

**GRAND LEDGE PUBLIC SCHOOLS**  
**USE OF SCHOOL FACILITIES - REGULATIONS**

The school facilities are available for use within these regulations.

School facilities, when not otherwise being used for school instructional purposes and/or extracurricular programs that are approved by the Board of Education, may be used by Grand Ledge residents or individual staff members as outlined below. To ensure fairness and consistency in the implementation of board policy governing use of school facilities, the following categories have been established to determine priorities. A fee schedule applies to approved users when appropriate. In all cases, emergency uses for disasters, shelter needs and the like will take precedence.

**PRIORITY FOR USE**

**Category 1:** K-12 Program Activities/School District Operated Community Education School programs/school children

Fees for Category 1

For occasional use during normal hours of operations, no fees will be assessed. All events requesting to be scheduled during an instructional school day must be pre-approved by the building principal. All events requesting facility use after the completion of the instructional school day need to be forwarded to the Athletic Director for approval. Customary overtime costs for labor may apply and will be charged to the user group when custodial personnel are required beyond their normal work schedule. All overtime cost must receive prior approval from the Athletic Director. Fees for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use, clean-up, and special services (security) associated with major district-wide fundraising activities.

**Category 2:** School Affiliated Programs/ Community Non-Profit Groups/Approved School Business Partnerships

School related parent and booster groups, scouts, extra duty clubs and organizations as determined by the School District, and businesses that are in an approved school-business partnership, will be granted second (2nd) priority. All requests need to be sent to the Athletic Director for approval and the calculation of possible fees.

## Fees for Category 2

For occasional use during normal hours of operation upon the completion of the instructional school day, no fees will be assessed. **The district will charge a minimal operational fee to groups, clubs and school-business partnerships for scheduling the use of large program areas.** The customary overtime cost for labor shall apply and be charged to the user group when custodial personnel are required beyond their normal work schedule. All overtime cost must receive prior approval from the Athletic Director.

In addition, requests for permits for extraordinary activities such as tournaments, exhibitions, or large events involving prolonged set-ups, use, clean-up and/or special services (security) shall require an additional fee.

## Fees for Category 2

See the attached fee schedule.

### **Category 3:** Community Businesses/Informal Groups/Churches/Other Organizations

Grand Ledge community businesses, informal groups, churches and other community organizations with at least 50% of its participants residing in the Grand Ledge School District will be granted third (3rd) priority. Community groups are defined as governmental agencies or groups made up of at least seven (7) actual district residents providing civic, educational or cultural activities. These groups include, but are not limited to, City and Delta Township Recreation programs, GLAYB, USSF Soccer, AYSO Soccer, GLAYF, Pony-Colt Baseball and Junior Pro Basketball. Category 3 does not include profit-making or fundraising activities. Use will only be granted after the completion of the instructional school day. All requests need to be sent to the Athletic Director for approval and the calculation of fees. Examples of Category 3 use include, but are not limited to, meetings, performances, seminars, and recreational gym use.

## Fees for Category 3:

See the attached fee schedule.

**Category 4:** For-Profit or Commercial Businesses defined as private, for profit businesses, vendors or entrepreneurs. Commercial users shall not be routinely granted permission to rent facilities. Approval will be based on the following criteria: benefit to the district and community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity and relationship of the activity to the stated mission of the district. All requests need to be sent to the Athletic Director for approval and the calculation of fees.

Fees for Category 4: The attached fee schedule will apply.

## GENERAL PROVISIONS

### 1. APPLICATIONS

Applications for the use of space shall originate with responsible organizations or adult individuals, and 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.

Completed applications for facility use should be submitted at least ten (10) business days in advance.

Applications shall be made on the form provided by the Grand Ledge Public Schools entitled REQUEST FOR USE OF FACILITY APPLICATION and signed by an officer of the applying organization or by one to whom authority to sign the application has been delegated. If the application is on behalf of an unorganized group, it shall be signed by an adult member of the group who will be the responsible party of record for all charges and damages.

Applications may be obtained at the school buildings' main office in which use is requested. The principal shall clear each application with respect to date, time and their school calendar. The principal will then forward the form as indicated thereon. Athletic program areas should be forwarded to the Athletic Director's office. Auditorium program areas should be forwarded to the Auditorium Director. All other High School use should be forwarded to the High School's main office. All other building use that is requested for after instructional school hours should be forwarded to Athletic Director's Office.

