

Facility Use Update

October 12, 2026
Board of Education Committee Meeting



How Our Facilities Are Typically Used by External Groups



High Schools

- Primarily used for their Performing Arts Center (PAC)



Middle Schools & Upper Elementary Schools

- Primarily used for their gyms



Elementary Schools

- Primarily used for classrooms, media centers, and gyms

External Groups Using Our Facilities



Youth Sports & Athletics

- LJAL
- Triple-threat Volleyball (TVO)
- Bulldog Aquatic Club
- Inversion Vault Club
- TGA of Southeast Michigan
- Detroit Soccer District
- Community Basketball
- Wolfpack Wrestling Club (aka PCWC)
- Detroit Catholic Central High School
- SUPERKid Karate (World Class Institute of Martial Arts)
- St. Michael Athletics
- St. Edith Basketball
- Motor City Sluggers
- Detroit Tradesmen Rugby Football Club
- Motor City Ice Baseball/Softball Organization
- Athletika Warriors Baseball
- The D-Zone
- MYWAY (East Region) Wrestling
- True Detroit Lacrosse
- Ramallah Club/St. Mary's Basilica - men's basketball group
- Atomic Pom of Metro Detroit
- Elite Pom
- Livonia Middle School Pompon
- Jammin with Jess Fitness
- Yoga with Jan
- Special Olympics of Michigan



Youth Enrichment/Education Programs

- All Star Driver Education
- Official Driving School
- Life Driving Academy
- Chess Wizzards
- Nuts About Science
- Drama Kids
- Young Rembrandts – Oakland/Lapeer
- Niji Iro Club
- Akanebashi Foundation
- Alex Thomas and Friends – Puppeteering & Stop-Motion Animation (classroom)
- When We Play – board game group (Media Center)
- Niji Iro Drum Class



External Groups Using Our Facilities



Performing Arts

- Piazza Dance Company
- Debbie Felton's Academy of Dance
- Elite Dance Force
- City Lights Chorus
- Livonia Civic Chorus
- Ambassadors of Dance
- Hoaloha Polynesian Dance Group
- Metropolitan DanCentre – Novi
- Performer's Edge Dance Company
- Pioneer District of the Barbershop Harmony Society
- Armenian Community Center
- Armenian Community Center
- Naatiyalaya Academy



Colleges / Schools

- Madonna University Athletics (football fields)
- Detroit Catholic Central High School (PAC)
- Michigan New Century Chinese School (PAC)
- Northville High School Swim/Dive



Nonprofit / Community Service

- The Arc of Northwest Wayne County
- Forever Families
- Fueling Up Our Future
- Arbor Oaks Condominiums
- Heritage Park Condo Association
- Trailbrooke Condominium Association
- Nottingham West Civic Association



Religious Organizations

- Ignition Church
- Stark Road Gospel Hall

How to Request Facility Use

External groups interested in renting district facilities are directed to our website, where they create an account and submit a facility use request.



1

Visit Our Website

Go to our district website and navigate to Departments > Facility Use.



2

Create an Account

New users create an ML Schedules account to get started.



3

Submit a Request

Complete the online facility use request form with all required information.

The screenshot shows the Livonia Public Schools website with a dark blue header containing navigation links: Our District, Parents, Students, Departments, School Board, Careers, Programs, Community, and Schools. Below the header is a breadcrumb trail: HOME > DEPARTMENTS > FACILITY USE. On the left is a vertical sidebar menu with links to various departments, each with a plus icon: Finance, Academic Services Curriculum, Communications, Elementary and District Services, Facility Use (highlighted), Human Resources, Information and Instructional Technology, Food and Nutrition Services, District Services, Security, Student Services, Transportation, and Secondary Programs. The main content area is titled "Facility Use" and includes an "Overview" section with a thank-you message and contact information for Katrina Villaseñor. Below this is an "Email Facility Use" section with a "Contact" link. Further down is a "Register for a New Account" section explaining the online request process and providing links to guides. To the right of this is a "Log in and Reserve Spaces" section. At the bottom is a "Facility Use General Guidelines" section with eight numbered rules regarding facility usage, insurance, and supervision.

