

## **COMMUNITY RELATIONS**

### **Use of School Facilities**

The board of education may grant the use of its facilities for purposes other than regular school instructional and extra-curricular programs, providing such approved use will not interfere with these school programs.

The superintendent will establish rules and regulations for issuing permits covering the cost and the use of school district facilities. Persons or groups who practice discrimination based on age, color, disability (handicap), gender, height, marital status, national origin, race, political affiliation, religion, sexual orientation, veteran status, weight or any other reason prohibited by applicable laws will not be granted permission to use Okemos Public Schools facilities, except as may be necessary to comply with the Boy Scouts of America Equal Access Act or other law.

**Legal Reference:**

No Child Left Behind Act of 2001

Boy Scouts of American Equal Access Act of 2001;  
(20 U.S.C. 7905, 34 CFR Part 108)

**Policy**

Adopted: 11-16-53

Amended: 04-09-12

Reviewed:

The school facilities are available for use within these regulations.

School facilities, when not otherwise being used for school instructional purposes and/or extra-curricular programs approved by the board of education, may be used 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 as specified by the categories for use. 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-affiliated groups are defined as those whose activities directly relate to regular or extra-curricular programs (activities must be teacher or building principal-led, music programs, all-school events, school approved clubs, etc.).

#### Fees for Category 1:

For occasional use during usual hours of operations, no charges will be assessed. The customary overtime costs for labor will 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 building principal and Director of Operations. Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major district-wide fundraising activities. Events requiring prolonged setup, use, and clean-up must be communicated to the building principal, Athletic Director, and/or Director of Operations ten (10) days in advance of the event so that required personnel are available.

#### Category 2: Community Education Programs, School-affiliated Programs, Community Groups, and Approved School-Business Partnerships

Examples of category 2 users include Meridian Township, Ingham ISD, PTO's, Parent Councils, OEF, Scouts, Booster or Patron Groups, etc.

Community Education programs solely or jointly administered by the Board of Education will be granted second (2nd) priority to available school district space and facilities. In addition, school-related parent groups (Parent-Teacher Organization, Parent Council, Art and Music Patrons, and Athletic Boosters), scouts, and businesses that are in an approved school-business partnership, will be granted second (2nd) priority. Homeowner Associations and service organizations will be granted occasional (2-3 times annually) use at no charge with the exception of use of gyms, auditoriums and the Senior Center. These groups will be charged for use of facilities at the Category 3 rate unless the funding is returned to the district through donations or in-kind contributions.

Fees for Category 2:

For occasional use during usual hours of operation, no charges will be assessed. 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 costs must receive prior approval from the building principal and Director of Operations.

Events requiring prolonged setup, use, and clean-up must be communicated to the building principal, Athletic Director, and/or Director of Operations ten (10) days in advance of the event so that required personnel are available.

Category 3: Community Businesses, Informal Groups, Churches and Other Organizations

(i.e. non-profit cultural, music, church, etc.):

Informal groups, churches and other community organizations, and Okemos community businesses, will be granted third (3rd) priority. Community groups are defined as governmental agencies or providing civic, educational, or cultural activities. Priority will be given to groups with an affiliation to the Okemos community or schools unless scheduling conflicts exist.

Examples of Category 3 use include, but are not necessarily limited to, meetings, performances, seminars, recreational gym use.

Fees for Category 3:

See the Community Education website at [www.okemosonline.com](http://www.okemosonline.com) schedules and documents tab for fees.

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. For-profit/commercial businesses will be granted permission to rent facilities only during the academic school year and not during school breaks.

Fees for Category 4:

See the Community Education website at [www.okemosonline.com](http://www.okemosonline.com) schedules and documents tab for fees.

**GENERAL PROVISIONS**Application:

Application 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 unless there are extenuating circumstances (e.g. unforeseen athletic events, etc.). When charges are involved, the application must be accompanied by a payment for the full estimated fees, due at least 24 hours in advance of the event. Following the event, custodial, food service, and/ or technology charges will be sent in a separate invoice and are payable upon receipt.

Limitations on Usage:

For eligible categories (1, 2 & 3) use of special designated areas, food-service areas, music rooms, theaters, auditoriums, and computer labs will require the service of an appropriate Okemos Schools staff person (for example, computer technicians and maintenance personnel). Requests for use of a swimming pool requires that a certified lifeguard be provided by the user. By state law, each user must secure a qualified pool operator and a certified lifeguard (proof to be provided) will be on duty when a pool is being used.

Technicians must be available when using the theater and 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.) Please see attachment for food service guidelines. There will be additional charges for these services based on the attached rate chart.

