

Vicksburg Community Schools

Administrative Guidelines

7510A - USE OF SCHOOL FACILITIES AND EQUIPMENT

Legal Basis

The State of Michigan, General School Law 380.1268 as amended, states: "The Board of any school district, upon the written application of a responsible organization located in the school district, or a group of at least seven citizens of the school district, may grant use of all grounds and schools or building facilities as community or recreational centers of the entertainment and education of the people, including the adults and children of school age, and for the discussion of all topics tending to the development of personal character and of civic welfare. The occupation shall not infringe seriously upon the original and necessary uses of properties. The Board shall prescribe regulations for the occupancy and use to secure fair, reasonable and impartial use of the properties. The organization or group of citizens applying for the use of properties shall be responsible for any damages done over and above ordinary wear, and may be required to pay a use or rental fee determined by the board."

General Statement

The Board of Education of the District recognizes school facilities belong to the school community. Therefore, it is their policy to encourage the use of these facilities by groups and organizations whose purposes and objectives contribute to the development of the school program or the community.

The Board also recognizes that the primary purpose of school facilities is to implement the instructional program for all students and that other uses should not interfere with this effort.

Therefore, the following usage procedure governing the use and rental of facilities of the District has been developed to protect the instructional program, the facilities, and those who use them.

Understanding and cooperation by those who use school facilities will make these rules and regulations effective and provide for positive facility use experiences.

Extra-Curricular activities in the District's facilities shall be scheduled by the principal(s) of the building(s) involved, who shall use their discretion in complying as fully as possible with the Board's directive in not scheduling school activities on Wednesday night(s) after 7:00 p.m., and who shall check the all-school system activities calendar to avoid conflicts in scheduling major events.

In keeping with Title IX of the 1972 Education Amendments and other legislation, it is the policy of the School District not to discriminate on the basis of sex, race, religion, age, creed, color, or national origin.

Application Requirements

A. Applicants:

All applications for the use of school facilities shall originate with responsible organizations located within the District. Permit holders shall

not assign, transfer, sublet, or charge a fee to others for use of the school property. Applications from persons and/or organizations who exist outside the District shall be designated with a Category V status.

B. Board Rights and Cancellations:

The Board reserves the right to require sufficient time for full investigation, notice, and arrangements of applications for the use of school facilities. The Board reserves first claim to the use of its own property. Cancellations may be ordered by school authorities, with or without due notice. All permits shall be granted with this understanding. Holders of permits may cancel them by giving the issuing office a minimum of forty-eight (48) hours notice of the date to be cancelled with fees collected being reimbursed. Otherwise permit holders will be held responsible for all charges.

C. Liability Release:

The permit holder agrees to release and forever discharge the District, their agents and employees for all liabilities arising incident to occupancy during any facility use. It is understood and agreed that the District will assume no responsibility for actions of facility users.

D. Usage Accountability:

All applicants must satisfy the Board, through the Community Education Office, that they are responsible persons or officially represent responsible organizations; that they will guarantee orderly behavior, and will underwrite damage due to their use of the premises; and that their program is of a nature suitable for presentation in a public school; that the activity is lawful and in conformity with the regulations of the Board. The Board may require the purchase of liability insurance by users whose activities are risky or uncertain.

E. Usage Requests:

Requests for facility use shall be made on applications furnished by the Board or the Community Education Office. They shall be signed by an officer of the applying organization or by one whom authority to sign the application has been delegated. If application is made on behalf of a group without formal organization, it shall be signed by at least one (1) member of such group who is eighteen (18) years of age or older and a citizen of the School District. Fees will be collected at the time of application.

F. Right of Refusal:

The School District maintains the prerogative of refusing a request for the use of school facilities by any individual, group, or organization.

G. Right of Cancellation:

Inaccurate or untruthful statements made in application or violation of rules governing the use of the facilities may cause the responsible persons or organizations, or both, to be excluded from the use of school facilities.

H. Residents' Membership:

The majority of the group's membership must reside in the School District to qualify as a community group. (Groups shall submit a membership roster or list of participants names and addresses upon request.)

I. Failure to Comply:

Failure to adhere to any facility use regulation may result in immediate cancellation of the reservation.

