

1. General Statement:

The Belding Board of Education wished to consistently maintain policies that encourage the use of facilities under its control by groups and organizations that have as their objective the development of personal character and the civic welfare of the Belding Area Community. Buildings and facilities should be available to the public as much as the statutes and the instructional program will permit. Be it known, however, that it is not the intent of the Belding Area Schools to compete with any private existing agency capable of commercially providing facility usage. The rules and regulations herein are designed to provide wide community use of school facilities with necessary restrictions, when alternate commercial space is unavailable. Although the Board had adopted an attitude of service, it realizes that service does cost money and budgetary considerations must be recognized. These rules and regulations set forth a priority schedule and usage of physical facilities. The Board of Education reserves the right to deny use of buildings for any purpose that is not, in its judgment, consistent with the best interests of the community. Interpretation of these guidelines is at the discretion of the Superintendent of Schools.

2. General Procedures for Facility Application:

- A. Application for use of District facilities shall be filed with the Community Education Office at least ten (10) days prior to the date when facilities are to be used.
- B. Upon approval, a copy of the application shall be returned to the applicant. Receipt of processed application denotes approval or rental agreement. School activities shall have priority over all other groups. However, if subsequent to rental approval to an outside group, a school use is determined, the District reserves the right to withdraw approval to the outside group. This right shall be limited: No school activity will be scheduled within 14 calendar days of an outside event unless the outside group willingly can accommodate the District's school event.
- C. Rental charges shall be payable before the projected usage. Additional custodial and other extra charges shall be payable after-the-fact.

3. Groups Eligible for Facility Reservation:

- A. Class I: Any organized group directly connected with the Belding Area Schools including, but not limited to: athletic teams, band, F.F.A., senior/junior classes, student council, evening classes, P.T.O., band and athletic boosters, boy and girl scouts and other such school related groups.
- B. Class II: Any organized non-profit group or organization within the school district whose purpose is civic, cultural, fraternal or religious in nature including but not limited to: civil defense, county extension, Lions Club, Elks, Rotary Club, church youth groups, and other such private groups. Local, for-profit companies and businesses which do business within the Belding School District and which, as businesses, pay taxes to the Belding Area Schools District shall also enjoy Class II recognition if the proposed purpose for the District's facility is substantially social (Christmas dinners/employee appreciation events, etc.) as

opposed to company sales meetings, training sessions, etc. If the purpose of such use is “business”, facility usage will be considered under Class III (below).

- C. Class III: Any private and / or profit making group whose interests are limited exclusively to the membership of said group. Private celebrations will be discouraged. Assignment of application groups to an above category shall be at the discretion of the Superintendent.

4. Facilities Open to Reservation:

- A. Facilities which may be reserved for use by community groups and organizations included classrooms, cafeterias, auditoriums, kitchens, multi-purpose rooms, gymnasiums, outdoor athletic facilities and parking lots.

5. Facility Rate Schedule:

	Classes	Gyms	Café	Kitchens	Auditorium	Commons
Class. I	N/C	N/C	N/C	N/C	N/C	N/C
Class. II	\$20	\$50	\$30	\$30	\$60	\$60
Class. III	\$100	\$800	\$300	\$200	\$800	\$400

- A. Facility use is not to exceed four (4) hours from start to finish unless previously Negotiated. Rental charges will be increased if use exceeds four (4) hours.
- B. Food is to be served only in multi-purpose rooms and High School Commons. If hot food is served, a kitchen must be rented in addition to multi-purpose rooms or commons (unless this requirement is overtly waived by the District.) No use of school kitchens or food service areas will be permitted without supervision of a person approved by the District’s Director of Food Services. Costs of hiring a cook shall be born by the renters.

