



Book	Policy Manual
Section	7000 Property
Title	FACILITY USE
Code	po7510
Status	Active
Adopted	March 26, 2001
Last Revised	February 22, 2016

#### 7510 - FACILITY USE

##### **Group 1: K-12 School Programs and legally required programs operated by the Chelsea School District**

- Definition: A group or activity sponsored by the school.
- Examples: All School Classes, Sport Teams, Instrumental Groups, Special Education, Community Education Programs, classes and clubs approved by the District.

##### **Group 2: Non-Profit School Support Group**

- Definition: A group in which the specific function is to support School District programs with 100% of the monies raised go toward school-sponsored activities.
- Examples: Athletic Boosters, Music Boosters, PTO, etc.

##### **Group 3: Non-Profit/Non-School Groups with a cooperative agreement with the Chelsea School District specifically listed below:**

- Definition: A group providing support to the vision of Chelsea School District.
- Example: Groups include and are limited to: SRSly, Chelsea Aquatic Club (CAC), Chelsea Area Players (CAP), Chelsea Soccer Club, Chelsea Senior Citizens.

##### **Group 4: District Residents/Employees, 501(c) Non-Profits without compensated staff**

- Definition: District Residents/Employees: Persons who legally reside in the School District are considered residents. Persons who own property but do not reside in the School District are non-residents. An employee is any person who is hired by Chelsea School District, eighteen (18) years of age or older but is not a vendor or contractor. To receive resident/employee rates, at least fifty-percent (50%) of attendees must be from the School District. Also included are travel athletic teams, and any group/individual not operating within a group with a cooperative agreement with the District.
- **Non-Profit 501(c) without compensated staff:** Non-Profits with a 501(c) tax certificate with a Chelsea address that, on a local level, do not have directors, administrators, or employees who draw compensation from the organization.
- Examples: Rotary, Kiwanis, Lions, Chelsea Education Foundation, Chelsea United Way, Scouts, etc.

##### **Group 5: Local Churches, Government Agencies, Chelsea Center for Arts, Chelsea Library, Specific Non-Profits with compensated staff**

- Definition: Government Agencies: An entity that exists as a part of our Federal or State governmental system and is using the facility for governmental purposes, not for personal use or promotion. The Governor's Office, the State Legislature, City Council, Townships, elected officials at the State or National level.

- Examples: Chelsea Community Church Groups: Local Church Groups.

#### **Group 6: For-Profit/Non-Resident/Non-Profit Groups with compensated staff**

- Definition: All users not identified in user groups 1-5, including a group or activity not sponsored by Chelsea School District, which operates for the purpose of profit, or charges a fee, accepts donations, raises money, or is not a resident of the School District. Any Non-Profit Group, other than local churches and those groups shown in groups 3, 4, or 5 that have, on a local level, directors, administrators, or employees who draw compensation from the organization.
- Examples: Person operating for the purpose of profit is a non-resident, or a group not defined in groups 1-5. Non-Profit groups such as dance organizations, university organizations of all types, groups wanting to do a fund raiser for a charitable cause that have staff who are paid for doing that fund raiser or event.

#### **Usage Requirements**

- A. No alcoholic beverages or controlled substances are permitted on school property at any time.
- B. Smoking is prohibited in all facilities and on all school property at all times.
- C. All facility use fees must be paid in advance of using the facility. For groups with reservations that span more than one month, the fees for the upcoming month must be paid before the 25th of the previous month. If fees have not been paid, users will not be permitted to use the facilities.
- D. Permits are \$10 and revised permits of an event are \$10 per revision. Cancellations prior to 24 hours or by 3:00 PM, Friday for Saturday/Sunday events will have charges waived except for the \$10 permit fee. Failure to notify the school of a cancellation 24 hours prior to the event or by 3:00 PM Friday for Saturday/Sunday events requires full payment of charges.
- E. School monitors may be required for groups of 25 or more. The number of monitors will depend on group size and type of activity. An additional cost will be charged for the use of monitors.
- F. Fees may be required for specific equipment use. Users will be charged if damage occurs to the equipment.
- G. Chelsea School District does not rent or lease equipment for use outside of the School District.
- H. The School District may require liability insurance for special performances and activities in an amount set by the District.
- I. When one group sponsors another user group, the higher group rate applies.
- J. User groups not sponsored by the District shall provide notice that their activity or program is not sponsored by the District. Notice shall be provided on tickets, brochures, posters, or other means required by the District.
- K. Sponsoring organizations shall provide competent adults to assume responsibility for control of the activity. Sponsoring organizations shall pay for any special supervision needed, as determined by the District for safe, orderly activities. The special supervision needs include, but are not limited to, police protection, parking supervision, kitchen assistance, technology support personnel, etc.
- L. Facility users must follow Michigan and Federal law and local ordinances. Facility users indemnify the District against any costs, including attorney fees, incurred by the District arising from their use of the facility.
- M. Groups using the school district facilities shall assume all liability for damages which may occur in, on, or about the Chelsea School District facility related to the group's event while using those facilities. All user groups are responsible for any abnormal wear and tear, damage, or custodial care required by their use of school facilities. Associated costs will be billed directly to the user group. Users may schedule multiple-use dates but may be moved to other locations or dates.
- N. Adults must be eighteen (18) years of age to be eligible for receiving a permit.
- O. Long-term, advance reservations will normally be confirmed after May 1st preceding a school year. Reservations for the following calendar year will normally be approved through June 30.
- P. The Superintendent may deny user groups rental or lease access to school facilities if the product or services are determined to be incompatible with the delivery of K - 12 instruction (explosives, manufacturing, chemical productions, adult entertainment, etc.)
- Q. Cancellation of facility use may occur during inclement weather, conflicts with school events or other reasons. Efforts will be made to accommodate facility users in these circumstances. All School District users agree to hold the School District harmless for any damages or liability which may be caused by the failure of the group to be able to use school facilities due to cancellation, rescheduling, inclement weather, and any other reason which the user group is unable to use District facilities.
- R. Groups who lease school District facilities will pay the rates required by the lease agreement.
- S. Outdoor areas used by the public, not reserved for use, do not require a fee. Use is at your own risk.

