Community Education office. This class includes all organizations that charge admittance fees, churches, private and parochial schools and other related groups.

5. Class V--Profit-making Enterprises

Class V permits may be obtained through the Community Education Office.

B. **Scheduling Procedure** – See Item F on page 10 for additional procedures for outdoor facilities.

1. Class I: School Groups Scheduling Their Own School Sponsored Events For Both Inside and Outside Facilities

Class I approval for use is given by principals or their designee at school offices. Groups in this class include organizations wherein the membership and sponsor are members of our student body and/or staff. This includes school clubs, athletic teams and/or officially recognized groups such as PTSA and scouting groups at their “home” facility, and co-sponsored events. Each building develops a process for their staff and school groups to use in planning events.

Prior to scheduling a school event, check the district scheduling system for available dates. Application is screened by principal or designee for date conflicts and that the event or activity meets school district guidelines. After approval, the principal or designee for that building places the event on the scheduling system.

Schools must follow the Board approved calendar (see page 12) for scheduling events by reserving dates on the district approved computerized scheduling system, including the number of participants expected, duration of time, and any anticipated problems, such as parking.

A building is not permitted to be “blocked out” in its entirety unless the entire building is unavailable, for example open houses, school fairs, etc.

The name and telephone number of the individual designated in each building responsible for issuing building permits must be submitted in writing to the Community Education Coordinator by July 1st of each school year.

School sponsored athletic events must be entered on the district approved computerized scheduling system using the following schedule:

- | | | |
|------------|---|--|
| July 1 | - | Fall athletic events |
| July 1 | - | School related groups requesting Fall field permits |
| December 1 | - | Winter/Spring athletic events |
| January 1 | - | School related groups requesting Spring field permits |

The principal is responsible for assisting school related groups to ensure the event complies with the school district facility use policy.

2. Class II: District Community Education Programs and Services

Class II authorization for both indoor and outdoor facilities use is given by the Community Education Coordinator. Following the scheduling calendar, event program dates are selected, based on availability. The event program is then placed on the computerized scheduling system. All information includes: number of participants expected, duration of time, and any anticipated problems such as parking must be complete. Schedule must include Community Education contact person and telephone number.

3. All Class III, IV, and V users will obtain scheduling approval through the District Community Education Department.

Step 1: Applicants contact the Community Education office to request application form.

Step 2: An application form along with a required nonrefundable application fee is to be sent to the Community Education Office. Upon receipt of the application and fee and if the date and location are available, the Community Education Office will process the application utilizing the District Facility Reservation System.

Step 3: The Community Education Office will calculate rental cost according to the schedules contained in this Regulation and will send the applicant an invoice.

Step 4: Applicant will remit all applicable fees and provide appropriate insurance at least 15 business days prior to the date of usage. Payment must be made by credit card, money order, cashier's check or corporate check payable to the Birmingham Public Schools. Neither personal checks nor cash will be accepted. The Community Education Office will confirm rental of the facility to the applicant.

C. General District Regulations

Note: Noncompliance with regulations will cause loss of facility use privileges.

1. All District facilities must be scheduled using the Districtwide Facilities Scheduling System. This applies to Class I through Class V groups.
2. The school regular and **scheduled** extracurricular program has priority over the use of school facilities by any other group. Exceptions may be considered provided a two-week notice is given to the Community Education Department. The Board of Education reserves the right to cancel any rental approval when necessary due to circumstances beyond its control. Furthermore, rental approval may be canceled in the event of an emergency or in the opinion of the School District the activity may endanger the health, safety, or welfare of the participants. Finally, fields are required to be vacant in order to be rejuvenated on a regular cycle. The same may be true in the case of renovations to facilities.

3. Organizations or groups using the School District's facilities under Class III, IV and Class V shall purchase and maintain such insurance as will protect it from all claims and damages because of bodily injury including death from claims for damages to property which may arise out of or result from the organization's use of the premises including contractual liability insurance as applicable to the organization's obligation to indemnify and hold harmless the School District and its agents and employees. The minimum liability limits of such public liability insurance and property damage shall be in the amounts of one million (\$1,000,000) dollars per claim, and two million (\$2,000,000) dollars aggregate, and the Birmingham Public Schools shall be a named insured or additional insured under all policies. A certificate of insurance shall be delivered to the Community Education offices prior to the use by Class III, IV and V users. All pool users must provide minimum public liability insurance and property damage insurance in the amounts of \$3,000,000 per claim and \$10,000,000 aggregate and Birmingham Public Schools shall be named insured or additional insured under all policies.

