

**Swan Valley School District
Community Education Department**

Community Use of School Facilities

Regulations effective

It is the practice of the Swan Valley School District (SVSD) to encourage the use of school facilities by the residents of the community. Keeping in that the primary function of the facilities is the education of students, these regulations have been established.

General Regulations and Requirements

- District school facilities may be made available to the public as is consistent with state and federal law, policies of the Board of Education, and with the original and primary purposes of the schools. An organization located in the district, or a group of at least seven (7) citizens of the school district may be granted use of school facilities.
- A custodian of SVSD must be on duty whenever a district facility is in use. During regular weekday hours regularly scheduled custodians may fulfill this requirement. On weekends or days when district custodians are not scheduled, a group or organization will incur costs for qualified custodians who are assigned by the district.
- Applicants must:
 - Be at least 18 years of age.
 - Officially represent the organization or group listed on the application.
 - Guarantee orderly behavior while using the facility.
 - Agree to make prompt monetary restitution for any damage due to their use of the facility.
 - Allow a minimum of five (5) working days for approval of request if a fee is to be assessed.
- Responsibility for the use of the facility in observance of these regulations shall rest upon the adult applicant who signs the permit for reserving the facility. Approval for the use of any or all school facilities is not transferable to any party.
- The purpose or activity for which approval is given cannot be changed without written authorization from the Community Education Department or building principal. Applicants requesting a particular facility or area of the building must restrict their activity to that immediate area.
- Applicants and their organization or group must agree to save and hold harmless SVSD and must agree to assume all responsibility for all liabilities and damages arising as a result of facility use. Organizations must supply SVSD with a certificate of liability insurance satisfactory to the district prior to the approval of an application.
- Approval of requests for facility use is dependent upon availability of facilities. The school and its organizations have first priority to use all facilities. Any permit for use of a school facility may be revoked where need of the facility for school purposes has subsequently developed. Every attempt shall be made to provide reasonable notice of such revocation or substitution.
- A supplementary agreement for use of kitchens must be completed before authorization to use the facilities will be granted.
- For catered activities, the cost of this service will be charged to the applicant. When food is prepared off-site and served in our facilities by another catering service, a separate fixed or temporary license is required, listing the caterer or catering cook as the responsible party.
- If food is prepared and served in our facilities by individuals other than a catering service, the individuals will accept full responsibility for any and all liability resulting from the preparation, serving, and consumption of that food.
- Smoking and use of alcohol is prohibited in all building, sites, and facilities at all times.
- Classroom usage requires that the room be left as it was found. Proper adult supervision must exist to insure that no damage is done to equipment, materials, or the room itself.
- Use of materials on floors, walls, or other parts of the building is strictly prohibited without specific approval in writing from the building principal.

- When submitting a request for facilities, users must include any special requests for equipment and provide a diagram of any specific set-up requests.
 - High school weight room can only be used by school sponsored athletic teams or employees of the district.
 - A copy of the approved permit must be carried at all times during the use of school facilities and available for presentation to Custodial Staff or school officials upon request. Use of the facility will not be allowed without a copy of the approved permit.
 - Non-school applications for building use are processed on a first-come, first-serve basis. Non-school applications will be processed only for a current school year period. The processing of non-school permits will begin no sooner than two-weeks after the start of a new school year.
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- Unless otherwise arranged by the district, use of school facilities is automatically cancelled when schools are closed as a result of weather, equipment failures, or unforeseen emergencies.
 - Use of school facilities will be denied where it is determined that such use constitutes clear and present danger to personnel and public health, safety, and welfare, including those in attendance, or danger of damage to private and public property.
 - Abuse of school facilities, failure to abide by the scheduled time, failure to pay charges, or lack of courtesy to personnel may be cause for cancellation of approval or denial of future requests.
 - SVSD is not responsible for loss or damage to personal items, equipment, or vehicles.
 - Facility users are responsible for full compliance with the Americans with Disabilities Act.
 - Users are responsible for complying with all local and state fire and safety regulations. Exits, hallways, and stairways shall be kept free of obstructions at all times. Facilities capacity, as determined by the fire marshal, shall be observed. Open flames, such as candles, are prohibited.
 - Applicants must adhere to MHSAA guidelines regarding heat and humidity. Guidelines can be found on www.mhsaa.com.
 - Applicants who supervise minors in any capacity where head injuries may occur, **must** complete concussion training and provide certificate of compliance with application. On line training is available at www.nfhslearn.com.