T. The District reserves the right to refuse any groups the use of school facilities, revise fee rates without notice and cancel or revise these provisions at its discretion.

U. The Superintendent/designee may promulgate rules, and administrative guidelines, to implement this policy and charge for usage of buildings, site, and equipment not identified in this policy.

Facility Use Rates, Per Hour					
	District Programs & Support Groups	CAP	Local/Non-Profit Residents & Employees	District Churches, Gov Agency, Chelsea Library	Non-local/Non-profit/Profit
	Group 1 & 2Group 3		Group 4	Group 5	Group 6
<b>CHS Auditorium</b>		\$/Hr	\$/Hr	\$/Hr	\$/Hr
All usages includes (Set up, Rehearsal, Performances) (Includes 1 Tech, microphones, monitor speakers, batteries, use of Dressing rms)	nc	\$40	\$60	\$70	\$100
Additional Per Use Fees:					
<b>1) Custodial Clean Up Minimum 1 per rental</b>	nc	\$200	\$200	\$220	\$300
<b>2) Piano Rental</b>	nc	\$100	\$100	\$110	\$150
<b>3) Clavinova Rental</b>	nc	\$40	\$40	\$45	\$60
<b>4) Excessive Custodial Fee (Excessive clean up, confetti, Glitter, Stage Snow)</b>	nc	\$500	\$500	\$500	\$750
<b>5) Additional House Technicians</b>	nc	\$15/Hr	\$15/Hr	\$15/Hr	\$15/Hr
<b>6) Damages (Actual Cost for In House &amp; Outside Contractor)</b>	Actual	Actual	Actual	Actual	Actual
<b>7) Exclusive use of the area, No other groups using it while rented (may be mandatory at the discretion of the Auditorium Manager)</b>	nc	\$40/day	\$100/day	\$100/day	\$150/day
<b>WSEC Auditorium</b>					
All usages includes (Set up, Rehearsal, Performances) (Includes 1 Tech, microphones, monitor speakers, batteries, use of Dressing rms)	nc	\$25	\$40	\$50	\$80
Additional Per Use Fees:					
<b>1) Custodial Clean Up Minimum 1 per rental</b>	nc	\$120	\$120	\$160	\$250
<b>2) Piano Rental</b>	nc	NA	NA	NA	NA
<b>3) Clavinova Rental</b>	nc	\$40	\$40	\$45	\$60
<b>4) Excessive Custodial Fee (Excessive clean up, confetti, Glitter, Stage Snow)</b>	nc	\$500	\$500	\$500	\$750
<b>5) Additional House</b>	nc	\$15/Hr	\$15/Hr	\$15/Hr	\$15/Hr

<b>Technicians</b>					
<b>6) Damages (Actual Cost for In House &amp; Outside Contractor)</b>		Actual	Actual	Actual	Actual
<b>7) Exclusive use of the area, No other groups using it while rented (may be mandatory at the discretion of the Auditorium Manager)</b>	nc	NA	\$40/day	\$40/day	\$100/day
<b>Elementary Schools</b>					
Classroom	nc	\$8	\$10	\$15	\$30
Media Center	nc	\$15	\$20	\$25	\$60
Cafeteria	nc	\$15	\$20	\$25	\$60
Kitchen		Avail. Only with Catering			
Music Room	nc	\$8	\$10	\$15	\$30
Gym	nc	\$15	\$20	\$25	\$60
Art Room	nc	NA	NA	NA	NA
Conference Room (small)	nc	NA	NA	NA	NA
Outdoor Fields	nc	\$10	\$15	\$20	\$45
Pod (no set-up)	nc	\$15	\$20	\$25	\$60
<b>Facility Use Rates, Per Hour</b>					
	District Programs & Support Groups	CAP	Local/Non- Profit Residents & Employees	DistrictChurches, Gov Agency, Chelsea Library	Non-local/Non-profit/Profit
	Group 1 & 2	Group 3	Group 4	Group 5	Group 6
<b>Beach Middle School</b>					
Classroom	nc	\$8	\$10	\$15	\$30
Media Center	nc	\$15	\$20	\$25	\$60
Cafeteria	nc	\$15	\$20	\$25	\$60
<b>1) Custodial Clean</b>	nc	TBD	\$80	\$90	\$120
Stage	nc	\$8	\$10	\$15	\$30
Kitchen		Avail. Only with Catering			
Gym	nc	\$15	\$20	\$25	\$60
Exercise Room (Batting Cage)	nc	\$10	\$15	\$20	\$45
Orchestra/Band/Choir	nc	\$15	\$20	\$25	\$60
Music Practice Room	nc	\$5	\$5	\$15	\$25
Art Room	nc	NA	NA	NA	NA
Pool	nc	\$30+Lifeguard (s)	\$40+Lifeguard (s)	\$60+Lifeguard (s)	\$120+Lifeguard (s)
Outdoor Fields, BB, SB	nc	\$10	\$15	\$20	\$45
Outdoor Fields Soccer	nc	\$10	\$10	\$15	\$30