4. The individual responsible and present for the event is required to have the use permit on his/her person during the event
5. An organization using the School District's facilities agrees to comply with all applicable state and federal laws, local ordinances, and School District regulations. In addition, school facilities may not be used for the following purposes:
 - Gambling and games of chance, except as permitted by law.
 - Activities that may be hazardous or be considered a public nuisance.
 - Private parties, except as sponsored by Community Education.
6. No alcoholic beverages are permitted on any School District property.
8. Use of electrical extension cords and the opening of electrical panel boxes must be approved by the Buildings and Grounds Department prior to rental date. The user must follow all state and local fire regulations and rules.

The use of open flame such as lighted matches, candles, etc., is forbidden.

Decorations such as posters and banners must be flameproof and require special permission by the school principal. Combustible decorations such as straw, leaves, excelsior, or streamers are not permitted. No paper lanterns or draped lamps can be used. No paper grass, leaves, or shrubs can be placed in contact with footlights. The placement of posters, banners, etc., on drapes, curtains, walls, or stage equipment requires special approval.

Exits and corridors must be free of obstructions at all times. Exits are to be lighted when rooms are used. Persons may stand in the auditorium only behind the last row of seats, never in the aisles or exits.

9. Smoking is not permitted within school buildings and/or on school grounds at any time.
10. The issue of a permit to use the school facilities does not include the use of school property or equipment such as piano, A-V equipment, physical education equipment, technology equipment, etc., unless special arrangements, approvals, and fees are paid for such use and it is noted on the permit.
11. No permits will be issued to persons under 21 years of age. Student groups or organizations using school facilities will require adult supervision.
12. Use of buildings will be granted only when an approved employee of the School District staffs the building.
13. The presence of a cafeteria employee will be required when kitchen equipment is used.
14. An auditorium manager or other designated school employee may need to be present at all times when auditoriums or little theaters are used.
15. Groups utilizing District facilities are responsible for providing adequate supervision for their event including participants, spectators and parking.
16. Permit holders are not permitted to "sub-let" the facilities without written permission from the District.
17. The School District does not provide supervisory personnel to organizations or groups that rent its pools. Accordingly, the organization or group renting a pool must agree to provide adequate swimming pool and locker room supervision, including but not limited to, a Red Cross certified lifeguard. In addition, the renter must acknowledge and comply with all local, state, federal, Red Cross, Health Department, and facility-posted laws, rules, and regulations. Food and/or drink are not permitted in the pool area. Renters are required to cancel their use if, in their judgment, proper safety equipment is not available or hazards exist. Any safety equipment problems or hazards should be reported to the Community Education office in writing as soon as possible. If an activity causes the pool to need to be drained or "shock treated," the cost will be charged to the permit holder.

18. No outside activities such as soccer, baseball, archery, football, lacrosse, roller skating, skateboards, in-line skates or softball shall occur inside school facilities unless approved and special protective equipment is provided and utilized. Practice activities related to sports that allow balls or other equipment to come in contact with windows, walls, ceilings, or light fixtures shall not be allowed in the gymnasium or multipurpose rooms unless approved.
19. The premises are made available with the understanding that direct payment to District employees or schools is not permitted. Employees shall not accept direct payments in lieu of fees or labor charges. All fees must be payable to "Birmingham Public Schools" and submitted to the Community Education Office.
20. No guns, weapons, or guard dogs are allowed in any school building or on any School District property without prior written permission. (Government law enforcement officers are exempt; private security guards are not exempt.)
21. Use of private security guards is prohibited unless specific prior written permission is obtained from the Community Education office.
22. Birmingham Public Schools requires a minimum of 3 business days to cancel an activity from the renter without charge (less the nonrefundable application fee). All cancellation notifications are to be made directly to the office where permit was written. Any cancellation without the 3-business day notice will result in total loss of refund.
23. If the Board of Education determines that an activity must be canceled due to an emergency that may endanger the health, safety or welfare of the participants, or circumstances beyond its control, a full refund or a rescheduling of the activity will occur.

D. Fees and Charges - Inside Facilities

1. Class I and II users will be charged for all overtime and other extra labor charges as required for the activity.
2. Class III and IV users will be charged at the rate listed on pages 8, 9 and 10 of this Regulation. Insurance is required and due 15 business days prior to the event/season. (The fees listed include all regular labor charges for opening, closing and cleaning.) Equipment rental fees and the cost for additional personnel are not included. Insurance is required.

3. Class V users will be charged at the rate that is listed on the schedule beginning on page 8 in addition to a negotiable surcharge based upon fair market price. (The fees listed include all regular labor charges for opening, closing and cleaning.) Equipment rental fees and the cost for additional personnel are not included. Insurance is required as indicated in #2.
4. Users may petition the School District to permit a substitution of monetary fees.
5. Long-term "lease" agreements may be considered at the petitioner's request.