Facility Use

Overview

Thank you for your interest in our Facilities. Outside of regular school hours, many of our buildings and grounds are available for public rental. If you would like information about which space might be the most suitable for your use or have other questions, please contact Katrina Villaseñor in our business office at 734-744-2584.

Email Facility Use

[Contact](#)

Register for a New Account

All facility use requests are completed online. The first step needed to make an online facility use request is to create an ML Schedules user account. You can do so by clicking [HERE](#). Be sure to complete all information fields and then click the submit button. If your registration was successful, you will receive an e-mail confirmation.

The links below will provide additional information if needed:

[CREATING A USER ACCOUNT \(VIDEO\)](#)
[COMMUNITY USER QUICK START GUIDE \(PDF\)](#)

Log in and Reserve Spaces

Once your account is created you can start making facility reservation requests using ML Schedules. Click [HERE](#) to reach the Log In screen.

The links below will provide additional information if needed:

[MAKING A REQUEST USING ML SCHEDULES \(VIDEO\)](#)
[COMMUNITY USER QUICK START GUIDE \(PDF\)](#)

Facility Use General Guidelines

1. School groups and programs are given priority usage of all District facilities. The district reserves the right to cancel any permits for school use, should a conflict with school groups or programs develop.
2. On days when school is cancelled or dismissed early because of unexpected circumstances (i.e. severe weather), all activities are cancelled.
3. Applications will not be processed without all completed information, including the certificate of insurance. The School District requires all non-school groups to furnish a Certificate of Insurance (\$1,000,000 minimum liability coverage) that lists Livonia Public Schools as "Additional Insured."
4. Users will be billed in accordance with the schedule of usage fee or rental charges. All checks should be made payable to Livonia Public Schools. Do not pay the staff member directly. Click [HERE](#) for the Facilities Use Fee Schedule.
5. The group using school facilities is responsible for providing adequate supervision of the activity. The user is not permitted to enter into any area other than those areas identified in the reservation.
6. Organizations and groups using school facilities must designate one adult member of its group to be in charge of and responsible for the program or activity at the time application for use of the facilities is made.
7. Smoking, use of tobacco products and/or illegal drugs and alcohol is prohibited on all school property (indoor or outdoor). If this provision is violated, the renting organization will be denied the privilege of any further rentals.
8. No organized groups are permitted to use the School District's facilities without prior approval.

Facility Use Rates

The rates below are for external groups using district facilities outside of regular school hours. 501(c) non-profit groups receive a reduced rate. Additional fees may apply for staff and other services.

ELEMENTARY BUILDINGS		Non-Affiliated Groups	Non-Profit 501c Groups
Space	Unit		
Classrooms	Hour	\$30.00	\$15.00
Media Center	Hour	\$50.00	\$25.00
Gymnasium	Hour	\$50.00	\$25.00
Parking Lot	Hour	\$10.00	\$5.00
Field	Hour	\$10.00	\$5.00

UPPER ELEMENTARY / MIDDLE SCHOOL BUILDINGS			
Space	Unit	Non-Affiliated Groups	Non-Profit 501c Groups
Classrooms	Hour	\$30.00	\$15.00
Media Center	Hour	\$75.00	\$37.50
Gymnasium	Hour	\$85.00	\$42.50
Cafeteria	Hour	\$85.00	\$42.50
Parking Lot	Hour	\$10.00	\$5.00
Field	Hour	\$10.00	\$5.00
Baseball or Softball Field - Emerson	Hour	\$20.00	\$10.00
Track	Hour	\$75.00	\$37.50

