

USE OF SCHOOL BUILDINGS AND FACILITIES

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such use will not interfere with school programs and is not dangerous or detrimental to the general welfare.

A schedule of fees has also been established to help defray the cost of community use of these facilities and to preserve the educational budget.

The selection process for approval of building and outdoor athletic field usage is established below with Internal Groups that have priority over all Community and Private Organizations.

All groups are subject to charges from custodial, grounds and theatre services that are provided beyond the department (s) normal work schedule and/or events that interfere with the daily operation of the facility.

Additional charges for snow/salting services, material costs, and waste disposal will added to the rental fee if services and/ or supplies are required.

INSURANCE REQUIREMENTS

All groups must sign a Rental Agreement and must furnish liability insurance prior to approval for use.

Any organization using school facilities must provide an original Certificate of Insurance, with Avondale School District named as the Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Avondale School District must be named as an additional insured on this policy.

See Schedule E

FACILITY USE

I. 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 Rental Coordinator.

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.

The district has the right to deny or withdraw facility use privileges at any time. The responsibilities of users will be as follows:

A. 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. Do not disturb the teacher's desk and materials,
5. Materials and equipment in the area should be left undamaged, and returned to its proper place.
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. Bathrooms will be checked for damage or waste,
10. Participants must have proper supervision and stay in the area(s) that you have requested. You may not have run of the building,
11. All rental fees must be paid in full prior to the event.
12. Failure to comply with the above statements will result in additional charges.

B. Building/Facilities Use Rules and Regulations

1. The Avondale School District maintains the right to cancel, postpones, or relocates a group or activity at any time or for any reason.
2. The group using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. Student groups arriving at the building *will not* be admitted until adult supervision (minimum age of 21 years) is present.
3. The group using school facilities has agreed to adhere to the Avondale School District guidelines restricting certain products due to life threatening allergies. Please refer to specific building rental information.
4. Group members are expected to conduct themselves in a reasonable manner. In the event that the group or the individual members of the group engage in

misconduct, the administration has the authority to request corrective action by the group supervisor; and, in the event the request fails to achieve the desired objective, the administration may order the individual(s) or group to vacate the premises. Any person(s) failing to vacate the premises as ordered shall be deemed trespassing and subject to removal by the police.

5. Users of the facilities who fail to conform to the policies of the Avondale Board of Education or the Facilities Use Rules & Regulations shall be denied subsequent use of Avondale buildings and or facilities until such time that adequate assurance can be provided that no repetition of the violation(s) is likely and that all outstanding liabilities to the school district are settled.
6. The group and its officers shall assume all liability for loss, damage, or personal injury that may result from the group using the school district's facilities. Groups using the facilities for fund-raising may be required to be covered by at least \$1,000,000 of general liability and shall furnish evidence of such coverage at no added cost to the district.
7. The use of tobacco on Avondale School District property is strictly prohibited.
8. Alcoholic beverages are not permitted on Avondale School District property.
9. A school custodian shall be on duty whenever groups are using the building. An extra \$30 an hour fee will apply to Saturday and Sunday events for all renters. In the event a room does not pass inspection after an event has occurred, all extra charges will be billed to the person who has requested the room(s).
10. The use of Avondale school facilities shall be in accordance with normal school rules as they relate to such items as gym shoes, approved swim attire, soap showers before entering the pool, safety glasses, etc.
11. School equipment (i.e., tables, chairs, and equipment) may not be moved or displaced except with the permission and under the supervision of Avondale School District personnel.
12. School equipment (i.e., tables, chairs, and AV equipment) is not available for rental away from the school building.
13. In general, users will furnish their own special equipment. A user desiring use of school equipment requiring operation by school personnel (i.e., audio technicians.) shall pay appropriate charges.
14. School district facilities *are not* available for private activities including: weddings, birthday parties, anniversary parties, graduation parties, etc.
15. No heater units of any type are allowed in any of the district buildings
16. No user may conduct an activity on school property in which illegal gambling takes place.