INSIDE FACILITY USE FEES*

<u>Description</u>		<u>Hourly Rate</u>
Classrooms	Regular	\$25.00
	Vocal	\$35.00
Media Center	Elementary (ES)	\$40.00
	Middle School (MS)	\$40.00
	High School (HS)	\$50.00
Large Group Instruction Area	(Multi-purpose Rooms)	\$50.00
Little Theater See Note #4, pg 9	Mon-Sat, TECH included	\$95.00
	Sunday, TECH included	\$115.00
	NO TECH	\$75.00
Auditorium See Notes #1 & 2, pg 9	Mon-Sat	\$250.00
	Sunday	\$275.00
	Stage only	\$100.00
Computer Labs See Note #7, pg 9		\$100.00
Cafeteria See Note #8, pg 9	Elementary	\$50.00
	MS & Groves	\$80.00
	Seaholm	\$90.00
Groves Commons		\$50.00
Kitchen See Note #9, pg 9	ES	\$75.00
	MS	\$100.00
	HS	\$125.00
Gymnasium	ES	\$50.00
	MS	\$80.00
	HS	\$100.00
Lobby See Note #3, pg 9	Includes 2 tables (addt'l tables \$6.00 each)	\$45.00
Pools See Note #5, pg 9	Excluding HS	\$105.00
	HS	\$130.00
Locker Room See Note #5, pg 9	Men's or Women's	\$30.00
Stadium Field		\$150.00

NOTE: Labor charges:

- Saturdays - \$52.00 per hour per staff member
- Sundays/Holidays - \$69.00 per hour per staff member

Please note the following important information regarding rental rates:

- Applicant/group will be billed before the event based on rental rates for room use and estimated labor charges.
- Applicant/group will be charged one additional hour custodial charges for opening and closing.
- Applicant/group must rent for a minimum of two (2) hours on weekends and holidays.
- Labor costs will be billed to applicant for weekends and/or holidays. If the nature or time of a weekday event (Monday-Friday) causes additional labor beyond the regular custodial schedule/staff, the applicant/group will be responsible for the additional charges incurred.
- Fees must be paid in full fifteen (15) business days before the event.
- No credits are given should the event end earlier than scheduled.

INSIDE FACILITY USE FEES* Cont'd

Notes:

1. Auditorium fee for performances and rehearsals includes auditorium manager charges, use of headsets to communicate with sound booth, one (1) wired microphone, standard house & stage lighting, and snow removal. Additional technical equipment and support (i.e. spotlights & technical assistants), and labor charges will be assessed for the length of rental time plus one (1) hour. If additional hours are required, those will be billed to the rental group after the event. Please see additional equipment price list below.
2. The "Stage only" option applies to play rehearsal groups.
3. If the Auditorium Lobby is used for anything other than event registration, lobby charges will apply.
4. BPS reserves the right to assign a tech for events in the Little Theater.
5. Pool use includes use of locker rooms.
6. Classroom rental does not include use of computer equipment.
7. Use of Computer Labs may require District personnel to supervise and will necessitate extra labor charges. In the event that the labs need to be restored or reconfigured as a result of misuse, the actual cost to restore the labs will be charged to the user. Only Birmingham Public Schools technology staff may install software of any kind.
8. Cafeteria includes use of existing cafeteria tables, chairs and benches; excludes kitchen.
9. Kitchen staff will be required to be present; additional charges will be billed separately.

Rates are reviewed annually and subject to change without notice.

E. Equipment Rental Fees (per date unless otherwise specified):

<u>ITEM</u>	<u>COST</u>	
Podium	\$ 22.00	(included w/LT and Auditorium)
Auditorium LCD	\$100.00	
TV / DVD	\$ 39.00	
TV/VCR	\$ 22.00	
Overhead Projector	\$ 25.00	
Piano	\$ 55.00	(to be used in Auditorium only)
Tables (See Note)	\$ 6.00	
Chairs (See Note)	\$ 5.00	(first chair)
	\$.25	(additional chair)
Coffee	contact Sodexho	
Spotlights	\$ 28.00	(per date plus labor)
Additional Microphone:		
Handheld wired	\$ 28.00 each	

Body microphone	\$ 85.00 each
Handheld wireless	\$ 28.00 each
PCC microphone	\$ 28.00 each
Stage Monitors	\$ 55.00 pair
Speakers (w/stands) (if available at requested facility)	\$ 55.00 pair
Strobe	\$ 25.00 each
Risers (platform or tiered)	\$ 52.00 pair

Note: There is no additional charge for the use of existing tables and chairs already designated for the rented space.

Rates are reviewed annually and subject to change without notice.

