

HOWELL PUBLIC SCHOOLS

BUILDING, FACILITY & EQUIPMENT USE GUIDELINES

INTRODUCTION

It is the desire of the Howell Board of Education that the greatest possible use be made of school facilities. To ensure the care and preservation of District buildings, facilities, and equipment, to collect fees that would cover direct charges, and to establish a priority system for the use of school buildings, facilities, and equipment, the following guidelines are established:

PROCEDURE

1. The APPLICANT is responsible for submitting an online Building Use Request for the use of all school facilities. The request should not be considered approved until the applicant receives an email of their approved Building Use Request. The Building Use Request/Use may be revised by District approvers in order to accommodate the best needs for the District and requestor.
2. The BUILDING PRINCIPAL or designee will approve the use of building and equipment.
3. The DIRECTOR OF ATHLETICS will approve the use of Athletic Fields, Howell High School, Freshman Campus, and Parker Middle School Athletic Facilities, and coordinate with administrators on the use of the Highlander Way Middle School Athletic Facilities.
4. The SUPERVISOR OF FOOD SERVICES will approve the use of kitchen facilities. She may require food service staff to be present and those charges shall be borne by the group using the facilities.
5. The AUDITORIUM MANAGER will approve the Auditorium on the date(s) requested and be in contact with the Applicant for services needed.
6. The BUSINESS OFFICE will have Final Approval of Building Use Requests; will email the Approved Request to the Applicant, and will Invoice the Applicant following the event.

CLASSIFICATIONS

Groups requesting the use of school facilities will fall into one of the following classifications:

- A. **Class I – Howell Public Schools & HPS Organizations - General Description:**
This class includes any organized group/organization directly connected with Howell Public Schools (e.g. PTO's, Scout Groups and 4H Groups). Organized, affiliated recreation groups seeking Class I status must have teams consisting of 90% HPS students and provide team rosters with the Building Use Application. Failure to provide rosters when requested will automatically revert group to class II B rates.
- B. **Class IIA – Residential & Non-Profit Organizations - General Description:**
This class includes organized non-profit groups consisting of at least 50% HPS Students or for-profit groups consisting of at least 90% HPS Students. Organized, affiliate recreational groups seeking Class IIA status must have provide team rosters with the Building Use application.

C. Class IIB – Other Non-Profit Organizations - General Description:

This class includes organized non-profit groups within the school district boundaries whose purposes are exclusively civic, cultural, fraternal, religious, or recreational in nature. Examples include Historical Society, community Athletic Organizations, Howell Recreation Department or governmental units.

D. Class III – Non-residential & For-Profit Organizations - General Description:

This class includes organizations which are neither school allied nor essentially charitable or civic groups, as well as private and for-profit groups whose interests are limited to the membership of said group. EXCEPTION: Non-district non-profit and profit groups or organizations may apply for facility utilization only in conjunction with community services co-sponsorship.

Lower Classifications will have priority in the use of the school facilities over high classifications. Thus, a request received from Class I will have priority over one received from Class IIA or IIB, and Class IIA or Class IIB over Class III, etc. Once a group, regardless of its classification, has been approved for a building use, the administrator may “bump” the group from a use on a given date. Every attempt will be made to give the group one week’s notice.

GENERAL PROVISIONS

1. Receipt of Approved Building Use Request email may be interpreted as the approval of the school district for the reservation of the desired facility
2. Individuals or organizations that have been granted use of HPS facilities shall not assign, transfer or sublet to others facility space that has been granted to them. Only the group whose name appears on the application shall be permitted to use the facilities as scheduled.
3. Cancellation of reserved dates must be made 72 hours (3 days) in advance. Failure to do so will result in being assessed the rental charges (and applicable custodial fees) that would have been assessed for the event.
4. Activities may be cancelled when school is closed due to inclement weather.
5. Alcoholic beverages, profane language, drugs, smoking, gambling, weapons, or any unlawful activity in any form are not permitted in or on school property or grounds.
6. All parking rules will be observed. All fire lanes within and outside the building must be kept open.
7. Groups are to enter and leave reserved facilities by primary routes of passage. Corridors, exits and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.
8. All Facilities and equipment to be used must be listed on the application, and groups are to contain themselves to areas/equipment reserved. Using additional facilities or equipment may subject the user to charges for the additional area(s) and/or equipment, and custodial charges. Requesting equipment does not guarantee it will be provided.
9. All rooms, furniture, and restrooms must be left in the condition and arrangement in which they were found.
10. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to school property. Decorations are subject to the approval of the building or site principal or director. The use of open flames, such as candles, is forbidden.
11. The use of any materials on floors, walls, ceilings, or other parts of the building is strictly prohibited without specific approval in writing from the building or site principal or director.

