

## OBJECTIVE

The facilities of the Woodhaven-Brownstown School District (the "School District") are used primarily to educate School District students and carry out the educational functions of the School District. However, these Building Use Regulations have been compiled so that School District facilities may be utilized by community groups when such use does not interfere with or impede the School District's educational functions. The School District facilities are not an open public forum.

## **ARTICLE I – GENERAL CONDITIONS**

### **SECTION 1: Eligible Purposes**

- A. Provided such use is consistent with applicable federal, state, and local laws, rules, regulations and ordinances, as well as the policies, procedures, rules and regulations of the Board of Education of the School District, School District may permit its facilities to be used by the non-School District users in a manner consistent with the original and primary uses of the facilities.
- B. Permission for the use of School District facilities may be granted to regional or state area conferences or to statewide educational groups on a reciprocal basis.

### **SECTION 2: Ineligible Purposes**

- A. School District facilities may not be used for the teaching or promotion of any theory or doctrine of a subversive nature, or which is intended to undermine or overthrow the constituted government of the United States.
- B. School District facilities may not be used by children attending private or parochial schools while regular classes of the School District are in session.
- C. Permission may not be granted for use of certain school facilities & equipment, which might be broken, damaged, or be the cause of possible injury (such as office, laboratory, athletic equipment, computer equipment, audio visual equipment, and musical instruments, etc.)
- D. The School District reserves the right to cancel or limit building usage at any time for construction, maintenance, summer cleaning, Act of God days, and for other conditions the School District deems appropriate.

### **SECTION 3: Building Permit Required**

All School District facilities use shall be approved by the Assistant Superintendent of Business & Support Services, or his/her designee, utilizing the procedures within these regulations. Upon approval, the organization shall be considered to have a permit to use the facilities in accordance with all applicable federal, state and local laws, rules, regulations and ordinances, as well as the policies, procedures, rules and regulations of the Board of Education of the School District.

### **SECTION 4: Priority of Use**

- A. The School District will use the following priority of usage for first right of assignment:
  - a. School athletics, curricular and extra-curricular.
  - b. Municipal recreation.
  - c. General public.
- B. The School District reserves the right to adjust the above schedule when conflicts arise based upon historical rental use by any party and late requests.

## **ARTICLE II - APPLICATION REQUIREMENTS**

### **SECTION 1: Local Sponsorship**

- A. All applications for the use of School District facilities shall originate with responsible organizations or individuals who reside in, or have their principal place of business located within the boundaries of the School District and the Woodhaven/Brownstown communities, except under special circumstances approved in advance by the Board of Education. Permit holders shall not assign, transfer, sublet, or charge a fee to others for the use of School District property or facilities.
- B. The Board of Education reserves the right to:
  - a. Require sufficient time for full review of all applications for use of School District facilities.
  - b. Retain the first right to the use of its own property or facilities.
  - c. Authorize cancellations with or without due notice.
  - d. Set priority of usage if multiple requests are received for the same time period.
  - e. If an Act of God causes the buildings/facility to be closed, the School District will notify the user/permit holder of cancellation of usage. Charges will not be invoiced for an Act of God cancellation
  - f. All permits are granted with these understanding.
- C. Issuance and Cancellation of a Permit:
  - a. Holders of permits may cancel their permit by giving the issuing office notice of the date to be cancelled. Forty-eight (48) hours written notice prior to the approved rental date is required for cancellation or charges shall be assessed.
  - b. The permit holder agrees to indemnify, defend and hold harmless the School District, its Board of Education (in their official and individual capacities), administrators, employees, agents and representatives from any and all claims, actions, suits, and judgements and expenses including claims, costs, attorney fees and damages in connection with, resulting from, or arising out of: i) associates or employees; ii) the violation of any laws, rules, regulations, or ordinances or School District policy or procedures by the permit holder, its agents, members, invitees, attendees, partners, associates or employees; and iii) damage to any portion of the School District facilities or its property or bodily injury (including loss of life).
  - c. A copy of a certificate of liability insurance properly endorsed to name Woodhaven-Brownstown School District as additional insured (in the minimum amount of \$1,000,000) must be filed with the application for facility use in the office to the Assistant Superintendent of Business & Support Services, or his/her designee, prior to being approved for a permit.