Basketball Courts	nc	\$15	\$20	\$25	\$60
Tennis Courts	nc	\$8	\$10	\$15	\$30
<b>CHS</b>		\$/Hr	\$/Hr	\$/Hr	\$/Hr
Classroom	nc	\$8	\$10	\$15	\$30
Classroom/Kitchen	nc	NA	NA	NA	NA
Media Center	nc	\$30	\$40	\$50	\$120
Conference Room (office area)	nc	NA	NA	NA	NA
Computer Lab (Hourly Plus Tech)	nc	\$40	\$40	\$50	\$120
Faculty Lounge	nc	\$8	\$10	\$15	\$30
Commons	nc	\$30	\$40	\$50	\$120
1) Custodial Clean Up	nc	TBD	\$160	\$180	\$240
Kitchen		Avail. Only with Catering			
Servery (No prepared Food)	nc	Avail. Only with Catering			
Gym	nc	\$45	\$60	\$75	\$180
Gym - Floor A	nc	\$15	\$20	\$25	\$60
Gym - Floor B	nc	\$15	\$20	\$25	\$60
Gym - Floor C	nc	\$15	\$20	\$25	\$60
Orchestra/Band/Choir	nc	\$15	\$25	\$30	\$75
Music Practice Room	nc	\$5	\$5	\$10	\$15
Art Room	nc	\$20	\$20	\$30	\$60
Art Room Equipment		\$10	\$10	\$15	\$40
Kiln Usage		\$30/day	\$30/day	\$50/day	\$90/day
Health Science	nc	NA	NA	NA	NA
Wrestling Room	nc	\$15	\$20	\$25	\$60
Football Field, <b>Negotiated based on use</b>	nc	Base \$75	Base \$100	Base \$120	Base \$160
Competition Soccer, <b>Negotiated based on use</b>	nc	Base \$40	Base \$50	Base \$60	Base \$100
Batting Cage	nc	\$15	\$20	\$25	\$60
Outdoor Fields	nc	\$10	\$15	\$20	\$45
Pierce Softball & Baseball Fields #4 & 6	nc	\$20	\$25	\$40	\$40
Pierce Softball & Baseball Fields #3 & 5	nc	\$30	\$35	\$50	\$50
Pierce/WSEC Softball & Baseball Fields #1 & 2	nc	\$13	\$20	\$25	\$40
Tennis Courts	nc	\$8	\$10	\$15	\$30

#### Facility Use Rates, Per Hour

District CAP Local/Non- Profit DistrictChurches, Gov Agency, Non-local/Non-

	Programs & Support Groups		Residents & Employees	Chelsea Library	profit/Profit
		<b>Group 1 &amp; 2Group 3</b>	<b>Group 4</b>	<b>Group 5</b>	<b>Group 6</b>
<b>Washington Street Education Center-WSEC</b>					
Classroom	nc	\$8	\$10	\$15	\$30
Meeting Room (100) N Side (Larger)		\$20	\$20	\$25	\$50
Meeting Room (100) S Side (Smaller)	nc	\$10	\$10	\$15	\$30
Meeting Room (100) Entire Room	nc	\$30	\$30	\$40	\$80
Cafeteria	nc	\$15	\$20	\$25	\$60
<b>1) Custodial Clean Up</b>	nc	TBD	\$80	\$90	\$120
Kitchen		Avail. Only with CateringAvail. Only with CateringAvail. Only with CateringAvail. Only with Catering			
Servery (No prepared Food)	nc	\$15	\$20	\$25	\$60
Gym	nc	\$15	\$20	\$25	\$60
Batting Cage	nc	\$10	\$15	\$20	\$45
Board Room	nc	\$20	\$25	\$30	\$75
Outdoor Fields	nc	\$10	\$15	\$20	\$45
Track, <b>Negotiated based on use</b>	nc	\$75	\$100	\$120	\$160
Entire 100 Building, <b>Negotiated based on use</b>			Negotiated based on use	Negotiated based on use	Negotiated based on use
Computer Lab	nc	NA	NA	NA	NA
Parking Lot	nc	\$15	\$20	\$30	\$60
Parking Lot Area for Drivers Trainnc		NA	NA	NA	\$20

Revised 4/26/10