6. General Guidelines and Provisions Governing Facility Reservation:

- A. Class I groups may use facilities free of charge during the time custodial services are normally provided. Should Class I groups request use of facilities during times other than regular custodial service hours, only custodial service fees shall be charged. These groups shall have priority over all other groups.
- B. Class II groups may use school facilities at rates that reflect nominal, energy usage charges if usage occurs during regular building service hours and involve no unusual or excessive custodial services. Should activities be held at times other than those when custodians are normally employed, class II groups shall be responsible for fees involving custodial services.
- C. Class III groups may use school facilities at a charge based on the cost of personnel required to service the desired facility prior to, during and following usage in addition to fees established by the Board.
- D. It is to be understood that groups desiring the use of facilities on weekends shall face higher fee rates due to increased labor costs.
- E. All facility reservations shall be subject to the availability of custodial service. Costs for custodial overtime service shall be established by current wage rates of individual custodians in accordance with the Master Contract of the school district.

- F. Cafeteria / kitchens shall be rented only under the personal direction on a regularly employed cafeteria staff member. The decision as to whether additional cafeteria staff is necessary will be made by the Food Service Supervisor and the cost incurred will be charged to the renting group. Costs for cooks' overtime service shall be established by current wage rates of individual cooks in accordance with Master contract of the school district.
- G. It is understood that vacation days occurring during the school year will be primarily used for building maintenance, and thus, groups will be discouraged from rentals during vacation periods. No groups will be allowed to use school facilities from Memorial Weekend to the end of school.
- H. The District shall reserve the right to refuse any groups the use of school facilities, revise fee rates without notice (to groups not under reservation at the time of the change), and cancel or revise these provisions at its discretion, All items dealing with "Provisions for Facility Reservation" not specifically mentioned in the preceding passages shall be subjected to the interpretation of the District. Further, the District reserves the right to dispose of such special cases not covered in these provisions as it deems advisable and in the best interest of the district and community.

7. Specific Guidelines and Restrictions Governing the Use of School Facilities

- A. Sponsoring organizations shall provide a sufficient number of competent adults to assume responsibility for control of the activity agreed upon at the time the contract is issued. Arrangements for special equipment or facilities shall be made at the time rental contract is issued. Extra compensation shall be required to cover charges for supervision, transferring equipment, setting equipment already in the building, etc.
- B. Applicants shall supply any special supervision needed, for example, police Protection, parking protection, etc., as determined by the Community Education Office. If specialized school equipment is to used (auditorium light and sound systems, for example) people competent to manage the equipment shall be named at the time application is made. Such persons shall be acceptable to the District and shall be compensated by the using group. A damage deposit may also be required at the discretion of the Community Education Office.
- C. Smoking is prohibited except in specified areas.
- D. Absolutely no open flame fires shall be permitted in any indoor facility. Fires in outdoor facilities shall be discouraged and only allowed with the overt and expressed permission of the District. Application for such approval shall be made at the time of submitting application for rental.
- E. Absolutely no trampoline or other person-propelling device shall be allowed.
- F. Alcoholic beverages are not permitted in District facilities nor on District property at any time.
- G. Use of materials on floors, walls, or other parts of a building is prohibited without specific approval of the Building / Grounds Supervisor.
- H. Electrical equipment cannot be used without specific approval of the Building/Grounds Supervisor. Application for such approval shall be made at the time of submitting application for rental.

- I. Decoration shall be fireproof and shall be erected in a manner that will not be destructive of school property.
- J. When fees are to be paid by agency or group, the organization using the facilities shall assume those responsibilities.
- K. All advertising and all sale of merchandise, printed matter or other materials is forbidden on Board of Education owned premises in connection with any meeting, except with the approval of the Community Education Direction.
- L. The Board of Education and its authorized representative shall have full and free access to the premises at all times.
- M. No facilities shall be rented past 10:00 pm without special approval from the Community Education Director.
- N. Rental contracts are not transferable,
- O. Central administrative offices are not available for rent or use unless specific administrative approval is authorized and an administrator is present.
- P. The Community Education Director shall have authority to revoke an approval with good cause shown.
- Q. Renters shall assume all liabilities for damages which may occur in, on, or about any Belding Area Schools District facility while said persons or groups are using those facilities/
- R. Programs interfering with regular school or programs classified as a nuisance by school officials shall be prohibited.
- S. School facilities are not available to religious services, partisan political meetings or meetings of similar nature when school or college credit classes are in session, unless authorized by the Superintendent of Schools. Regular use by such groups shall be discouraged.
- T. Violation of these rules and regulations will prevent subsequent granting of use of District facilities.