OKEMOS PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES: COMMUNITY & PARTNER USE OF DISTRICT FACILITIES

Facility Availability

Most district facilities are available for reservation / rental. In general, all indoor facilities including gymnasiums, cafeterias, pool, and auditoriums, and limited outdoor facilities including the varsity football stadium and varsity baseball/softball complex, are locked after school hours and require staff supervision in order for groups outside of OPS to access them through a rental / use agreement. Other outdoor facilities are generally open to the public, unless otherwise reserved through our operations department.

Facility User Classification Tiers

Facility scheduling and field allocations shall operate on a prioritized tier system as follows:

Priority Tier	Classification	Definition / Eligibility
Tier 1	**OPS District Programs**	In-season varsity and sub-varsity athletics, district fine arts, school clubs, and district Community Education programs.
Tier 2	**Designated Partner Organizations**	External youth organizations meeting the **75% Okemos Student Residency** rule and all **Financial Transparency** obligations outlined in Section 2. PTO / Boosters and other similar organizations are examples of such groups.
Tier 3	**General Non-Profit / Youth Groups**	Local non-profits or youth organizations serving fewer than 75% OPS students.
Tier 4	**Commercial & External Users**	For-profit entities, adult leagues, or regional organizations.

"Partner Organization" Qualification Criteria

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Application: An organization must submit the following information to the Director of Operations and update at least every three (3) years.

- Members of the Board of Directors and/or Owners of the organization as applicable
- The organization's adopted mission, vision, goals, and/or bylaws

To apply for and maintain **Tier 2 (Partner Organization)** status an outside group must meet and maintain two core conditions:

A. Okemos Student Composition (75% Metric)

- At least **75% of active registered participants** on the organization's membership must be currently enrolled Okemos Public Schools students (or resident children residing within OPS district boundaries).
- Organizations that charge student fees must ensure equitable access for all students.
- **Verification:** Organizations must submit an anonymized participant roster (including student current school of attendance) prior to the start of each scheduling season.

B. Financial Transparency Requirements

Partner Organizations must submit financial documentation **annually** (by **July 15**) to the OPS Operations & Facilities Office.

- **Fee Structure Disclosure:** Itemized details regarding player registration fees, equipment assessments, uniform charges, and scholarship/financial aid policies to ensure participation costs remain accessible to OPS families.
- **Financial Reporting:**
    - *Large Organizations:* Audited annual financial statements if required by state/federal law or organizational bylaws.
    - *All Other Organizations:* Bi-annual balance sheets, profit & loss (P&L) statements, or equivalent accounting records verifying proper fund management and non-profit/youth-focused reinvestment.

*** The superintendent (or designee) reserves the right to evaluate and make changes or revoke Tier 2 status at any time.

Scheduling Windows & Allocations

1. **Scheduling Priority:** Tier 2 Partner Organizations will be given first priority following Tier 1 scheduling to request field and gymnasium use before facility access is opened to Tier 3 and Tier 4 users. The building principal, in consultation with district operations may make limited reasonable exceptions to prioritization for the benefit of the school.
2. **Revocation of Partner Status:** Failure to submit roster verifications or annual financial disclosures by the established deadlines will result in immediate reclassification to **Tier 3 (General Use)**, forfeiture of priority scheduling slots, and standard commercial or non-partner rental rate assessments.

3. **Auditing:** The District reserves the right to randomly audit residency verifications or request additional financial clarity prior to renewing annual agreements.