



DEARBORN PUBLIC SCHOOLS
FACILITY USE REGULATIONS
2016-17

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FACILITY USE REGULATIONS

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

School buildings and sites may be made available to the public as is consistent with statutes, policies of the Board of Education, and with the primary purposes of the schools.

GENERAL REGULATIONS

The Board of Education, through the Superintendent or his/her designee, is solely responsible for granting permission to use school property, for the rules and regulations governing such use, and for the rental charges to be paid. The Board and any of its representatives shall have full and free access to any part of the building and grounds at all times. School property will be rented for other than school purposes only when there is no conflict with school activities and/or events. The following general regulations and rules will apply in the use of the District's school buildings.

1. Application for the use of school buildings and grounds is to be made to the Supervisor of Community Education. When a rental and/or labor charge is required, payment will be made to the Board at least two (2) weeks in advance; otherwise, the date may be cancelled at the sole discretion of the Superintendent or his/her designee. In addition, if there is any reason to believe that the use may involve damage beyond that of ordinary wear and tear, the Board may require advance guarantee against loss thereby. The Board also reserves the right to revoke, for cause, permission previously granted.
2. The application must be made out in the name of the organization and submitted to the Supervisor of Community Education four (4) weeks prior to the date of the use of the building. A permit will be returned as authority to use of the building. *School district staff who must schedule a permit within four weeks of an event and thereby bump a scheduled permit holder, will have no assurance of receiving approval. Their request must be put in writing to the Supervisor of Community Education for consideration. In the event of any conflict, the Superintendent reserves the right to decide on facility usage.*
3. No one is permitted in any building unless a representative of the Board is present who represents the school for purposes of security, inspection and observation, and has the authority to eject unruly persons. His/her services are not at the disposal of the sponsor unless so directed by the building principal or the Plant Operations manager.
4. Permit beginning and ending times will stipulate the time the permit holder will be allowed on the premises and the time the premises are to be vacated. Engineers/custodians may be required to arrive ½ hour before and remain ½ hour after the time designated on the permit. This hour will be billed as labor time on the permit. The permit holder must not be on the premises during this time as it is required for set-up or clean-up. Any additional set-up or clean-up time outside of this hour will also be billed to the permit holder.
5. The permit holder shall provide adequate supervision for all activities taking place in the designated areas of the permit. This supervisor shall be a responsible adult(s) and will be knowledgeable and experienced in the activities taking place.

6. Any serving of food shall be restricted to the lunchroom. School kitchen equipment and facilities shall be available only under the supervision of school lunchroom employees, whose time will be charged to the organization.
7. The application does not permit use of any machine, apparatus, equipment or tools owned by the Board nor does it include privilege of rehearsal or other use of rooms or building except as specifically addressed in the permit. See fee schedule for equipment rental.
8. The permit holder will pay for an audio-visual technician, if one is required. The building engineer and the building principal shall determine whether or not a technician is needed.
9. Liability insurance coverage, as the Board of Education may require, will be the responsibility of the applicant. The user will be responsible for all premium costs. Such insurance shall be in a form acceptable to the Board of Education and certificates of such insurance coverage must be furnished.
 - a. Permit holder must agree to indemnify and hold harmless the school district and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of, or resulting from, such organization's use of the school facility including bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting therefrom and including loss or theft or damage to any of the school district's fixtures, equipment and personal property which are a part of or located on the premises of the school district.
 - b. An organization using the school district's facilities shall purchase and maintain such insurance as will protect it from all claims for damages because of bodily injury, including death, from claims for damages to property which may arise out of, or result from, the organization's use of the premises, including contractual liability insurance as applicable to the organization's obligation to indemnify and hold harmless the school district as stated in the above paragraph (a) of this section. The minimum liability limits of such public liability insurance and property damage shall be in the amounts of five hundred thousand (\$500,000) dollars per claim, and one million (\$1,000,000) dollars per occurrence, and the school district shall be a named insured under all policies. A certificate of insurance shall be delivered to the Community Education office at least two weeks prior to usage.
10. Permit holders shall confer with the Supervisor of Community Education to obtain permission to bring materials to rented spaces. The Board assumes no liability for damage to property of others.
11. The Board of Education shall be fully indemnified and released from any claims asserted by the municipality for reimbursement of additional expense for fire and/or police protection which result from the use of a facility by an organization or individual.
12. Scenery, decorations, or equipment provided by the permit holder must be removed from the building promptly after the performance so as not to interfere with the school activities. If there is a delay, the removal will be made by the Board at the expense of the permit holder.
13. There must be **no nailing to floors, walls, or fixtures, no paint dropped on any part of the building, and the building and equipment must not be marked or defaced in any manner.**