J. Application Information:

Applications shall state the following:

1. date of application

2. school or site desired
3. facilities desired
4. name of group or organization
5. date or dates of activity
6. hours of activity
7. nature of activity
8. special equipment or services desired
9. types of equipment to be brought into school
10. statement regarding admission charges
11. purpose of proceeds if admission is charged (if applicable)
12. statement of estimated fees (if applicable)
13. signature, address, and phone number of individual making application
14. references, when group is not known to the Community Education Office or building principal

K. Application Time Lines:

Applications shall be submitted for consideration no later than two (2) weeks before the requested facility use date. Gym reservations can be made as early as one (1) month before the first usage date. Requests for more than one (1) practice a week will be reviewed by the administration on a case-by-case basis.

L. Three (3) Month Reservation Limitation:

Groups shall not use a school facility for long periods of time on a particular night, or series of nights. Reservations shall be restricted to a period of three (3) months at a time. Special arrangements may be made for a church group using a facility for church purposes.

M. Application Processing:

The Community Education Office shall clear such applications with the principal or director of the school or site involved with respect to date, time, and other arrangements.

N. Sales, Exhibits, etc.:

Nothing shall be sold, given, exhibited, or displayed without permission of the central administration.

O. Liability Insurance:

Groups who are involved in money-making projects, except school-approved activities, shall furnish proof of liability insurance coverage of not less than \$1,000,000.

General Provisions

- A. The School District shall collect payment of estimated fees (where applicable) at the time of application of an approved use of a District facility. This includes rentals charges and staff costs (other than custodial and/or kitchen assistance) from groups required to pay said fees.
- B. Smoking is prohibited in all school buildings. A designated area may be established by the school authorities in accordance with the State law.
- C. Alcoholic beverages and illegal substances will not be permitted on school property at any time. This includes parking lot areas. The use of intoxicants, controlled substances, or disorderly conduct of any kind on school properties are

prohibited and shall result in immediate cancellation of the reservation. The local law enforcement agency will be contacted to help with the situation.

- D. Decorations must be fireproof and shall be placed and removed in a manner which will not damage school property. Decorations are subject to the approval of the building principal or director. The use of any product which would produce an open flame or combustible reaction shall not be permitted in any facility.
- E. The permit holder shall be fully responsible for all loss or damage to school property, including that of students and employees, during the time the building is in use under the permit.
- F. All equipment and facilities to be used on a school site must be requested in advance and listed on the application. Use of physical education equipment shall not be authorized at the time of application. Any equipment desired shall be listed on the application. Not all school equipment is available for public use.
- G. Groups using a facility will confine their activities to the areas and equipment so specified on the application.
- H. Use of stages, furniture, and equipment must be arranged in advance. Setup and cleanup may be performed by members of the group using the facility provided responsible persons are listed with the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangement must be made with the Community Education Office or the principal for use of any special or extra equipment. Extra costs associated with the movement, operation, and supervision of equipment will be charged to the using group.
- I. Buildings will be opened one-half (1/2) hour before a scheduled program time and closed one-half (1/2) hour from a scheduled ending time unless other arrangements are made at the time of the application.
- J. No building will be used during vacation periods or when school is not in session, unless it is a

student related or community education activity as approved by the Superintendent or his/her designee.

- K. A school employee shall be on duty whenever a facility is being used unless special provisions are established. All groups are responsible for leaving the building/equipment in the order and condition in which it was found.
- L. The applicant must agree to assume all responsibility for the use of the facilities and observance of the regulations, and make any restitution, in full, for damages.
- M. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audiences or other spectators must never stand or sit so they block exits, aisle ways, or stairways. Facility capacities, as determined by the fire marshal, shall be observed.
- N. Appropriate shoes must be worn by all persons using gymnasium floors for any type of play or game activity. Persons dancing on gymnasium floors shall not wear shoes which will do damage to the floor surface. Any activity which requires inappropriate shoes would require that the floor be covered with a vinyl floor covering.
- O. Receipt of an approved application will be interpreted by groups as the approval of the School District for reservation of desired facilities. A copy of the application should accompany individual groups during their use of facilities and must be shown upon request of School District employees. Reservation permits are not transferable. Only the group whose name appears on the application shall be permitted to use the facility as scheduled.
- P. Groups are to enter and leave reserved facilities through main entry/exit doors. Existing alarm systems have been activated and will render some areas off limits.
- Q. Lavatories shall be open to groups using indoor facilities. Groups shall be responsible for the actions of their membership using all lavatory areas including the hallways.