F. Additional Regulations - Outside Facilities

1. Stadium rentals are scheduled through the district Stadium Liaison.
2. No modification of facilities, including adding tents, portable toilets, etc. shall be made without prior written permission and noted on the application form.
3. All appropriate General District Regulations (Section C above) apply to outside facilities.
4. The permit holder will be responsible for damage to school property, cleanup after games (including the Press Box, concessions and lavatories), supplying all game equipment and personnel, providing for adequate supervision for the fields, stands, and lavatories, arranging for ticket selling and taking, all field preparations, including field markings and bleacher placement, locking all facilities after the game and providing for adequate liability and property damage insurance as set up by the Birmingham Board of Education (see section C, General District Regulations, paragraph 3).

All field preparation procedures must be approved by the facilities department.

1. Priority for fields is given to organizations in which all participants are Birmingham Public School students.

OUTSIDE FACILITY USE FEES

1.	<u>High School Stadium</u> Additional hour	Contact Stadium Liaison
2.	<u>Football / Soccer / Lacrosse Fields</u> High School 1-3 Hrs. High School 3+ Hrs. Middle School 1-3 Hrs. Middle School 3+ Hrs. Elementary 1-3 Hrs. Elementary 3+ Hrs.	Variable Fees and Long-Term Contractual Arrange- ments Available. Contact the Community Education Department.
3.	<u>Baseball / Softball Fields</u> High School 1-3 Hrs. High School 3+ Hrs. Middle School 1-3 Hrs. Middle School 3+ Hrs. Elementary 1-3 Hrs. Elementary 3+ Hrs.	Variable Fees and Long-Term Contractual Arrangements Available. Contact Community Education Department.
4.	<u>Tennis Courts</u> 2-hour minimum	\$10.00/hour per court
5.	<u>Parking Lots</u>	Contact Community Education Department.

Note: Use of District outside facilities requires user insurance. Application for field use is made for each location. Applications are available at the Community Education Office. Each application requires a non-refundable fee per location.

G. Long-Term Contractual Arrangements

Special shared use and long-term financial arrangements can be made with approved groups. The purpose of this procedure is to allow the shared use of District facilities when it is to the mutual advantage of both parties to enter into different fee arrangements than outlined in this Regulation.

1. All arrangements must be in writing.
2. All arrangements must be reviewed by the Assistant Superintendent for Business Services and approved by the Superintendent or designee.

COORDINATION IN SCHEDULING SCHOOL DISTRICT FACILITIES

District Scheduling Calendar

The basis of establishing facility use schedules shall be a Districtwide scheduling calendar that identifies the facility, group (or organization) and time facilities are required. The calendar of facility use shall be developed in accordance with the following timetable:

- A. Until June 30 of each year, Class I groups will have first choice in reserving dates for both in-building and field activities for school groups, subject only to the reservation times and facilities stipulated according to this policy. Spring field use must be scheduled by January 1 of each year.
- B. Between July 1 and August 31, Class II groups shall have priority when activities are scheduled into the unfilled dates on the calendar.
- C. Between July 1 and July 20 of each year, all other groups (Class III, IV and V) may request scheduling of Fall (August-December) field use by completing the appropriate application. Between December 1 and January 1 of each year, Class III, IV and V groups may request Spring (April-July) scheduling in the same manner.
- D. With regard to paragraph C, the Community Education Department will notify applicants of their field assignments on or before August 1st (Fall) or February 1st (Spring).
- E. Applications for non-field reservations for Class III, IV and V are accepted throughout the year with a two-week advance application required.
- F. After September 1 any change in a school-scheduled activity or event that produces a conflict with another scheduled event shall be changed only by mutual agreement of the persons administering both activities. In the interest of properly notifying program participants, a two-week notice shall be required to change a scheduled activity. Conflicts concerning this may be referred to the Superintendent or designee.
- G. The use of a "blanket" reservation for facilities at a given time during the entire season, semester or school year is not permitted by any group or class of groups.

- H Field permits are non-transferable.
- I Subleasing shall not occur.

Coordinating Major Student / Parent Programs

The following evenings are reserved within each high school attendance area and feeder pattern to accommodate schools in calendar planning for major student/parent programs. Examples of major school events include open houses, fairs, curriculum nights affecting several groups, school performances, etc. Major events generally affect a large portion or all of the building and/or may create heavy parking demands. **Conflicts are avoided when timelines and the schedule below is followed:**

Groves Attendance Area and Feeder Schools

- A. Groves High School Thursday Evenings
- B. Berkshire Middle School Wednesday Evenings
- C. Beverly, Bingham Farms, Greenfield and West Maple Elementary Schools Tuesday Evenings

Seaholm Attendance Area and Feeder Schools:

- A. Seaholm High School Tuesday Evenings
- B. Derby Middle School Thursday Evenings
- C. Harlan, Pembroke, Pierce and Quarton Elementary Schools Wednesday Evenings

***Birmingham Covington Districtwide School Thursday Evenings**

*BCS must clear all major events with Groves and Derby

Should an exception to the above schedule be required, it is the responsibility of the administrator in charge to obtain clearance from all affected schools and the Community Education Department.