14. School pianos may not be moved from stage to floor, or floor to stage, except with prior approval through the permit application process. This moving is only to be done by persons regularly engaged in piano moving. Actual cost of such moving will be charged to the applicant. If special piano tuning is necessary, sufficient notice must be given through the permit process. The cost will be charged to the applicant; also, if tuning is needed after the moving, this charge will also be given to the applicant.
15. Activities such as soccer, floor hockey, baseball, archery, football, or softball shall not be played in the gymnasium or multipurpose rooms. Practice activities related to these sports that allow the balls or other equipment to come in contact with windows, ceilings or light fixtures shall not be allowed in the gymnasiums or multipurpose rooms.
16. Appropriate shoes must be worn by participants using gymnasium floors. All persons using gymnasium for athletic contests must wear rubber-soled shoes.
17. Any facility used by the applicant will be examined carefully after use; and the applicant agrees to leave the areas used in clean and tidy conditions, and reimburse promptly for any loss or damage occurring during the applicant's use of said room or rooms.
18. It will be incumbent upon the organizations using the schools to advise the police department if it is expected that there will be more than the average amount of traffic. It will not be the responsibility of the Board to pay for any services rendered in this regard.
19. Nothing shall be sold, given, exhibited or displayed without appropriate prior permission by the Superintendent or his/her designee.
20. Any organization which charges admission to any school building shall be responsible for full compliance with applicable Federal and State statutes concerning games of chance, tax payments, etc.
21. The number of tickets sold must not exceed the seating capacity of the auditorium or other facility for which the permit is granted.
22. Fire Prevention:
 - a. **Smoking in a school building is prohibited.**
 - b. **Use of open flames is prohibited.**
 - c. **Exits and corridors must be kept free of obstructions at all times.**
23. The use of **alcoholic beverages in school buildings and on school sites is expressly forbidden.** Failure to comply with this restriction will result minimally in immediate cancellation of any school use application.
24. **No guns, weapons or guard dogs** (except service dogs) are allowed in any school building or on any school district property without prior written permission. (Government law enforcement officers are exempt; private security guards are not exempt.)
25. Organizations using school facilities must strictly comply with all laws regarding public assemblies.

26. A permit is subject to cancellation if the regulations are not followed or if there is a violation of the law while the school facilities are being used.
27. A permit is not transferable.
28. All permits granting use of a facility for a year automatically expire with the close of the school year in June. Annual, seasonal, and any extended time use application should be filed at least two months prior to starting dates.
29. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this regulation, the judgment of the Superintendent or the Board concerning such controversy or dispute shall be final.

FACILITY PRIORITY

The permit office will work with all groups and/or individuals to accommodate request for the use of District facilities. On those occasions when there is a scheduling conflict the following will be used as a guide for prioritizing the use of a building.

1) School Specific Activity

Examples include but not limited to:

- Concerts
- Athletics
- School Assemblies
- PTA Meeting
- School Sponsored Club

2) Community Education

Examples include but not limited to:

- All Community Education Classes
- All Adult Education Classes
- Child Care

3) Dearborn Recreation

Examples include but not limited to:

- Basketball
- Baseball
- Swimming
- Soccer
- Flag Football
- Youth Football
- Tennis
- Other Programs Run by the City of Dearborn Recreation Department

4) All Others

Examples include but not limited to:

- Religious Organizations
- Neighborhood Associations
- Scouts
- For Profit Business
- Social Service Organizations
- Community Groups
- Adult and/or Youth Athletic Leagues

CLASSIFICATION OF USERS

All facilities in the Dearborn Public Schools have been funded, built, and maintained for the purpose of providing a quality education to all students enrolled in the district. When available, District facilities may be used by other outside organizations and or businesses.

In the spirit of building partnerships, and to recognize those organizations and business residing in the Dearborn Public Schools boundaries, the following will be used as a guide to determine rates charged to use District facilities. This is only a guide. The Dearborn Public Schools may find it necessary to evaluate fees if the request poses unique circumstances, extensive labor costs, or occurs over multiple dates. (Extended use of the pool or fields would be an example of when the District may need to evaluate the costs based on the amount and/or type of use.)

Group 1

Organizations falling into this Group will not be charged for the use of any Dearborn Public School facility but will be responsible for paying all labor costs incurred as a direct result of the program or event being held in a District facility. This Group includes school related, civic, or community service organizations including but not limited to:

- PTA/Booster activities
- Adult and Community Education
- Union Groups
- Approved Staff Activities.
- City Recreation Programs
- Scouts
- Neighborhood Associations
- Dearborn Governmental Units (Police, Fire, City Council, City Clerk, etc.)