- R. Due to security systems in office areas, school employees have been instructed that only in the case of extreme emergency are offices to be opened.
- S. No food items of any type are allowed in the School District facilities without the prior knowledge and consent of the building principal and/or the Community Education Office. Should a kitchen area be desired for food preparation it is understood that an approved member of the school food service staff shall be required to supervise the kitchen. Prior arrangements must be made for all programs involving the use of the cafeteria.
- T. The District shall not be responsible for items lost by groups using school facilities.
- U. On days when school is not in session due to emergency conditions (snow days, etc.) all previously scheduled activities shall be cancelled.
- V. Payment in full prior to use is required of all rentals.
- W. Forms of play which are potentially damaging to basketball backboards and goals (dunking, rim hanging, etc.) are not allowed on School District basketball courts. There is a minimum charge of \$150.00 for any damage to a basketball goal.
- X. Performing Arts Center, because of its need for technical support in the operation of the facility, may provide for additional regulations and fees not specifically outlined in this procedure. (see AG [7510B.1](#))
- Y. Supervisors, coordinators, principals, and custodians are responsible for determining whether groups using school facilities follow the above outlined procedures. They should report incidents of nonconformity to the Community Education Office.
- Z. All situations and issues not specifically mentioned, dealing with "General Provisions",

shall be subject to the interpretation of the District.

Groups Eligible for Facility Use

Upon application to the Community Education Office each group or organization will be assigned a classification status.

A. Category I - School-Affiliated Groups:

Any organized group or organization directly connected with the District (e.g., student councils, booster clubs, PTO/parent groups, any student and adult activity). Staff requests for use of facilities for health/wellness services provided by a for-profit agency, will be reviewed by the administration on a case-by-case basis.

B. Category II - School-Community Groups:

Community groups, defined as those providing educational, recreational, and cultural activities to provide services to the students and residents of the School District.

C. Category III - Community Non-Profit Groups:

Community non-profit groups are defined as governmental agencies; group primarily comprised of District residents providing civic, educational, or cultural activities and staffed by volunteers (e.g., including Village of Vicksburg, Township of Brady, Schoolcraft, Pavilion, Mendon, Wakeshma, Counties of Kalamazoo, and St. Joseph).

D. Category IV - Private Non-Profit Groups:

Private non-profit groups or organizations located within the School District who are requesting solitary, occasional, or regular use for educational, cultural, civic, religious, fraternal, or charitable goals. (Service clubs, United Way agencies, YMCA/YWCA, self-organized recreational groups, church groups)

E. Category V - Commercial Users and Out-of-District Groups:

Any private, non-District and/or profit making group whose interests are limited exclusively to the membership or for profit. (e.g., for-profit businesses, vendors, entrepreneurs, commercial institutions, private agencies)

Facility Rental Fees (Per Hour)

Facility	Category				
	I	II	III	IV	V
Gymnasium, H.S.	N.C.	N.C.	50.00	75.00	100.00
Gymnasium, M.S.	N.C.	N.C.	15.00	20.00	75.00
Gymnasium, Elem. and VAB Gym	N.C.	N.C.	10.00	15.00	50.00
Class Rooms	N.C.	N.C.	2.50	5.00	20.00
Building Libraries	N.C.	N.C.	5.00	10.00	35.00
Cafeteria, H.S.	N.C.	N.C.	10.00	15.00	60.00
Cafeteria, M.S.	N.C.	N.C.	7.50	12.50	45.00
Cafeteria, Elem.	N.C.	N.C.	5.00	10.00	30.00
Cafeteria/Kitchen H.S.	N.C.	N.C.	17.50	22.50	100.00
M.S.	N.C.	N.C.	15.00	20.00	90.00
Outdoor Education Center	See AG 7510B				
Performing Arts Center	See AG 7510B.1				