12. Use of stages, furniture and equipment must be arranged for in advance. Some set-up and clean-up may be performed by members of the group using the facility, provided responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building principal for use of any special or extra equipment. Extra compensation paid employees for moving, operating or supervising special or extra equipment will be charged to the using group.
13. A school custodian shall be on duty whenever a facility is being used unless special provisions are established. She/he will render custodial assistance in handling furniture and equipment and will be responsible in seeing that the facility or facilities are left in good order after the activity is over. The custodian's time, including clean-up time, will be charged against the group or organization at the regular rate.
14. The permit holder shall be fully responsible for all loss or damage to school property, including that of pupils and employees, during the time the building is in use under the permit. The District may require the renting party to provide additional liability insurance that will include the Howell Public Schools as an additional insured entity.
15. Gym shoes must be worn by all persons using the gymnasium floor for any type of play or game activity.
16. Food and/or drink are not permitted in gym facilities.
17. Use of physical education equipment should be authorized at the time of making application. The equipment requested should be listed on the application. The school district reserves the right to limit the use of equipment.
18. Lavatories shall be open to groups using indoor facilities. Groups shall be responsible for the actions of their membership using all lavatory areas.
19. Organizations are encouraged to use cell phones if needed for phone calls. Use of school telephones will only be granted in case of extreme emergency.
20. No food items of any type are to be used in school district facilities without prior knowledge and consent of the building principal. Should a kitchen area be desired for use of food preparation it is understood that an approved member of the school cafeteria staff will be necessary to supervise the kitchen.
21. Howell Public Schools shall not be responsible for items lost by groups while using school facilities.
22. Responsibility for enforcement of rules and regulations concerning use of school facilities rest with groups using said facilities. Any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of school facilities.
23. The school district may collect payment of estimated fees in advance. This includes the rental charges, and staff costs (other than custodial and/or kitchen assistance and/or sound/lighting technicians) from groups required to pay said fees. Groups may be required to provide a security deposit of an amount equal to the estimated rental cost for usage of the facilities, according to the nature of the event, as determined by the Board of Education or its designee.
24. All items not specifically mentioned, dealing with "General Provisions," shall be subject to the interpretation of Howell Public Schools.

FACILITY USE BY CLASS I GROUPS

- A. School and student group activities have priority over all other events.

- B. A Class I group may be granted permission to use school facilities without charge if no fee or admission is charged for the activity. If a fee or admission is charged, the proceeds of which are retained by the school or group, then the school or sponsoring student organization may be required to pay any extra or special expenses necessary to stage the event on a cost only bases.
- C. Class I groups charging an admission fee to generate a profit which will not be directly returned to the school for the benefit of students may incur a rental fee as determined by the nature of the event.
- D. Class I groups will be required to observe all facility use rules and regulations as stated herein or designated by the building principal or administration.
- E. Class I groups may be subject to custodial charges for weekend events.

FACILITY USE BY CLASS II & CLASS III GROUPS

- A. Class II & Class III groups may be granted permission to used school facilities upon filling out an online Building Use Request. An appropriate deposit (projected fixed fees, rental fee, security deposit, etc.) may be required prior to use. Any deviation from this must be approved by the Business Office.
- B. Class II & Class III groups shall be responsible for paying for all custodial, food service personnel, sound/lighting technicians, and other additional supervisional personnel costs related to activities sponsored in school facilities beyond the hours those staff are normally assigned.
- C. Class II & Class III groups will be required to observe all facility use rules and regulations as stated herein or designated by the building principal or administration.
- D. Class II & Class III groups may be required to purchase insurance coverage for activities sponsored in school facilities if requested or required by Howell Public Schools.