### **SECTION 2: Written Request for Use**

All applicants must apply for a permit **at the School District Administration Offices**, with the Assistant Superintendent of Business & Support Services, or his/her designee, and must:

1. Satisfy the Board of Education that they are responsible persons or officially represent responsible organizations;
2. Guarantee orderly behavior;
3. Underwrite damages due to their use of the School District's facilities and equipment;
4. Guarantee that their program is of a nature suitable for presentation in the conformity with the regulations of the Board of Education; and
5. Personally deliver the application to the Assistant Superintendent of Business & Support Services, or his/her designee, and provide a picture identification proving residency within the School District; and
6. Payment is required at time of approval and issuing of permit.

**Section 3: Application Particulars**

The organization or individual making application for use of a School District facility must provide the following information:

1. School/facility and rooms desired (with only rooms/space approved for use allowed to be occupied).
2. Day(s), month and year, and start and end times requested.
3. Nature of program or activity (copy of the program, if possible).
4. Amount of admission charge, if any. All admission charges must be pre-approved. Groups that charge admission may be subject to an additional fee.
5. Use to which proceeds will be applied, if applicable.
6. Number of members in organization making application; names and addresses, percentage School District residential participants including notation of those who reside, or have a principal place of business located within the boundaries of the School District.
7. Any other organizations or individuals who are connected directly or indirectly with the proposed activity, and if so, in what manner.
8. A statement that the applicant will accept full responsibility for any and all damages to any School District property in connection with the use of School District facilities.
9. The application must be signed by an officer, or agent, of the organization or individual authorized to do so.
10. An evaluation will be conducted prior to and after use of the facility by authorized School District personnel and user.
11. Equipment needed or special arrangements must be indicated on the building use form.
12. The School District reserves the right to limit the School District equipment available for use and/or to require that the renting organization only use School District approved equipment.

## **ARTICLE III - SPECIAL REQUIREMENTS**

### **SECTION 1: Use of Materials by Permit Holder**

The use of any materials on floors or other parts of the School District building/facility without specific pre-approval of the Assistant Superintendent of Business & Support Services, or his/her designee, is prohibited.

1. All decorations shall be displayed in a manner that will not be destructive to School District property.
2. Displays shall be approved by the School District.
3. All decorations shall be removed promptly after conclusion of the activity, but no later than six o'clock a.m. on the next day after the building has been used unless special arrangements are made in advance.

### **SECTION 2: Requirements for Materials Use**

- A. All the decorations must fulfill the following requirements:
  - a. No tacks, nails, or tape will be used on walls, doors, and floors.
  - b. All materials must be flame retardant or flame resistant.
  - c. The use of candles is prohibited.
  - d. The use of flimsy decorations of any type is prohibited without permission of the Assistant Superintendent of Business & Support Services, or his/her designee. This includes but not limited to, paper or cloth streamers, artificial flowers, trees, vines, leaves, moss, shrubs, grass, cotton batten or any other materials for decorative purposes, or for the insulating or artistic enhancement or any other similar purposes, that will produce a quick or fast burning fire, regardless of whether it is flameproof or not.
  - e. The use of imitation leather or other material consisting of or coated with pyroxylin base is prohibited.
  - f. The permit holder shall notify the fire marshal of extensive decorations and request an inspection and approval.
  - g. The School District reserves the right to request that the local fire marshal inspect decorations at the permit holder's expense.
- B. Damage to any School District property will be the responsibility of the permit holder. The permit holder will be invoiced for the cost of the repairs.

### **SECTION 3: Security/Police Protection**

The permit holder shall assume responsibility for arranging and paying for any necessary police protection or security services as well as for any costs incurred should security or police protection be necessitated during the scheduled event. The permit holder must contact the Assistant Superintendent of Business & Support Services, or his/her designee, when such personnel will be used or if, during or following the event, security or police had to be contacted and/or dispatched.

### **SECTION 4: Damages and/or Loss of School Property**

The permit holder shall be fully responsible for all damage or loss of any and all School District property, including that belonging to students or employees, caused by the permit holder, its agents, members, invitees, attendees, partners, associates or employees during the time the building is in use under the permit.

