



**SOUTH REDFORD SCHOOL DISTRICT
26141 Schoolcraft
Redford, MI 48239**

**FACILITY USE POLICY AND
RULES AND REGULATIONS FOR LICENSEES AND USERS**

Community groups may be permitted to use School District facilities for educational, cultural, civic or athletic purposes when such use will not interfere with school programs and is not dangerous or detrimental to the public welfare. A facility user or rental fee, approved by the Business Manager/Director of Finance [correct title? See next paragraph; terminology should be the same] of the South Redford School District, will be charged to help defray the cost of using School District facilities and to preserve the education budget. The priority of building use is set forth below with Group A having first priority and Group D having last priority.

Applications for facility use can be obtained from a building secretary. The building secretary will accept a completed application and forward it to the Director of Finance for approval. Use of School District facilities must be approved in advance by the Director of Finance. Users shall be required to sign a Facility Use Agreement with the School District prior to having access to School District premises. If there is a charge for building use, payment is to be made after approval and prior to the use of the facility. Checks are to be payable to South Redford School District. All costs incurred by the School District for additional work beyond normal work shifts, Monday through Friday, will be assessed on a case by case basis by the Director of Finance.

School district facilities are available to qualified organizations regardless of race, creed, color, national origin, age, sex, religion or disabling condition of members of the organization. Organizations which plan activities open to the public shall not limit attendance on the basis of race, creed, color, national origin, age, sex, religion or disability.

Scheduling Policy

Group A — School Groups

Included are groups wherein the membership and sponsor are members of the South Redford School District student body and/or staff and are sanctioned by South Redford School District. Examples include: community education, student government, debate teams, drama club, fine arts groups, board/school committees, student groups (with adult supervision), staff groups (for professional purposes), inter-school teams, PTO/PTA, Booster groups, Boy/Girl Scouts, with the majority of students being South Redford residents, non-profit senior groups and graduation activities. A facility use user or building rental fee will not be charged to Group A users, except that . Aall labor costs incurred by the School District for additional work beyond normal work shifts will be assessed on a case by case basis.

Groups shall be responsible for their own setup of any and all equipment that may be used. Such equipment shall include chairs, tables, music stands, lecterns, etc. The lessee should contact the facility for advice and assistance.

Facility Use Fees will not be charged to Group A Users. All Facility Use must be approved in advance by the Director of Finance. Users shall be required to sign a Facility Use Agreement with the School District prior to having access to School District premises. All costs incurred by the School District for additional work beyond work shifts, Monday through Friday, will be assessed on a case by case basis by the Director of Finance.

Group B — School Related Groups and Local Government

This includes groups and organizations which have a direct affiliation with the South Redford School District. It also includes certain community and non community groups, groups serving youth activities, and governmental units within the District where it is obvious that the membership and participants are primarily residents of the South Redford School District (a Verification of Residency Form may be requested of the applicant). Examples include: government units (township, county, excluding Parks & Recreation), homeowners' associations, elections, education associations, bargaining units, rotary clubs, senior organizations and chambers of commerce.

A Facility Use fee will be charged to Group B Users. All Facility Use must be approved in advance by the Director of Finance. Users shall be required to sign a Facility Use Agreement with the School District prior to having access to School District premises. All costs incurred by the School District for additional work beyond normal work shifts, Monday through Friday, will be assessed on a case by case basis by the Director of Finance. Each page of this Facility Use Policy and Rules and Regulations For Licensees and Users Agreement must be initialed to indicate acknowledgement of receipt of this Facility Use of Facilities Policy and Rules and Regulations For Licensees and Users Procedures and agreement to adhere to the terms of this Policy and the Facility Use Agreementese documents.

Group C — Parks & Recreation

This includes all recreation, leisure and cultural events/programs that the Redford Township charges admission for but uses School District facilities. Some examples are: classes, youth service events, baseball games, basketball clinics, RTJAA, Redford Rangers.

A Facility Use building rental fee and an application fee will be charged to Group C Users. Group C users shall be required to sign a Facility Use Agreement with the School District prior to having access to School District premises. Each page of this Facility Use Policy and Rules and Regulations For Licensees and Users Agreement must be initialed to indicate acknowledgement of receipt of this Facility Use of Facilities Policy and Rules and Regulations For Licensees and Users Procedures and agreement to adhere to the terms of this Policy and the Facility Use Agreementese documents.