The Athletic Director or his designee will approve or deny the request. If the request is approved, an estimation of fees will be calculated and the application will be returned to the applicant. If the applicant accepts the fees he/she will return the application to the Athletic Director's office accompanied by the application fee of twenty-five dollars (\$25) and 100% of the total fee estimate. If additional charges are incurred, the applicant agrees to pay said charges within 14 days following receipt of invoice; or forfeit their right to request the use of facilities in the future.

When the application and the total estimated fees are received, the event will be considered reserved and will be processed into the school district's Facility Use System. A copy of the approved application will be forwarded to the applicant, school, and the custodian.

**Users must present their approved copy to the custodial staff upon request on the day(s) of use.**

### 2. ATHLETIC SITES

District athletic sites and their use will be scheduled/coordinated through the Athletic Director.

Fee structure for athletic field use will be negotiated with designated central office staff (Athletic Director, Executive Director of Operations, Director of Human Resources and Business Office personnel).

Cost recovery and partnerships for in kind services will be considered in determining site use fees.

### 3. LIMITATIONS ON USAGE

Use of special designated areas, swimming pools, food-service areas, music rooms, theaters, and auditoriums will require the service of appropriate Grand Ledge Schools staff (for example, qualified lifeguards and maintenance personnel). Technicians may be required for selected activities in the auditorium. Food-service staff must be available when equipment is being used for food preparation and must be provided the first right of refusal for catered activities in school facilities. ("Catered" means when someone is hired to provide and serve food.)

By state law, a qualified pool operator and certified lifeguard must be on duty when a pool is being used.

School facilities are not available for religious, partisan political meetings or meetings of similar nature when classes are scheduled.

Persons or groups who practice discrimination based on race, gender, creed, or age under the law will not be granted permission to use Grand Ledge Schools' facilities.

Facilities are not available for the following uses: 1) private classes for the instruction of children unless such classes are deemed by the Superintendent as suitable supplement to the regular instructional program and unless the charges, qualifications of teachers, and quality of instruction conform to standards set by the Superintendent or his designee; 2) any other instruction for which a charge is made unless it is part of a program under the school authority or some approved public or community agency, or unless the charge is made solely to meet the expenses incidental to the instruction; 3) any use engendering racial or religious prejudices or for any other purpose not reflective of our democratic way of life; 4) monetary gain or provision of services via district staff members.

### 4. EQUIPMENT REQUESTS

When submitting your application, users must designate all equipment needed. Requests for school-owned equipment are not included in the direct or indirect cost and shall be charged based on request and type of equipment. The fee structure for equipment is attached. All equipment fees will be collected

### REQUIREMENTS

1. The Board reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities. The Board reserves first claim to the use of its own property. Cancellations may be ordered by the school authorities with or without due notice. All approvals are granted with this understanding. The application fee is nonrefundable. Those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
2. Users must take reasonable steps to ensure orderly behavior and employ school-approved security personnel when appropriate. Users will be responsible for paying for all damage associated with their use of the facility or equipment.

3. Programs and activities of users must be of a nature suitable for presentations in a public school, must be lawful, and must conform to all of the policies of the Board of Education.
4. Charges for school personnel (custodian, cook, lifeguard, etc.) shall be based on the fee schedule attached when extra pay for school employees is required as a result of the use.
5. Where warranted, the users must provide proof of liability insurance.
6. Speakers or performers may sell their work (CD's, books, etc.) for their own personal gain, but not to the benefit of the user group.

### **FACILITY USE REGULATIONS**

1. Facilities will not be rented for longer than one year to any one group without special permission. Facilities may be reserved after April 1 for the upcoming school year for no more than one year in advance. All school-sponsored activities must be made by April 1 or the use of facilities will be on a first-come, first-served basis. No cancellations of reservations by outside groups will be made unless they are deemed absolutely necessary.
2. The school district reserves the right to request payment of estimated fees in advance.
3. Grand Ledge Public Schools property is a weapon, alcohol, drug and tobacco free zone. All users are responsible for complying with these regulations.
4. Preparation and use of food & beverage is limited to designated areas. Grand Ledge food service has first right of refusal for all catering needs for any group(s) with the exception of food needed for ethnic organizations.
5. Games of chance are subject to state licensing.
6. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to school property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal. The use of pyrotechnics is prohibited. All Health Department and Fire-Life Safety codes must be enforced.
7. The user shall be fully responsible for all loss or damage to school property, including property of pupils and employees.
8. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the superintendent's designee.
9. Use of stages, furniture, and equipment must be arranged for in advance. Arrangements must be made with the superintendent's designee for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
10. A building will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program unless other arrangements are requested on the application and approved. If a group arrives early, or refuses to leave in

a timely manner, they will be charged one and one-half times the hourly rate, with a minimum of one hour. This charge will apply to all categories.

11. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision. Summer usage will be limited to school district selected buildings.
12. Groups are expected to leave facilities as they were before the activity. When on duty, the custodian will render custodial assistance as needed 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 according to the fee schedule.
13. Food-service personnel shall be required, in addition, when any school kitchen facilities are requested to use equipment for the preparation of food.
14. Responsibility for enforcement of rules and regulations concerning use of school facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of school facilities.
15. Corridors, exits and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
16. The school district will not be responsible for any loss of valuables or personal property.
17. All groups will adhere to the Grand Ledge Public Schools security alarm system. If an alarm is set off by any individual, we reserve the right to collect fees charged to the district by outside groups to secure the building. I.E. (Police, Fire Department, etc.)
18. Science Labs, Weight Rooms, Industrial Arts and Music rooms are available to Categories 1 and 2 upon authorization from the building principal and Athletic Director.
19. District-owned computer labs and computers are available to categories 1 and 2 only, under the following conditions:
  - Authorization of the building principal;
  - A computer-skilled supervisor must be in attendance;
  - Computer equipment may not leave the building premises.

Eligible groups may lose their right to use facilities if all rules and regulations are not followed, if school property is misused or damaged, or if the behavior of group members is such that it endangers other users of school property.

The superintendent reserves the right to grant use of facilities under special circumstances not covered by these regulations.

20. Facility use, regularly scheduled weekly, and consecutive use for 7-weeks or more of the same facility may qualify for up to a 50% fee reduction on the space use cost. Any staff time will be billed at actual cost to all users.
21. All after hours, private music or academic lessons or other building use must be approved by the building principal. Supervision of such programs is the responsibility of the principal.

## GRAND LEDGE PUBLIC SCHOOLS SCHEDULE OF USER FEES\*

Fees Are Per Hour Unless Otherwise Noted

FACILITIES	CATEGORIES 1 & 2	CATEGORY 3 (weekend only)	CATEGORY 4
Classrooms	No Charge	\$18	\$40
Library - Elementary	No Charge	\$18	Not available
Library - Middle Schools	No Charge	\$38	Not available
Library - Grand Ledge H.S.	No Charge	\$48	Not available
Elementary - Gym/Cafeteria	No Charge	\$35	\$55
Cafeteria - Middle School	No Charge	\$45	\$75
Cafeteria - Grand Ledge H.S.	No Charge	\$55	\$95
Gym - Middle Schools	No Charge	\$38	\$75
Old Gym - High School	No Charge	\$38	\$75
New Gym - High School	See Below	Not available	Not available
Auditorium - Grand Ledge H.S.	No Charge	\$100	\$150
Pool - Grand Ledge H.S.	See Below	\$50	\$100
Board Room - Sawdon Bldg.	No Charge	\$35	\$65
Ball & Soccer Fields/Track	See Below	See Below	See Below
Computer Labs	No Charge	Not available	Not available

1. All facility use may require an additional fee for personnel and services as noted below.

2. Availability of all athletic facilities must be obtained from the Athletic Director/Superintendent Designee and may be subject to utility fee to be determined by Athletic Director and Director of Operations.

### PERSONNEL

Hourly Rate Per Person (Minimum 2 Hours)

Staff	Monday - Friday BUSE	Saturday/Sunday	Holidays
Maintenance or On-Call Maintenance	Actual Cost to District	Actual Cost to District	Actual Cost to District
Custodian	\$30.00	\$60.00	\$90.00
Kitchen Staff	\$19.50	\$39.00	\$58.50
Lifeguards	\$30.00	\$60.00	\$90.00
Security Guards	TBD	TBD	TBD
Theater Technician(s)	TBD	TBD	TBD

### EQUIPMENT

\$.50/Chair      \$5.00/Table

### ADDITIONAL USE OF FACILITY RATES

Snow removal for event parking: Actual cost to district  
Line, drag and prep fields: Actual cost to district  
Application Fee (non-refundable): \$25 (Categories 3 & 4)

**EATING AND DRINKING IS PROHIBITED IN THE AUDITORIUM**

**THE GRAND LEDGE SCHOOLS MAINTAIN A  
WEAPON, ALCOHOL, DRUG & TOBACCO FREE ENVIRONMENT  
IN AND ON ALL SCHOOL PROPERTY.**

\*All fees subject to change.