High School Practice Fields	N.C.	N.C.			
Tennis Courts	N.C.	N.C.			
Varsity Baseball diamond	N.C.	N.C.	\$100.00 per evening (plus \$50.00 for grounds by outside contractor)		
J.V. Diamond	N.C.	N.C.	N.C.	N.C.	N.C.
Stadium Field Facility	N.C.	N.C.	50.00	75.00	150.00
Public Address System	N.C.	N.C.	10.00	15.00	20.00
Field Lights	N.C.	N.C.	15.00	20.00	25.00
Concession Stand	N.C.	N.C.	50.00*	50.00*	25.00
			100.00**	100.00**	100.00
Soccer Field	N.C.	N.C.	N.A.	N.A.	N.A.
Track	N.C.	N.C.	N.C.	50.00	100.00

* space only per event

** space w/equipment per event

N.C. - No Charge
N.A. - Not Available

Fees and Charges for Use of School Facilities

Facility use charges have been computed to cover costs that exceed the base cost of facility operations. Cost recovery for custodial service, supervision, light, heat, water, and application processing is the basis of these charges. The charges are minimal and are not designed to generate revenue for the School District.

A. Facility Rental Fees:

See Fee and Charge Chart (above).

B. Employee Charges:

When a group or organization uses a facility during the time a school employee is normally on duty, it is expected that the school employee will see that the facility is properly heated, the lights are turned on, and that the doors are opened for the group or groups using the facility. If services are requested in addition to the above and the school employee is called away from his/her regular duties, then the group will be required to pay the wages for each hour or fraction of an hour that s/he is obliged to work because of services rendered. If a group uses a school facility at a time when a school employee is not normally on duty then all of the employee's time/overtime for the period of his/her service shall be charged to the renting group. The use period will ordinarily include one-half (1/2) hour before the time designated for use and one-half (1/2) hour after. If a facility is used during the heating season and at a time, such as a weekend, when the temperature is down, additional time may be required to bring the building temperature to a comfortable level and this additional time will also be charged to the group. No overtime shall be paid directly to any school employee by a user. All custodial charges will be based on an overtime rate of one and one-half (1 1/2) times their base pay except on Sunday when the rate shall be two (2) times their base pay (double time) as provided by contract agreement.

C. Kitchen Use Assistance:

When a group or organization needs to use a school kitchen facility for the preparation of food a person from the District's food service staff must be present. The using group will be charged for the employee's wages during that period of time.

D. Non-Specified Charges:

The Community Education Office in cooperation with the Business Office, may establish charges for use of facilities not defined herein or under unusual circumstances.

E. Fee Adjustments:

The District may adjust or waive fees and charges to accommodate non-profit agencies that provide essential community services in school facilities.

F. Fee Collection:

All fees shall be collected in the Community Education Office at the time of application. Charges for extra employee wages and/or damages will be billed by the Community Education Office.

Purposes for Which Use of School Facilities May Not be Used

- A. Groups or persons will not be granted use when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.
- B. School facilities may not be used by an individual, group, or organization commonly recognized as promoting and advocating theories or doctrines intended to undermine or forcibly overthrow the constituted government of the United States.
- C. School facilities may not be used for an activity which the Board deems a nuisance to people living nearby.
- D. Schools may not be used for profit-making activities of an unlawful or doubtful nature. Profit-making activities shall be confined to groups or organizations known to have strong educational or youth assistance oriented programs.
- E. No activity will be permitted which may cause damage beyond normal usage. Gyms will not be used for community ~~soccer~~, baseball, softball, ~~and/or football~~ LaCrosse, or other uses deemed inappropriate. Requests for other uses will be reviewed on a case-by-case basis. practices. ~~Special requests for use of indoor facilities for "modified" outdoor activities will be reviewed on a case-by-case basis. If a request is approved, a \$25.00 upfront damage deposit will be due before the first schedule use occurs. The deposit would be refunded if no damage is sustained. If any damage should occur that~~

~~goes beyond the \$25.00 deposit, the applicant will be responsible for the balance of the damage cost.~~ Any damage incurred will be billed to the applicant and rental privilege will be terminated until payment has been made. A pattern of damage is grounds for rental termination.