17. Only such special decorations, which are free from fire and safety hazard and listed on an approved Facility Use Permit, shall be installed. Note: The use of fire batons, torches, fireworks, etc., is strictly prohibited. Furthermore, the users shall be responsible for the installation and timely removal of all special decorations from the facility. Users failing to remove their decorations shall incur charges for removal by district personnel.
18. User has agreed to adhere to the food and product allergy restrictions of Avondale School District. User found to be in violation of any allergy restriction will lose the privilege to rent district facilities and forfeit any down payments made to the district.
19. **Inclement Weather:** When the day school is closed due to inclement weather, all evening activities are cancelled. Listen to your local radio and TV station for school closing information.
20. **Re-scheduling Cancelled Activities:** Activities that are cancelled by the Avondale School District due to inclement weather or other emergencies will be rescheduled or refunded.
21. **Payment of Rental Fees and Related Services:** Rental fees and related service charges (i.e., custodial, audio-techs) must be paid in full one week prior to event. We accept checks only. All rental fees must be paid in full and on time prior to the event(s). Any returned or “bounced” checks will incur fees. All late payments are subject to late fees being added on. All non-paid bill will be taken to small claims court and renter is responsible for all fees associated with small claims court costs.
22. **Refunds:** Rental fees and related charges (i.e., custodial, audio-techs) are non-refundable in whole or part unless the school district cancels the group's scheduled activity.
23. 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. All extra cleaning fees will be charged to the person who requested the room(s).
24. The user is not to enter any area other than those identified in the contract.
25. 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.
26. 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.
27. All activity must be confined to the room/area assigned with proper supervision.

28. The user is not to use or operate any school equipment other than that specified in the contract.
29. Groups are responsible for providing all supplies and materials necessary.
30. In case of medical or other emergency situations, please notify the custodian on duty who will take a report of the incident.
31. 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. Custodian rates maybe added.
32. Upon approval, a confirmation/estimate is sent to each user, via e-mail.
33. The priority for scheduling facility use will be as follows:
 1. School Instructional Programs
 2. District Athletic Programs
 3. Long term contracts
 4. District wide programs
 5. Enrichment Programs
 6. Requests from the public

II. 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. Notification of cancellation must be submitted to the Facility Scheduler at least seventy-two (72) hours before the scheduled time use, or the full rental fee and personnel fees are charged.

III. SCHEDULING PROCEDURES

- A. All outside customers need to make a request through the Facility Scheduling system either online: <http://fs-avondale.rschoolday.com/authentication/credential/requesterlogin> or by phone (248) 537.6295.

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. Obtaining Use of Outdoor Sites

1. Natural Grass Fields:

Call (248) 537.6295 or online at sara.russ@avondale.k12.mi.us

2. Artificial Turf Fields:

For artificial turf field requests, contact sara.russ@avondale.k12.mi.us.

Once a reservation request has been received, the rental coordinator reviews the request for approval. After approval, a confirmation/estimate of all associated fees will be provided via email.

3. Concession Service- Available upon request:

The concession stand is not available for public rental.

4. Parking Lots:

Call (248) 537.6295 or online at sara.russ@avondale.k12.mi.us.

C. Obtaining Indoor Spaces

Auditoriums, Gyms, Classrooms, Cafeterias, Pool, and other ancillary rooms, call (248) 537.6295 or online at sara.russ@avondale.k12.mi.us

IV. 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 Avondale School District.
- B. Customers are billed at the beginning of the event or quarterly if the reservation is a year-long recurring event. Payment of pool rental is due one week prior to the event date.
- C. A 25% deposit is required for all reservations exceeding \$500.00. Should the event be canceled the deposit will be fully refunded only if the cancellation adheres to the seventy-two (72) hours' notice the District requires for all cancellations.
- D. Any other special payment considerations must be submitted and approved by the Rental Coordinator.

- 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 or small claims court.

V. 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.avondale.k12.mi.us

VI. FEES

In addition to the hourly rental rates, some areas and events will have personnel costs associated with the facility use. See Fee Schedule B

Other Personnel Fees – See Schedule D

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:

Snow Removal - removal on weekends with more than 2 inches of snow

SCHEDULE A

INDOOR ROOM FEES

2015-16

Indoor Room Fees All Fees Per Hour W/One Hour Minimum	ELEMENTARY	MEADOWS	MIDDLE SCHOOL	HIGH SCHOOL
Classrooms	\$20	\$20	\$20	\$20
Gym	\$40	\$50	\$50	\$150
Auxiliary Gym	-	-	\$40	\$60
Cafeteria	\$30	\$40	\$60	\$60
Media Center	\$40	\$40	\$40	\$50
Music Band or Choir	\$40	-	\$50	\$100
Kitchen *	-	-	-	-
Hallway Events	\$20	\$20	\$20	\$20
Auditorium Lobby	-	-	-	\$50
Rehearsal Room	-	-	-	\$60
Board Office Conference Room	\$50	-	-	-
Conference Rooms	\$35	\$35	\$35	\$35
Auditorium *	-	-	\$300	\$300
Pool *	-	-	-	\$125
Main Street	-	-	-	\$125
Technology Labs	\$10	\$10	\$10	\$125
Home Ec Room	-	\$35	-	-
Auditeria w/Stage	-	-	\$60	-

