

# ***MILAN AREA SCHOOLS***



***2018-19***

## ***POLICY AND GUIDELINES FOR DISTRICT FACILITY USE***

## Milan Area Schools

### Rules and Regulations for Use of School Facilities

1. **Building Permit Required** – Any school group, community group, or individual wishing to use school facilities outside of regular school hours must fill out a permit and return it to the Facility Use Coordinator for approval and processing. Only groups with an approved permit are allowed to use school facilities. Groups should bring their permit with them when using school facilities. Use of only the specific facilities, dates, and times approved on the permit is granted. Individuals may email the Facility Use Coordinator to check on facility availability, however, no activity is officially entered onto the calendar until a permit is submitted and processed by the Facility Use Coordinator. All student access decisions will be made in accordance with state and federal laws.
2. **Appropriate Use** – Milan Area Schools shall encourage the utilization of District facilities by properly organized and responsible groups. These groups shall not disrupt the normal educational process for Milan Area Schools. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or are not authorized by Board policy.
3. **Facility Rental Fees** – Facility rental fees will be charged for use of school facilities in accordance with the Facility Use Rate Schedule. A completed Facility Use Form must be submitted for all Class II, Class III and Class IV users as well as Class I groups using a gymnasium, auditorium or requiring a building supervisor. In general, an invoice will be sent to the permit holder once the event is scheduled. The invoice is due within 30 days. If the invoice is not paid within 30 days, Facility Use Coordinator reserves the right to request payment of estimated fees in advance.
4. **Changes and Priority for Use** – As a general guideline, school and school related groups (such as PTO, boosters, student groups, community education, etc.) will get first priority for using school facilities for school related functions. However, school sponsored activities will not automatically cancel out other events scheduled in the building. Although high priority will be given to school activities, there may be times when it will not be possible to move a previously scheduled non-school activity due to special circumstances. Any group may be asked to make changes in their original request in order to best meet the needs of all groups and activities. Milan Area Schools reserve the right to grant, cancel, or alter permits at any time. The determination to grant, cancel, or alter a permit will be made by the Facility Use Coordinator. To appeal the decision of the Facility Use Coordinator, a written request should be submitted to the Superintendent of Milan Area Schools.

5. **Advance Reservations** – Permits for the following school year will be accepted beginning April 1st. Long term, advance reservations will normally be confirmed after July 1st preceding a school year. Reservations for the following calendar year will normally be approved through June 30th.
6. **Responsibility for Facilities** – Groups are responsible for the condition of the facilities used. The permit holder is held responsible for proper use of the facilities and equipment. Generally, facilities should be left in the condition in which they were found. Although groups are not expected to clean the facilities after use, they should pick up debris, wipe up spills, return all items to their original location, clean up decorations they brought in, etc. Upon leaving, turn off lights, fans and other electrical equipment and close windows and secure all doors. Any damage or loss of equipment should be reported to the building custodian or supervisor immediately. Reservations are for the specified SPACE, not equipment. School/athletic equipment must be requested and approved.
7. **Enforcement of Rules** – Responsibility for enforcement of rules and regulations concerning use of school facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of school facilities.
8. **Liability** – Liability for accidents that occur as a result of the event shall be assumed by the organization renting the facility. Individual liability insurance is required.
9. **Cancellation & Refunds** – Rental fees may be required to be paid prior to facility use. If the school cancels the permit for any reason, a refund will be made for any unused time. If the permit holder cancels the permit for any reason, notification must be given at least one week prior to the event to receive a refund.
10. **Custodial and Supervisor Services** – When the time of the activity falls within the normal custodial work schedule; there will be no charge for supervision and/or custodial services. However, when the time does not fall within the normal custodial schedule, or if the activity requires additional assistance, a supervisor or custodian will be hired and in attendance for the entire event. The additional cost for a supervisor or custodian will be charged to the permit holder. The rate for custodial services will be determined by the contract between the Board of Education and the custodian's union. The rate for a supervisor is determined annually by the administration.
11. **Food Services** – School food service employees shall be hired to supervise the use of any school kitchen. The rate of pay shall be based upon the rate negotiated in the food service employee's contract with the Board of Education. The cost will be charged to the permit holder. The permit holder shall make arrangements with the Supervisor of Food Services to schedule a food service employee for an event.
12. **Summer Vacation/Holidays** – Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning, renovating programs and will depend on the availability of building service personnel for supervision. Extended breaks such as spring break

and Christmas, no facility use will be approved.

**13. The following are prohibited in Milan Schools:**

- a) Possession or consumption of alcohol or drugs on school grounds.
- b) Smoking on/in school property is prohibited
- c) No Gambling for profit unless licensed by the Michigan Bureau of State Lottery.
- d) Firearms, knives or other weapons except with special permission for education use.
- e) Food or drinks except in cafeterias or with special permission.
- f) In gymnasiums, use of sports equipment, which is strictly intended for outdoor use (i.e. outdoor bats, softballs and baseballs).

14. **Behavior** – Groups shall demonstrate appropriate conduct and be courteous to other people in the building. Permit holders are responsible for the maintenance of order. Evidence that proper precautions are being provided by the permit holder may be requested prior to final approval of a permit. Milan Area Schools reserves the right to require a security deposit in advance. The deposit will be refunded in full or part, or forfeited depending upon the condition of the facility and expenses incurred as a result of the activity.