HIGH SCHOOL BUILDINGS			
Space	Unit	Non-Affiliated Groups	Non-Profit 501c Groups
Classroom	Hour	\$30.00	\$15.00
Media Center	Hour	\$100.00	\$50.00
Community Room	Hour	\$50.00	\$25.00
Cafeteria	Hour	\$100.00	\$50.00
Kitchen	Hour	\$60.00	\$30.00
Competition Gyms FHS/SHS	Hour	\$90.00	\$45.00
Competition Gyms CHS	Hour	\$125.00	\$62.50
Field House 3 Courts	Hour	\$125.00	\$62.50
Field House 1 Court	Hour	\$60.00	\$30.00
Wrestling Room	Hour	\$50.00	\$25.00
Turf Field	Hour	\$295.00	\$147.50
Track (Indoor / Outdoor)	Hour	\$150.00	\$75.00
Baseball or Softball Field	Hour	\$100.00	\$50.00
Tennis Courts	Hour	\$150.00	\$75.00
Tennis Courts CHS	Hour	\$200.00	\$100.00
Indoor/Outdoor Scoreboard/Unit	Hour	\$50.00	\$25.00
Public Address @ Field	Hour	\$15.00	\$7.50
High School Stadium Lights	Hour	\$50.00	\$25.00
Concessions Booth (Stadium)	Day	\$55.00	\$27.50
Pool, Lockers, Showers	Hour	\$120.00	\$60.00

PERFORMING ART CENTERS (PAC)			
Space	Unit	Non-Affiliated Groups	Non-Profit 501c Groups
Auditorium FHS/SHS	Hour	\$400.00	\$200.00
Auditorium CHS	Hour	\$500.00	\$250.00
Black Box	Hour	\$75.00	\$37.50
Lavaliers	Hour	\$30.00	\$15.00
Risers	Day	\$300.00	\$150.00
Props	Hour	Varies by request	—
Sound/Light Board	Hour	\$75.00	\$37.50
Piano	Day	\$250.00	\$125.00
Dressing Rooms	Hour	Included with rental	—
Concessions Booth (Auditorium)	Day	\$75.00	\$37.50

PERSONNEL FEES / OTHER (rates are per staff member)			
Space	Unit	Non-Affiliated Groups	Non-Profit 501c Groups
Custodial/Operations Staffing - Monday through Friday	Hour	\$75.00	\$75.00
Custodial/Operations Staffing - Saturdays	Hour	\$100.00	\$100.00
Custodial/Operations Staffing - Sundays	Hour	\$125.00	\$125.00
Event Manager	Hour	—	—
Auditorium (PAC) Manager	Hour	\$75.00	\$75.00
Student Technician	Hour	\$20.00	\$20.00



Important Notes

- These rates apply to external groups using district facilities outside of regular school hours.
- 501(c) non-profit groups receive the reduced rate shown.
- Additional fees may apply for staff and other services.
- Requests are submitted online through our district website (Departments > Facility Use).
- All facility use is subject to district policies and approval.



Risk Management & Insurance



What the District Requires

- A current Certificate of Insurance (COI) showing at least **\$1,000,000** in general liability coverage per occurrence.
- The certificate must name Livonia Public Schools as an Additional Insured.
- Coverage must be maintained for the dates of the requested facility use.



Why It's Required

- Facility use involves real risks, including potential injuries and property damage.
- The insurance requirement helps ensure that outside organizations have appropriate coverage for risks arising from their activities at our facilities.
- This helps reduce the district's uninsured exposure and supports the continued availability of our facilities to the community.



Who Must Provide Proof

- All non-school groups, including non-affiliated groups, 501(c) non-profit organizations, scouting groups, and other community organizations, must provide a Certificate of Insurance before a facility use request is approved.
- Internal school groups and district departments are not required to provide a certificate, as they are covered under the district's insurance program.



Review and Approval

- The Certificate of Insurance is reviewed by our Business Office to confirm it meets district requirements.
- Facility use requests are not approved until a valid certificate is received and on file.
- All other facility use guidelines (including fees, rules, and supervisory requirements) must also be met.



Facility Use Financial Impact

Facility use and leases generate revenue for the district by allowing our facilities to be used by external groups outside of regular school hours.



Leases

\$454,181

Revenue from lease agreements
for district facilities

+



Facility Usage Fees

\$280,139

Revenue from facility use fees
for external groups

=



Total Revenue

\$734,320

GROSS REVENUE FOR
2025-2026 SCHOOL YEAR



What This Means

Revenue from facility use and leases helps maximize the use of our school facilities, supports our community partnerships, and provides important financial resources for the district.

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