- F. No activity or program can be permitted which interferes with the regular school program.

Scheduling of Activities

In order to ensure the accommodation of school and community groups in an equitable manner, the following guidelines are established.

- A. Local schools/principals shall have first choice in reserving dates for activities in their buildings. This shall not include the reservation of the facility for non-use. They will notify the Community Education Office in writing or verbally for reservation of space in their buildings for the coming school year.
- B. The Community Education Office shall have second choice in reserving building space and dates for activities, classes, and events it will sponsor during the coming school year.
- C. Category III groups, governmental units, shall have next choice in the reservation process. They will notify the Community Education Office in writing of their usage needs.
- D. Community group and organizations, with a Category IV and/or V status, may then request to use any available facilities. They will make written application to the Community Education Office. Applications will be available in the Community Education Office or in school offices within the District.
- E. The District's Master Usage Calendar will be located in the Community Education Office. Copies of facility requests will go the Superintendent's office, building principal, and Director of Maintenance, the Community Education Office, and the applicant.
 - 1. After school activities have been approved and entered on the master calendar. Then,

community rentals and uses will be taken on a first-come, first-serve basis.

2. All changes in scheduled activities or events to a time which produce a conflict with another scheduled event may be done only with the agreement of both parties administering the activities. In the interest of properly notifying program participants, a one (1) week notice shall be required to change a scheduled activity. While the group with the first scheduled activity shall generally have priority, any unresolved conflicts due to rescheduling shall be settled by the Superintendent.
3. The calendar as outlined above shall serve as the official District scheduling calendar and is not to be superseded or altered without the approval of the Superintendent or his/her designee.

Summary

- A. The Board herein has attempted to provide the maximum use of school facilities within a framework that will guarantee to the tax paying public that the school building use is in no way a detriment to the regular educational program.
- B. Permits may be cancelled at any time there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, the Board assumes no liability other than the return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been granted.
- C. The Board may from time to time, at its discretion, review these rules and regulations and revise them to cover situations arising out of unforeseen or changing conditions.
- D. Any request for use of the School District's facilities outside the scope of these rules and regulations must be approved by the Board.

Field Use:

A. Litter Removal:

Groups shall be responsible for pick-up and disposal of litter, after field use. Any costs for clean-up to the District will be billed and paid for by the group. Any non-payment of billing will result in suspension of field use.

B. Summer Softball Leagues/Weekend Softball Tournaments:

When fields are used for league play and/or weekend softball tournaments, group(s) shall be responsible for providing:

1. restroom facilities at each site;
2. continual grounds patrol to control parking, spectator conduct, and the use of intoxicants.

C. No fields are available Commencement weekend to anyone.

D. Administration Building Field Limitations:

The following game plan and practice and light usage guidelines shall be Board policy for the VAB Field providing an annual recommendation to the Board from the Community Education Director occurs. That recommendation will be based on the previous year's outcomes, and continued communication and collaboration with the community education and maintenance departments of the District by the Vicksburg Softball League representatives.

1. To assure availability for general community use, softball tournaments may be scheduled every third weekend only, April 1st through November 1st. Individual league teams may not reserve the field on Saturday or Sunday.
2. No practice or game shall start before 9:00 a.m. on Saturday, 1:00 p.m. on Sunday.
3. Game play and practice shall stop not later than:
 - a. 9:45 p.m. - Monday through Friday except

- b. 11:00 p.m. - Friday and Saturday - Tournament
 - c. Lights, when used, shall be turned off not later than:
 - 1) 10:00 p.m. - Monday through Friday except for Friday Tournament
 - 2) 11:15 p.m. - Friday and Saturday
 - 3) 10:00 p.m. - Sunday
 - 4. If an inning has started prior to the designated ending time, said players shall be allowed to complete the inning, but not the completion of the game.
 - 5. Rocket Football shall be allowed to use this field for their practices and games.
 - 6. Should a special event be requested by the league director that would require an extension of time, the director must receive the approval of the Superintendent or his/her designee.
- E. The J.V. softball field shall be made available for softball league and tournament use when not in use by school groups. Use of the field by non-school related groups will be reviewed annually. Individual league teams will be limited to one (1) two (2) hour Saturday or Sunday reservation per four (4) week period.