### **SECTION 5: Smoking**

Smoking and/or use of nicotine products in School District buildings/facilities and on School District property is strictly prohibited.

### **SECTION 6: Alcoholic Beverages**

Alcoholic beverages or liquors shall not be permitted on School District property at any time.

**SECTION 7: Special Equipment Usage**

- A. It is the permit holder's responsibility to make special arrangements with the Assistant Superintendent of Business & Support Services, or his/her designee, for use of special or extra equipment prior to the rental of the premises.
- B. The permit holder is responsible for the extra compensation to be paid to School District employees, third party contractors or agents to operate or supervise special or extra equipment or transfer same from another building.

**SECTION 8: Eligibility**

Inaccurate or untruthful statements made in applications or violations or regulations may place the responsible persons or organizations, or both, on an ineligible list. Subsequent applications of such persons/entities placed on the School District's ineligible list will be referred to the Board of Education, who will determine whether disbarment shall be temporary or permanent.

**SECTION 9: Premises Availability**

School District buildings will be opened one-quarter hour before the scheduled time of the program and closed one-quarter hour after the scheduled end of program unless the rental application specifies otherwise. Permit holders are expected to vacate the School District property within one-quarter hour of their scheduled event. Additional time will be charged in multiples of one-half hour.

#### **ARTICLE IV - CHARGE CLASSIFICATIONS**

**The following groups or organizations will be charged according to the rates as set forth in this Building Use Regulations Booklet.**

##### **SECTION 1: Class I - School and school related organizations, events, youth, and non-profit organizations for the benefit of School District students.**

- A. Class I applicants and organizations must reside, or have their principal place of business within the boundaries of the School District and the Woodhaven/Brownstown communities.
- B. Class I organizations:
  - a. School District events, programs, and activities
  - b. School/student related activities (PTO, booster club, organized district alumni groups, etc.)
  - c. School District employee organization meetings
  - d. Municipal elections
  - e. City of Woodhaven and Brownstown Township Parks and Recreation programs
  - f. Local recreation programs solely organized for youth development
    - i. 75% of the participants must be current Woodhaven-Brownstown School District students
    - ii. The organization must maintain a non-profit status
    - iii. Indirect costs may be applied based on waived rental fees (based on extraordinary clerical, electrical, and/or technical support)
- C. Facility Charges
  - a. No facility rental charges will be incurred by Class I users.
  - b. Additional expenses incurred by the School District including custodial, electrical or other support services will be charged to the permit holder on an actual basis.
  - c. All required fees will be invoiced and payable upon issuance of building use permit.
- D. Any organization group charging an admission fee and/or tuition is automatically charged at Class II or Class III pricing unless a separate written agreement is reached with the School District in conjunction with Article VIII. Superintendent or designee has the sole right to enforce or waive this requirement without recourse to the applicant.

##### **SECTION 2: Class II - Governmental, Non-Profit Organizations, and Commercial Businesses**

- A. All Class II applicants or organizations must reside or have their principal place of business located within the boundaries of the School District and the Woodhaven/Brownstown communities, except under special circumstances approved in advance by the Board of Education.
- B. Facility Charges
  - a. Class II organizations per Article VII, Section I Schedule of Rates for Building Use and Article VIII.
  - b. All required fees will be invoiced and be payable upon issuance of building use permit.

## **ARTICLE V - USE OF AUDITORIUM**

### **SECTION 1: Auditorium**

- A. During School Hours
  - a. The High School Principal's office shall maintain a daily use calendar of the auditorium.
  - b. Staff wishing to use the full auditorium (700 capacity) or main auditorium (500 capacity), should schedule a minimum of one week prior to use and may be required to submit an "Application and Permit for Use of Building" form.
  - c. Legitimate uses of the auditorium by staff are determined by the Principal.
  - d. Groups other than the High School staff wishing to use the main or full auditorium during school hours must submit an "Application and Permit for Use of Building", providing ample time for scheduling through the office of the Principal.
- B. After School Hours
  - a. Any group wishing to reserve use of the auditorium after school hours must submit an "Application and Permit for Use of Building" form at the District Administration Offices, with the Assistant Superintendent of Business & Support Services, or his/her designee.
  - b. Staff wishing to use the auditorium for after school hours must have the building principal submit an "Application and Permit for Use of Building" form at the District Administration Offices, with the Assistant Superintendent of Business & Support Services, or his/her designee. This includes school plays, concerts, rehearsals, elementary school programs and middle school programs.