*** Indicates Additional Personnel Fees - Schedule D**

SCHEDULE B

OUTDOOR FACILITIES FEES

2015-16

All Fees Per Hour W/One Hour Minimum	ELEMENTARY	MEADOWS	MIDDLE SCHOOL	HIGH SCHOOL
Athletic Fields- Softball	\$60 Auburn Only	-	-	\$75
Baseball Varsity	-	-	-	\$75
Baseball JV	-	-	-	\$65
Football/Soccer Main 180 x 105	-	-	Not for Rent	\$225
Football/Soccer Aux	-	-	Not for Rent	\$150
Parking Lot	Per Event	Per Event	Per Event	Per Event
Tennis Courts	-	-	-	\$200
Track	-	-	\$100	\$200
Athletic Stadium*	-	-	-	Per Event
Equipment	-	-	Per Item	Per Item
Extra Mowing <small>(Baseball & Softball fields)</small>	\$70	\$70	\$70	\$70
Field Lights	-	-	-	\$100
Lining Fields	\$35	\$35	\$35	\$100
Press Box	-	-	-	\$100
Scoreboard	-	-	-	\$25
Track Equipment	-	-	Per Event	Per Event

*Indicates Personal Fees-See Schedule D

SCHEDULE C

ADDITIONAL EQUIPMENT FEES

2015-16

ITEM	PER ITEM
Chairs (Per 100)	\$20
Tables (each)	\$5
Podium	\$25
	-
DVD/VCR/CD Player	\$20
Overhead Projector and Screen	\$15
Screen	\$25
Microphone & P.A. System	\$20
Microphone – Additional	\$15
Scoreboard (Gym)	\$25
Volleyball (Nets/Poles)	\$50
Video Taping – Events	Requires Quote
Equipment Transfer Fee	Requires Quote
Audio Technician	Requires Quote

SCHEDULE D

PERSONAL FEES

2015-16

ALL FEES – PER HOUR PER PERSON TWO HOUR MINIMUM	MONDAY – SUNDAY (When Applicable)
Custodian	\$30
Kitchen Supervisor	\$30
Maintenance & Grounds	\$60
Event Set Up Fees	Per Event
Auditorium – General Personnel	\$15
Stadium – Event Manager	\$35
Stadium – Press Box/Operator Field Supervisor	\$15
Pool – Supervisor/Timing Equipment Operator	\$30

All groups must sign a Rental Agreement and must furnish liability insurance prior to approval for use.

Any organization using school facilities must provide an original Certificate of Insurance, with Avondale School District named as the Certificate Holder, indicating a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability coverage. In addition, Avondale School District must be named as an additional insured on this policy.

Each insurance policy must require that the insurer send notice to Avondale School District Rental Office, as follows:

- A. Access to the facility shall not be permitted until the application and insurance has been screened and approved.
- B. Certificate is completed by renter’s insurance company or designee.
- C. Certificate is provided by an insurer admitted to do business in Michigan or written through a Michigan broker.
- D. 30 day notice of cancellation

Cancellation of insurance also voids the rental contract until proof of insurance can be provided to Avondale School District.

Insurance for Building Renters

General Liability	Each Occurrence	1,000,000
	Personal & ADV injury	1,000,000
	Damage to rental premises	1,000,000
	MED expense (any 1 person per incident)	5,000
	Products-COMP/OP AGG	1,000,000
	General Aggregate	1,000,000

The address of the location must be listed and the dates of the event/s.

SCHEDULE F

CAMP BY AVONDALE COACHES

2015-16

Criteria: Coach must have Athletic Directors approval that the following is in place:

Coach must submit a written request to the Athletic Director which will include the following information:

- What sport: _____
- Who is responsible coach: _____
- How the camp is to benefit Avondale students and the sport sponsored in the district:

- Goals and expectations for the camp:

- Dates, times, facilities needed:

- Costs: _____

- Registration information:

* All flyers and advertisement needs to be approved by the Athletic Director-copy attached

- No third party agreements- YES/NO
- All monies collected must be deposited in the sport's internal account (checks made out to Avondale Schools or use Pay Schools)- YES/NO
- Athletic Director will send over all information, with his approval, to the Administrator in Charge of Rentals

Athletic Director

Date

- Administrator in Charge of Rentals will review
- If approved, Administrator in Charge of Rentals will get the camp scheduled
 - Rent will be waived
 - Any damages or any extra costs incurred by the District will be covered by the sport
 - Any large outside rental group could bump this group for an event – two months' notice needed

Approved: _____ Date: _____