F. High Schools Girls Softball Field:

The high school girls softball field shall not be available to non-school related use, i.e., Little League Softball, and/or evening and weekend softball by non-school groups.

G. High School Stadium Field:

The high school football field shall not be available for non-school related use, i.e., Rocket Football, MISLE and AYSO Soccer, and/or evening and weekend touch football by non-school groups. Unless special arrangements have been requested and approved. See Stadium Usage Regulations.

H. High School Boys Baseball Field:

The high school boys baseball field shall not be available for non-school related use. See fee page six (6).

I. High School Soccer Field:

The high school soccer field shall not be available for non-school related use, i.e., MISLE and AYSO soccer programs and/or evening and weekend soccer by non-school groups. See fees page six (6).

J. High School and Middle School Practice Fields:

The practice fields shall be available for use by MISLE and AYSO soccer programs.

K. Rental Charge:

Rental charges, if applicable, shall be as follows:

1. Group Category III - non-profit leagues and tournaments
2. Group Category IV - leagues and tournaments for profit
3. Group Category V - groups whose league or tournament rosters have less than fifty percent (50%) living with the School District

L. Rental Charge Exemption:

There shall be no charge for the use of a field when elementary and secondary student groups use a field outside the normal school day.

Stadium Use:

A. Annual Regulations

Vicksburg Community School District school programs take precedence over the use of all school facilities by any non-school group. Use of the stadium is subject to all terms and conditions of Vicksburg's rental and use process.

Classification status for stadium use is found on page five (5).

B. Rental Fees and Charges

The stadium facility fee includes the use of the stadium turf field, spectator stands, rest rooms and locker rooms. The use of the public address system, scoreboard, and field lights are also available for an additional fee. Please refer to the rental fee chart of page six (6).

All groups that rent the Vicksburg Stadium must have adequate liability insurance before they can use any of the facilities. In addition, the Vicksburg School District must be named as "an additional insured" on the group's certificate of liability insurance policy and a copy of this policy must be provided prior to the rental date.

Custodial charges will be billed based on the amount of time needed to clean facilities.

C. Concession Stand

The concession stand is available for rental. It includes full electrical service and hot/cold water in addition to the following concession equipment: ice machine, popcorn machine, nacho cheese machine, pretzel warmer, hot dog machine, warming trays, pop cooler, ice maker, refrigerator and freezer. **Note:** Each group must provide its own items for sale in the concession stand.

The concession stand can be rented in two (2) ways: 1) space only/no equipment, or 2) space and all or some of the concession equipment.

Category I and II - no charge
Category III and IV - space only/no equipment -\$50 per event
space and equipment - \$100 per event
Category V - space only/no equipment - \$25 per hour
space and equipment - \$100 per hour

The Athletic Director will conduct a walk through evaluation of the concession stand area with the user group before and after each event to determine the condition of the concession space and all equipment. It is the responsibility of all groups that use the concession area to make sure that the concession space and all the equipment used are cleaned properly as determined by the Athletic Director. Failure to do so can result in additional fees and the possible loss of privilege to use the concession area for future events. Groups using the facility will also be responsible for the cost to repair or replace any equipment damaged while being used by their workers.

Equipment training is required before the use of the concession stand. A security deposit of twice the rental fee of the concession stand and equipment may be applicable and will be refunded upon the successful cleaning of the facility as determined by the Athletic Director.

D. Stadium Track

The track will be available to the public when no school activity is occurring in the stadium. For-profit and Private events - see the Facility Rental Fees Chart.

High School Gym:

A. Annual Regulations

Vicksburg Community School District school programs take precedence over the use of all school facilities by any non-school group. Use of the High School gymnasium is subject to all terms and conditions of Vicksburg's rental and use process.

Classification status for High School gym is found on page five (5).

B. Rental Fees and Charges

The High School gymnasium will not be available for community use of outdoor sports. ~~when no athletics or school activities are scheduled.~~ Rental fees for the High School gym can be found on page five (5). On weekend days when there is no staff on duty, there will be a charge to community members and custodial fees.