FEES AND CHARGES FOR USE OF SCHOOL FACILITIES

These charges have been computed to cover costs in excess of normal operations, such as custodial services, supervision, sound/lighting technicians.

A. Facility Rental Fees

Facility rental rates will be charged of all Class II and III groups for the use of school facilities. A facility rental deposit must be paid previous to use of school facilities if requested by Howell Public Schools. Non-approved requests or requests cancelled due to emergency situations will result in a full refund of monies paid or a rescheduled, mutually agreed upon, date(s). Rental Fees are shown on the attached schedule.

B. Custodial Charges

When a group or organization uses a facility during the time a custodian is normally on duty, the custodian will see that the facility is properly heated, that lights are turned on, and that doors are opened for the group's use of the facility. Following the departure of the group, the custodian is responsible for cleaning all areas used by the group (including hallways and restrooms) to make the area once again ready for school use. These charges are passed along to the group or organization. All Custodial charges will be based on the current custodial contract and will be billed by the Business Office after the scheduled facility use. No payments shall be paid directly to any school employee by the user.

C. Auditorium Manager & Assistants

Whenever a group uses the Howell High School, Parker Middle School, or Freshman Campus auditorium, they must employ the HPS Auditorium Manager, and Assistants as determined to be necessary by the Auditorium

Manager. No individual or outside group shall be allowed to operate the sound, lighting or stage equipment in the auditorium who is not approved by Howell Public Schools.

D. Cafeteria Assistance

When a group or organization needs to use a school kitchen facility, a person from the district cafeteria staff must be present unless other arrangements are made and approved by Howell Public Schools. Cafeteria personnel assigned to cover kitchen use will be paid per the overtime provisions of the current employee contract. Charges will be billed by the Food Service Department after scheduled facility use. No overtime shall be paid directly to any school employee by the user.

E. Ushers

Whenever a group uses an auditorium, they shall be required to pay the appropriate fee for the ushers necessary to help with auditorium supervision unless other arrangements are made and approved by Howell Public Schools.

F. Special Charges

1. A charge of \$25 will be made for transporting chairs from one building to another for Class II and III groups. This charge is in addition to the personnel cost incurred for time involved in moving such equipment.
2. A charge of \$50 will be made for moving platforms, bleachers, or other heavy equipment from one location to another. This charge is in addition to the personnel cost incurred for time involved in moving such equipment.
3. Cancellation of reserved dates must be made 72 hours (3 days) in advance. Failure to do so will result in being assessed the rental charges (and applicable custodial fees) that would have been assessed for the event.

G. Non-Specified Charges

Howell Public Schools may establish charges for use of facilities not defined herein or under unusual circumstances.

PURPOSE FOR WHICH USE OF SCHOOL FACILITIES MAY NOT BE GRANTED

- A. School facilities may not be used by any individual, group, or organization commonly recognized as promoting and advocating theories of doctrines intended to forcibly overthrow or undermine the government of the United States of America.
- B. School facilities may not be used for any activity deemed as a possible nuisance by the Administration.
- C. School facilities may not be used for money-making activities of an unlawful or doubtful nature. Money-making activities shall be confined to groups or organizations known to have strong educational or youth assistance oriented program.
- D. No activity will be permitted which may cause damage beyond normal usage (e.g. use of bats and balls inside a building).
- E. No program or activity will be permitted which interferes with regular school programming.
- F. Howell Public Schools reserves the right to refuse/deny Building Use Requests from any group or organization when outstanding invoices for prior Building Usage remain unpaid.

RESPONSIBILITY OF PRINCIPALS AND CUSTODIANS

Building principals, supervisors, and custodians shall be responsible for determining whether groups using school facilities use them within the scope of policy and regulations and for reporting any incident which they feel is not in the best interests of Howell Public Schools.

CONCLUDING STATEMENT

- A. Howell Public Schools herein has attempted to provide for the maximum usage of school facilities within a framework that will guarantee to the public that school facility use is in no way a detriment to the regular educational program of the children. Fees are designed so that no undue burden is placed upon the public as a result of individual group use of school facilities.
- B. Permits to use a facility may be cancelled at any time when there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, Howell Public Schools assumes no liability other than return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been granted.

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