15. **Special Equipment** – The school will provide normal equipment appropriate to the area being used (i.e. bleachers in gyms, tables and chairs normally in the room). Special equipment, such as audiovisual or athletic equipment, or equipment requiring specialized knowledge for its operation, will be provided at the discretion of the principal or program director. Equipment approved for use must appear on the building permit. Arrangements for approved equipment to be transported from one building to another must be made in cooperation with the Supervisor of Buildings and Grounds and, if granted, may result in charges to cover the cost of transporting the equipment. Any costs to hire personnel and/or to operate special equipment shall also be the responsibility of the permit holder (i.e. auditorium lights or sound systems operators, vocational education equipment, computers, etc).

16. **School Closing** – When school is canceled due to inclement weather or other unforeseen circumstance, school and community evening activities are automatically canceled. The Facilities Use Coordinator will contact permit holders at the phone numbers or email address provided on the Building Use form. If canceled, prepaid rent will be refunded or alternative dates can be arranged.

17. **Emergency Information** – The permit holder is responsible for understanding and implementing emergency procedures. Normal policies and regulations shall not apply for the use of school facilities or equipment in the event of local or national disaster, or when the health and well-being of the residents are threatened and the use of school facilities would be in the best interest of the public at large. (i.e. The Red Cross needs to set up a temporary shelter for area families left homeless after a tornado.)

18. **Failure to Follow Rules** – Failure of a group to abide by the above rules and regulations may result in their being denied use of school facilities.

19. **Right to Cancel/Revise** – The school district reserves the right to refuse any groups the use of school facilities, revise fee rates without notice and cancel or revise these provisions at its discretion.

20. **Interpretation** – The Facility Use Coordinator is responsible for interpreting and administering these rules and regulations.

**21. Regulations for the Use of the Milan High School Stadium**

- a) No varsity field will be approved for rental use unless approved by the Director of Facilities, Milan Athletic Director AND the head coach of that specific sports head coach.
- b) No events may be held at Milan High School Football Stadium that, in the opinion of the Milan Area Schools Athletic Director may harm the field.
- c) No person may enter the press box without prior authorization.
- d) Nothing may be sold in breakable containers at any time.
- e) Concessionaires will be responsible for contracting with Milan Area Schools personnel to clean up debris resulting from their activities. All health department permits, licenses or other authorizations required by law must be secured by the organizing group. The organization must also contact the school group working the concession stand during that season (Athletic Boosters, NHS, etc).
- f) All organizations using stadium facilities must furnish public liability and property damage insurance in the amount of \$1 million covering their activities in the stadium.
- g) Only authorized school personnel will operate mechanical equipment and lights. The cost of providing personnel will be charged to the organization using the facilities.
- h) Provisions must be made in collaboration with Milan Area School staff to develop a parking plan for adequate help in parking cars in an orderly manner and for handling crowds inside the stadium.
- i) The organizing group must contact the Milan Police Department to determine if provisions need to be made for traffic control.
- j) Security personnel, approved by the Milan Area Schools, may be required, with the cost to be paid by the organization using the facility.

**22. Regulations for Use of Milan Area Schools Baseball, Softball, and Soccer Fields**

- a) No varsity field will be approved for rental use unless approved by the Director of Facilities, Milan Athletic Director AND the head coach of that specific sports head coach.
- b) Recognized nonprofit community groups whose primary purpose is to serve the residents of the Milan Area School District will be given priority over other non- school groups when scheduling use of facilities. Non-profit community groups not based in Milan but who include Milan participants may be allowed to use facilities with a rental charge.
- c) No events may be held on Milan fields that, in the opinion of the Milan Area Schools may harm the turf. Due to the demand for these facilities and field conditions, use may be limited.
- d) Access to Varsity fields will be reviewed on a case by case basis.
- e) All organizations using school field must furnish public liability and property damage insurance covering their activities on the fields in an amount to be determined by the Milan Area Schools.
- f) Provisions must be made in collaboration with Milan Area Schools staff to develop a parking plan for adequate help in parking cars in an orderly manner and for handling crowds around the fields.
- g) The organization using the facilities will be responsible for lining their own fields. The organization may contract these services with Milan Area School personnel if available.

**23. Regulations for Use of Milan High School Pool**

- a) No pool use will be allowed unless approved by the Facility Use Coordinator, Milan Athletic Director and the Milan Head Swimming and Diving Coach.
- b) Organizations/individuals who desire the use of the pool facility must pay the fees per the Facility Use Rate Schedule and Classifications.
- c) A certified lifeguard must be on deck during the entire rental period. The lifeguard will remain on deck until the last participant has exited the locker rooms. Rental fees will be adjusted accordingly.
- d) All lifeguards must be paid employees of Milan Community Education. Volunteer lifeguards may help with the rentals but must be arranged through the head swim coach.

- e) All groups must have their own supervisor(s) in addition to the Milan staff and lifeguards. Supervisors need to be designated at the time of facility rental. Adequate adult supervision must be provided for youth group activities.
- f) The number of supervisors and lifeguards will be determined by the number of participants in the activity and/or the age of the activity participants. In most cases the ratio is one (1) lifeguard per twenty-five (25) participants.
- g) Swimmers with incontinence or children who are not FULLY toilet trained must wear an approved swim diaper or cloth undergarment with rubber pants.
- h) Milan Area Schools reserves the right to charge a fee to any group or individual whose participation results in the contamination and clean up of the pool.
- i) Appropriate swimwear must be worn at all times. No t-shirts, cut-offs, etc.