Application Process

1. A Facility Use Request form must be submitted at least five (5) days prior to the event or activity if a fee is to be assessed. All requests are processed at the principal's office. Forms are available at the Community Education office.
2. The applicant may be contacted about alternate arrangements if the original requested arrangement cannot be met.
3. Once approved, the applicant must secure a copy of the approved form. The applicant must have this form available during the event or activity or the use of areas may be denied.
4. For a rental arrangement, all fees must be paid in full to Community Education at least 3 days prior to the event or activity.

Priority Classifications

1. No Rental Fee Charged – Examples: All student activities sponsored by the school including scouts and school parent groups; local township government or civic organizations that are non-profit, etc.
2. Non-Profit Fee Charged – \$35.00 per hour. Examples: Any group or organization that charges admission or a fee to participate when school is not in session (weekends, summer, breaks, etc.)
3. Commercial Rental Fee Charged – \$40.00 per hour. Examples: Saginaw Valley Ceramic Association annual ceramic show and sale.
4. Joint Use Agreements

Charges for Facility Use

- All fees are subject to the policies and regulations as set forth by the Board of Education and its administration.
- Charges for use by universities and colleges will be negotiated on an individual basis.
- Auditorium rental fees do not include fees for technical assistance. Personnel for assistance with audio-visual, sound board, lighting, or lighting board may be provided at an hourly fee when requested. Availability of use of this equipment is dependent upon available staffing.
- Groups with more than 50 participants may be charged for a district assigned site supervisor to handle the event or activity. Fees assessed will be the current hourly rate of the supervisor.
- An hourly fee will be assessed to groups for activities that require the lining and/or preparation of playing fields.
- Any and all charges must be paid 3 days prior to the use date. Additional charges for extra time or assessed damages to facilities must be paid within 2 weeks from the date of the invoice. All appeals must be directed to the Director of Community Services.

Open Carry Guidelines

Actions Upon Open Carry Visitor in School OR at event on school property

If in school, immediately place school in "Secure Mode- Suspended Student Movement". Advise visitor that 911 will be notified to validate his/her CPL license, and s/he is not allowed to leave the office until that occurs. If s/he chooses to leave, s/he must be escorted out of the building by the most direct route. If s/he fails to comply, and enters the school area, go into "Lockdown" and call 911. Safely monitor subject and relay information to responders.

If at an event, not during school, administrator or "person in charge" will isolate individual until above protocol is followed.

These procedures are not intended to discriminate against the Open Carry Act. School administration and staff have the obligation to protect students while on school property. There is no way to determine the intentions/action of a legal CPL carrier while on school property. Our goal is to minimize any exposure to weapons to our students and staff.

**SWAN VALLEY SCHOOL DISTRICT
BUILDING AND FACILITY USE PERMIT**

This is to certify that _____
(Group or Organization)

Represented by _____ Telephone _____

Address _____ City, State, Zip _____

The above named group/organization has obtained permission to use the following facilities:

1. _____ 2. _____

___ Kitchen ___ Stage ___ Microphone ___ Locker Room

___ Chairs ___ No. ___ Scoreboard ___ Gym ___ Cafeteria

Date of Activity _____ Type of Activity _____

Expected Attendance _____ Time(s) _____

Is a custodial/maintenance staff required for this activity? ___yes ___no

Is kitchen use required for this activity? ___yes ___no

Rental Fee for this permit \$ _____ per hour x _____ hour = \$ _____

Lessee agrees to pay Swan Valley School District fees for the use of these facilities in accordance with the Building and Facilities Use Regulations and the fee schedule. Swan Valley School District agrees to furnish the following equipment, maintenance and room set up:

ORGANIZATIONS UTILIZING SCHOOL BUILDINGS MUST:

1. Carry a minimum of \$1 million dollars on their general liability insurance policy.
2. Provide along with this application, a certificate of insurance for the above amount, with Swan Valley School District listed as an additional insured.
3. Submit certificates of worker compensation certification when appropriate.

_____ CERTIFICATE OF INSURANCE ATTACHED

Principal _____ Date _____ Group Representative _____ Date _____

Administrative Approval _____ Date _____ Deposit Receipt Number _____