### **SECTION 2: Supervision**

- A. Custodial Responsibilities
  - a. A custodian will open auditorium areas and provide requested equipment for use during the school day.
  - b. All scheduling requiring the use of full or main auditorium may require the supervision of a custodian.
  - c. Depending upon the use of the auditorium, additional supervision may be necessary including an auditorium supervisor, staff members, stagehands, etc. The actual cost of these additional personnel will be passed on to the permit holder.
- B. Staffing of Performance
  - a. During school hours compensation may be provided for stagehands, advisors, and custodians.
  - b. District approved stagehands and/or advisors are required for partial or full use of the stage and equipment.
  - c. District approved operators are required for use of projection equipment in control room.
  - d. All after school hourly work, except for the High School drama and musicals, chorus and band, will be compensated by the organization renting/using the building/facility.
  - e. A School District approved auditorium advisor or custodian must be present when the full stage is involved for a performance. He/she shall also be present at rehearsals involving light settings or extensive scene setting.
  - f. Stage hands shall be present as follows:
    - i. Full and main auditorium - minimum of 1 person
    - ii. Full stage - 4 people
  - g. The School District reserves the right to select and assign all stagehands, equipment managers, advisors, and other personnel.

### **SECTION 3: Equipment Used in the Auditorium**

- A. All School District-owned equipment and controls will be handled by personnel designated by the School District.
- B. Projection equipment will remain in the auditorium area.

- C. No pieces of equipment will be loaned from the auditorium area except for other school programs that occur and only upon request.
- D. Upon written request, bookings may use the podium, lighting, platforms, upright pianos, amplifying equipment, projectors, etc. Stage props and scenery, if used intact, may also be used with prior approval.

**SECTION 4: Unlocking of Areas in the Auditorium**

- A. Lavatories locked except for public functions where the general public is invited for a performance. Other bathrooms will be available in the facility.
- B. Custodian will unlock daily only those areas to be used.

**SECTION 5: Classification of Groups and Charges for Use of Auditorium**

- A. Class I - School and school related organizations, events, youth and organizations for the benefit of school district students - school performances (plays, concerts, musicals, etc).
  - a. School sponsored performances (parent groups, school clubs, and other community-based organizations whose service objectives are generally school wide in nature).
  - b. Recognized school clubs and school related organizations using the auditorium for fund raising shall pay \$75.00 per use and shall be limited to four (4) hours maximum. All admission charges must be pre-approved. Those groups charging admission may be subject to an additional fee determined by Superintendent or designee. School sponsored events may be exempt from the additional fee.
- B. Class II as stated in Article IV Charge Classifications.
  - a. Charges apply
  - b. All admission charges must be pre-approved. Groups charging admission may be subject to and additional rental fee.



**ARTICLE VI - USE OF OTHER AREAS**

**SECTION 1: Kitchens and Cafeteria**

- A. School District assigned personnel must be hired to operate kitchen equipment. Personnel must hold Serve Safe certification for use of the kitchen, cafeteria, or concession stand area for food preparation.
- B. An additional charge may apply if chairs and tables are required to be set up and/or removed by School District staff. Such charge will be added to the rental/user fee.

**SECTION 2: Pools and Gymnasium**

- A. Written verification of a certified lifeguard, with a ratio of one lifeguard for every twenty-five people, is required in advance and must be provided by the permit holder.
- B. If there is an accident in the pool such as human waste, etc., the renter/permit holder will be charged for the clean-up costs.