Group 2

Organizations whose primary location is within the Dearborn Public Schools boundaries would be part of this group. Group 2 organizations and businesses will be charged a discounted rate for the use of any Dearborn Public School facility and will be charged for all labor costs incurred as a direct result of the program or event being held in a District facility. This Group includes, but not limited to, businesses or organizations located within the District such as:

- Retail or Service Related Businesses (within Dearborn Public School boundaries).
- Religious Institutions
- Institutions of Higher Learning

Group 3

Organizations falling into this Group will be charged the standard rate for the use of any Dearborn Public School facility and will be charged for all labor costs incurred as a direct result of the program or event being held in a District facility. This Group includes, but not limited to, businesses or organizations located outside the District such as:

- Retail or Service Related Businesses
- Religious Institutions
- Institutions of Higher Learning
- Adult and/or Youth Athletic Leagues

- Performance Based Events

SCHEDULE OF CHARGES FOR BUILDING USE

Facility Rental Rate- Group 2 Users- (All rates listed are per hour unless noted)

Facility	High School	Middle School	Elementary
Classroom (Standard)	\$35	\$30	\$30
Cafeteria	\$75	\$60	\$60
Auditorium (Includes stage, seating, lights, sound)	\$150	\$120	\$100
Stage only	\$90	\$75	\$65
Basic Stage Lighting/ Spots/Light Board	\$30	\$25	\$25
Multi-Purpose/Media	\$75	\$60	\$60
Kitchen	\$60	\$45	\$40
Football/Soccer/Athletic Field (Grass Field)	\$90	\$60	\$60
Stadium Field (Synthetic Turf)	\$125		
Lights	\$25/hour	na	na
Press Box/Score Board/PA	\$35 (4 hours of use)		
Field House/Team Room	\$40 (4 hours of use)		
Concession Stand	*		
Gym, Lockers, Showers	\$75	\$60	\$60
Pool, Lockers, Showers	\$100	\$75	\$75
Tennis Courts	\$45		
Track	\$35	\$35	
Water for car washes	\$25 per use	\$25 per use	\$25 per use

Facility Rental Rate- Group 3 Users (All rates listed are per hour unless noted)

Facility	High School	Middle School	Elementary
Classroom (Standard)	\$42	\$36	\$36
Cafeteria	\$90	\$72	\$72
Auditorium (Includes stage, seating, lights, sound)	\$180	\$144	\$120
Stage only	\$108	\$90	\$78
Basic Stage Lighting/ Spots/Light Board	\$36	\$30	\$30
Multi-Purpose/Media	\$90	\$72	\$72
Kitchen	\$72	\$54	\$48
Football/Soccer/Athletic Field (Grass Field)	\$108	\$72	\$72
Stadium Field (Synthetic Turf)	\$150		
Lights	\$30/hour	na	na
Press Box/Score Board/PA	\$42 (4 hours of use)		
Field House/Team Room	\$48 (4 hours of use)		
Concession Stand	*		
Gym, Lockers, Showers	\$90	\$72	\$72
Pool, Lockers, Showers	\$120	\$90	\$90
Tennis Courts	\$54		
Track	\$42	\$42	
Water for car washes	\$30 per use	\$30 per use	\$30 per use

* Concession stand will run by the school's Booster Club. If the Booster Club is not available on the day of the event then the concession stand will not be operational. All proceeds from the sale of items at the concession stand will be given to the Booster Club (except for items directly related to the event such as t-shirts or other team spirit type items).

All of the above rates are exclusive of any overtime incurred in connection with the permit. Operational costs (custodial, engineer, kitchen, etc.) incurred must be added to the per hour rental rates outlined above. Time and one half per hour will be charged for overtime past the custodian/engineer's regularly scheduled weekly hours and on Saturdays. Double time will be charged for Sundays. The rates for overtime are as follows: Time and one half – Engineer \$65/Custodian \$45; Double time – Engineer \$85/Custodian \$55. Kitchen usage must have a Food Service employee in attendance.

Equipment Rental Rate

The Board of Education charge for the use of the facilities does not include the use of any special equipment. All equipment is the property of the Dearborn Board of Education and is primarily for use by students and staff. Therefore, it is necessary to fix a separate rental fee on each item requested.

If the equipment is damaged in any way, there will be an additional charge. If staff is requested to set up and operate the equipment, there will also be a charge for labor.

Equipment Fee:

- Microphone \$30
- Document Camera/Overhead projector; includes screen \$40
- Data Projector; includes screen \$40
- Regular Piano (Also see #14 under General Regulations) \$50 + tuning
- Laptop/Desktop computer \$60
- Podium - as available No Charge
- Furniture** (chairs, tables, etc.)-as available No Charge

** If additional furniture is needed for scheduled event then transportation costs will be added to charges.