C. High School Gym Rules

The Vicksburg Community School District has a complete Gym Use Rules (see Appendix B). The High School gym has rules that are specific to its use.

- ~~1. Batting cages are available for use when there is staff support for set up and monitoring.~~
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- ~~2. The main game floor is not to be used for batting or fielding.~~
- 31. High School gym rentals are subject to last minute cancellations due to rescheduling or date scheduling of school athletics or events.
- 42. Staff support is a necessary component to using the High School gym due to gym access, lighting, baskets, dividing walls, ~~and batting cage (for baseball and softball).~~ security and damage.

Performing Arts Center:

The performing arts center shall only be available to service groups that provide support to the District, community/adult education, and District student groups, or as approved by the Superintendent.

Village Ordinance:

The Village Ordinance #97 - Public School Protection - shall be part of these regulations.

APPENDIX A

Building Classifications

High School

Middle School

Elementary

Sunset Lake

Indian Lake

Tobey

District Administration Building

Outdoor Education Center

Groups and Outdoor Sport Facilities

APPENDIX B

Gym Use Rules

- A. A building supervisor will be on duty for certain community education activities to enforce the Board's building use guidelines as outlined below.
- B. No building will be available during a vacation period or when school is not in session, unless it is a student related or a community education activity as approved by the Superintendent or his/her designee.
- C. Rental fees shall be based on an hourly rate. All fees shall be paid in advance.
- D. All open gym activities will be scheduled through the Community Education Director.
- E. Sunday gym usage will be available with all application charges. Open gyms and special events may occur between 1:00 p.m. and 9:00 p.m. when approved and officially put on the District calendar. No Community Outdoor Sports will be allowed in the high school gym or middle school gym. Sunday practices will be permitted by varsity level teams only by the permission of the Athletic Director and/or when a varsity

contest is scheduled for Monday. Team practices and student events will not be mandatory on Sunday.

- F. No school building shall be used at any time unless an adult employee or Board member is present.
- G. School owned equipment is not available to a non-school related activity, except for volleyball standards and net.
- H. No street shoes or street tennis shoes will be allowed on the wood gym floors. This includes the youth programs.
- I. No food or beverages will be allowed in any gym.
- J. Certain activities may require a runner mat and/or a vinyl floor covering (tarp).
- K. Nothing shall be sold, given, exhibited, or displayed without permission of the Superintendent or his/her designee.
- L. Liability insurance shall be required for any individual or group involved in money-making projects, except school-approved activities and shall provide proof of such liability insurance of not less than \$1,000,000.
- M. Intoxicants, controlled substances, and/or disorderly conduct of any kind on school property are prohibited and shall result in the supervisor contacting the police and the reservation being cancelled immediately.
- N. Smoking is prohibited in all school buildings. A designated area may be established by the Superintendent or his/her designee in accordance with State law.
- O. A group or individual request shall be required to complete a reservation form. Each request shall be accompanied by a team roster or list of participants if requested by the administration. The person making the reservation shall be the responsible party in charge of their group.

- P. The applicant must agree to assume all responsibility for the use of the facilities and observance of the regulations.
- Q. All groups shall be accompanied by an adult supervisor whose responsibilities shall include discipline, proper use of facilities, vacating premises at arranged time, and preparing the facility and/or equipment in the order and condition in which it was found.
- R. The applicant must agree to save and hold harmless the District, and must agree to assume responsibility for all liabilities arising incidental to the use of a school facility, it being understood and agreed that the District assumes no obligation respecting the use of such facility.
- S. The applicant must agree to assume all responsibility for the use of the facilities and observance of the regulations and make restitution in full for damages.
- T. School-related spring sports will be allowed and monitored by the Athletic Director. The wood gym floors shall be protected from potential damage.
- U. No pre-school/school age people will be allowed to accompany a reserved group, unless an emergency exists.
- V. No outside groups will be allowed use of the middle ~~school~~ school and high school gyms for outdoor sport practice indoors. ~~The High School Gym and Elementary gyms are available on a case-by-case basis with supervision and paid rental fee and damage deposit. See "E" under Purposes for Which Use of School Facilities May Not be Used.~~ Elementary gyms are available for community use; however, no baseball, softball or LaCrosse is allowed.

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