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

**Persons or groups who practice discrimination based on age, color, disability (handicap), gender, height, marital status, national origin, race, political affiliation, religion, sexual orientation, veteran status, weight or any other reason prohibited by applicable laws will not be granted permission to use Okemos Public Schools facilities, except as may be necessary to comply with the Boy Scouts of America Equal Access Act or other law.**

Facilities are not available for the following uses:

- a) 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/her designee;
- b) 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;
- c) Any use engendering racial or religious prejudices or for any other purpose inimical to our democratic way of life;
- d) Monetary gain or provision of services via district staff members unless the funds are returned to the district through donations or in-kind contributions.

Use for private parties, weddings, anniversary parties, or public dances is prohibited.

Elementary schools are not available to Category 3 & 4 users when custodial staff is not contractually scheduled.

Equipment Requests:

When submitting REQUEST FOR USE OF FACILITIES, users must designate 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.

All media and technology requests, include computer labs, require a separate user application and must be approved by the Media & Technology Department ten (10) days prior to the event. The user regulations are attached, including application and equipment fee structure.

**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. 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. Applications shall be made to the Community Education Department or High School on the form provided by the Okemos Public Schools entitled REQUEST FOR USE OF FACILITIES and signed by an officer of the applying organization or by one to whom authority to sign the application has been delegated.
5. The principal shall clear each application with respect to date, time, and other arrangements. The principal will provisionally approve or deny the use of school facilities on the basis of board of education policy and then forward the form as indicated thereon for review and final disposition.
6. The superintendent or the superintendent's designee will approve or deny all requests and send a copy of the request to the building administrator. If the application is not approved, all included with the application will be returned with the application.

7. Charges for school personnel (custodian, food service personnel, technology, etc.) shall be based on the fee schedule (available at [www.okemosonline.com](http://www.okemosonline.com)) when extra pay for school employees is required as a result of the use.
8. Commercial users (Category 4 and high risk Category 3) must provide a certificate of liability insurance including specific amounts for liability, property damage, and personal protection as appropriate for the nature of the event.

### **REGULATIONS**

1. Facilities will not be rented for longer than one year to any one group. Facilities may be reserved after September 10 of the current year for no more than one year in advance. All school-sponsored activity requests must be made by September 10 to secure use; thereafter, facility use will be reviewed/approved on a first-come, first served basis. District and Community Education athletic events are scheduled throughout the school year. No cancellations of reservations by outside groups will be made unless they are deemed absolutely necessary.
2. The school district requires payment of estimated fees twenty-four hours in advance of the event.
3. Use of tobacco products in a school building or on school property is prohibited by law. All users are responsible for complying with this regulation.
4. Alcoholic beverages and controlled substances will not be permitted on school property at any time.
5. In order to meet local, state, and federal food safety regulations, any internal or external group serving food and/or preparing food on school district property must receive prior approval through the Director of Food Service ten (10) business days prior to the event. A determination will be made if a separate health department license needs to be acquired and/or a certified food safety person is required to be on duty for the event. The Food & Nutrition Department reserves the right of first refusal for providing food for any event on school property.
6. Games of chance are subject to state licensing.
7. 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 prohibited.
8. The user shall be fully responsible for all loss or damage to school property, including property of pupils and employees.

9. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the Director of Operations.
10. Use of stages, furniture, and equipment must be arranged for in advance. Arrangements must be made with the Director of Operations or Director of Media and Technology 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.
11. A building will normally be opened one-half hour before the scheduled program time of the event 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 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. Cleaning of the facility following the event may take longer and groups will be charged accordingly. This charge will apply to all categories.
12. 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 and custodial services.
13. 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.
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.
14. 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.
15. The school district will not be responsible for any loss of valuables or personal property.
16. Weight Rooms and Industrial Arts are available to Categories 1 and 2 and Music Rooms and Science Labs are available to Category 3 users upon authorization from the building principal.
17. District-owned computer labs and computers are available to categories 1 and 2 only, under the following conditions:
  - Approval of the Department of Media & Technology
  - Authorization of the building principal;
  - A computer-skilled supervisor must be in attendance;

- Computer equipment may not leave the building premises.

Eligible groups will lose their right to use facilities if 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. Should organizations seek a long term lease agreement with the district for a facility or portion of a facility, such lease will be established through the superintendent.

### **FOR REFERENCE ONLY**

Monday evening, July 16, 2007, during first reading of board policy 1330: Use of Facilities, board members expressed concern about the national position on discrimination based on sexual orientation as it relates to the Boy Scouts of America.

Superintendent Gerard, on behalf of the school district and in consultation with the district's legal counsel, signed a required "Assurance of Compliance-Civil Rights Certificate" in October 2006 affirming that the district will comply with the Boy Scouts of America Equal Access Act of 2001 (20 U.S.C. 7905, 34 CFR Part 108) which prohibits recipients of funding from the United States Department of Education from denying equal access for conducting a meeting in any public school facility. The assurance compliance form was submitted to the United States Department of Education Office of Civil Rights.

The above reference as well as No Child Left Behind Act of 2001 will be included as legal references in the revised policy 1330: Use of Facilities.