**ARTICLE VII - RENTAL RATES - Class II**

**SECTION 1: Schedule of Rates for Building Use - Class II**

**FACILITY CHARGES**

ELEMENTARY SCHOOLS	CLASS II
Kitchen	\$25.00 per hour/2 hour minimum
Gymnasium	\$25.00 per hour/2 hour minimum
Cafeteria	\$25.00 per hour/2 hour minimum
Stage & Lighting	\$30.00 per hour/2 hour minimum
Media Centers	\$30.00 per hour/2 hour minimum
Classrooms	\$15.00 per hour/2 hour minimum
Art and Music Rooms	Not Available
Computer and Science Rooms	Not Available

MIDDLE SCHOOLS	CLASS II
Kitchen	\$25.00 per hour/2 hour minimum
Cafeteria	\$25.00 per hour/2 hour minimum
Gymnasium	\$50.00 per hour/2 hour minimum
Pool*	\$75.00 per hour/2 hour minimum includes chemical
Media Centers	\$30.00 per hour/2 hour minimum
Classroom	\$15.00 per hour/2 hour minimum
Art and Music Rooms	Not Available
Large Group Instructional/Stage Room	\$50.00 per hour/2 hour minimum
Computer and Science Rooms	Not Available

HIGH SCHOOL	CLASS II
Classroom	\$15.00 per hour/2 hour minimum
Kitchen	\$25.00 per hour/2 hour minimum
Cafeteria	\$25.00 per hour/2 hour minimum
Gymnasium	\$75.00 per hour/2 hour minimum

Pool*	\$75.00 per hour/2 hour minimum includes chemical
Media Center	\$30.00 per hour/2 hour minimum
Art and Music Rooms	Not Available
Computer and Science Rooms	Not Available
Print Shop and Welding Shop	Not Available

BASEBALL FIELDS	
Permit fee per week authorizes the following:	\$10.00 per week (no indirect cost & non-refundable)
Two practices per week, two hour maximum per day	See Business Office memo (appendix B)
Additional weekend game allowed (see appendix B)	
Varsity Baseball & Softball fields are not allowed unless approved by the Superintendent	Rate determined by the Superintendent or designee

TENNIS COURTS	
Permit required for use of tennis courts	No fee, subject to change by Board directive

Rates effective **March 1, 2013**

**\*Pool accident rates: If there is an accident in the pool such as human waste, etc., the renter/permit holder will be charged for the clean up costs.**

**SECTION 2: Schedule of Rates for Building Use - Auditorium**

A. Class II - Outside - For Profit Woodhaven-Brownstown School District Groups

	With Stage Lighting (hourly rate)	Without Stage Lighting (hourly rate)
a. Full auditorium - 2 hour minimum (700 cap.)	\$450.00	\$350.00
b. Main auditorium - 2 hour minimum (500 cap.)	\$375.00	\$275.00
c. Rehearsals (4 hour maximum)	\$250.00	\$200.00

**A School District trained auditorium technician and custodian will be required for all auditorium uses. Fees will be established on basis of services required.**

**SECTION 3: High School Stadium Use and Charges**

## CLASS II and Additional Charges for Additional Staff - All Classes

Football Field	\$175.00 per hour *2 hour minimum
Concession Stand	\$40.00 per hour *2 hour minimum
Lights	\$40.00 per hour *2 hour minimum
School District will determine based on the event and facilities requested and the hours of custodial service required.	Actual cost based on union contract or contracted personnel for hourly rates-regular or overtime as needed; *2 hour minimum
Field marking (chalk/paint) is available only by Woodhaven-Brownstown School District personnel	Actual cost of materials and actual cost of labor based on union contract or contracted personnel for hourly rates-regular or overtime as needed; *2 hour minimum
School District trained and assigned tradesman for sound system and lights.	Actual cost based on union contract or contracted personnel for hourly rates-regular or overtime as needed; *2 hour minimum

\*Illustrative 13-14 Hourly Custodial Rate Charge - \$13.39/hour (will update with 14-15 rates)

2014-15 Indirect Cost Rate as Certified by State of Michigan - 8.93%

**ARTICLE VIII - ADDITIONAL INFORMATION**

**SECTION 1: Alternatives for Scheduling**

- A. If a building is requested to be used weekly throughout the year, the School District may enter in to a long term contract with the organization following the schedule of rates herein for the appropriate class.
- B. The rates on the preceding page shall be subject to change upon periodic review. Except where the Building Use Regulations are amended by Board action, these provisions will be administered without exception or modification.

**SECTION 2: Contract Information**

- A. If you need further information regarding Building Use Regulations, you may contact the Director of Contracted Services, or his/her designee, at 734-783-0255.
- B. Address inquiries to: Support Services Department  
24793 Van Horn  
Brownstown, MI 48134