Group D — Private Groups

This includes groups which operate for personal or private gain and organizations whose participants are primarily residents outside of the South Redford School District. Examples include: churches, private athletic teams, businesses/corporations, private recitals, colleges, dance or music programs, and private schools.

A building rental fee and an application fee will be charged to Group D Users. Group D Users shall be required to sign a Facility Use Agreement with the School District prior to having access to School District premises. Each page of this Facility Use Policy and Rules and Regulations For Licensees And Users Agreement must be initialed to indicate acknowledgement of receipt of this Facility Use of Facilities Policy and Rules and Regulations For Licensees and Users Procedures and agreement to adhere to the terms of this Policy and the Facility Use Agreementese documents.

Fee Schedule

The School District shall establish a Facility Use or rental fee and deposit schedule for use of facilities and reserves the right to modify or increase the fee and deposit schedule from time to time. Please see Attachment A for the Fee Schedule.

Liability Insurance (Groups B, C, D)

Organizations using a School District facility must agree to indemnify and hold harmless the School District, and its agents, students, employees and volunteer workers, from and against all claims, damages, losses and expenses, including attorney fees, arising out of or resulting from such organization's use of the school facility, including but not limited to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom, and including loss or theft or damage to property which are a part of or located on the premises, and including such property owned by students or employees of the School District.

An organization using a School District facility shall purchase and maintain such insurance as will protect the District, its agents, students, employees and volunteer workers from all claims for damages because of bodily injury, including death; and 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 obligations to indemnify and hold harmless the School District as stated above. The minimum liability limits of such public liability insurance shall be in the amount of one million (\$1,000,000) dollars per claim, and two million (\$2,000,000) dollars per occurrence and the School District shall be a named insured under all policies.

Denial of Use of School Buildings and Facilities

Applications for use of School District facilities will be denied:

- A. When the proposed use may be a threat to the public health, safety or general welfare of the school community.
- B. When use is for private parties or activities such as a wedding reception or a family graduation party.
- C. Any legitimate, nondiscriminatory reason deemed appropriate by the District.

All Groups B, C and D must agree to the terms of the District's Facility Use Agreement and the Rules and Regulations for Licensees And Users.

Hours of Operation

The buildings are open from 8:00 am – 10:00 pm Monday thru Sunday. All groups must end their activities or events and leave the District's facilities no later than 10:00 pm.

Payment: *(Groups B, C, and D Users Only – See attachment A.*

Certificate of Insurance/ Indemnification

Licensee shall deliver at time of contract signing to South Redford School District a Certificate of Insurance from a company authorized to engage in the insurance business in the State of Michigan evidencing the following minimum limits of liability coverage.

Comprehensive General Liability Coverage

Bodily Injury & Property Damage

The minimum liability limits of such public liability insurance shall be in the amount of one million (\$1,000,000) dollars per claim and two million (\$2,000,000) dollars per occurrence, and the School District shall be a named insured under all policies due at time of signing.

South Redford School District, and its agents, employees, students and volunteer workers shall be named as additional insureds on the above policy, and Licensee shall obtain the written agreement on the part of each insurance company to notify South Redford School District at least ten (10) days prior to cancellation, or non-renewal of any such insurance.

Licensee must indemnify the District and its agents, employees, volunteer workers and students in accordance with the terms of the Facility Use Agreement.

Catering & Food Service

All catering and food service arrangements **MUST** be approved in advance by the Director of Finance.

Fire Marshall Requirements

At no time shall an exit door be chain locked, blocked, tied open or obstructed in any way. This includes, but is not limited to, placement of signage, screens, vehicles, barricades, storage, tables, carts, curtain walls or other performance related materials that may impede the path of egress from or access to an exit door. Exit paths must also remain unobstructed at all times.

Compliance with all federal, state and local fire and building codes is required for all group activity. Failure to comply with these codes will result in cancellation or termination of the Facility Use Agreement.

All emergency equipment must remain unobstructed.