

# Hamilton Community Schools

## FACILITIES RENTAL INFORMATION AND FEE SCHEDULE

### 1. USE OF SCHOOL BUILDINGS AND FACILITIES

Community groups shall be permitted and encouraged to use the District's facilities for worthwhile purposes when such use will not interfere with the District's programs and is not dangerous or detrimental to general welfare. While wishing to facilitate such other uses, the District must balance this with its responsibility to properly maintain the facilities, to recoup the costs associated with extended use, and to not compete with the private sector for uses that typically would occur in private facilities. To administer building use in a fair, consistent manner, categories have been developed for User Groups. A schedule of fees has also been established to help defray the cost of community use of these facilities and to preserve the District's educational budget. The selection process for approval of building and outdoor athletic field usage is established below with Internal Groups having priority over all other User Groups.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Allegan County Emergency Preparedness Director to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

### 2. GENERAL RULES

The District recognizes there are costs involved in non-school use of facilities and users that are not affiliated with the District should be charged a fee so tax money is not used to support non-school activities. The established rules and regulations govern the use and rental of District facilities to protect the regular instructional program and those who use the facilities. To protect the community's investment in District facilities, the District requires the following:

- A. Users are responsible for ensuring that all guests behave in an orderly fashion and obey all relevant rules established by the District, including Board Policies. Users must also be responsible for ensuring that all guests remain in the reserved space and do not enter District property that has not been reserved. User groups will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco, e-cigarettes, alcoholic beverages, or controlled substances is prohibited and will not be permitted on District property at any time. All users are responsible for complying with this regulation (as stated in Board Policy #7434).
- D. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations may be subject to approval by school administrative personnel. Any type of open flame (smoking, candles, incense, etc.) is strictly prohibited..
- E. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- F. The use of any materials (such as paint or tape) on floors or other parts of the building should be indicated in the initial request and is subject to approval. Use of these materials without prior approval is prohibited.

- G. Uses of stages, furniture, and equipment must be arranged for in advance and are subject to District approval. Set up and clean up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the user. Arrangements must be made with the Building Schedule Manager for use of any special or extra equipment. Extra compensation paid to District staff for moving, operating, or supervising special or extra equipment will be charged to the user.
- H. Use during summer vacation, on holidays, or during other vacation periods will depend on building cleaning and renovating programs, and the availability of District staff for supervision.
- I. No gambling or any similar activity, including but not limited to Bingo and poker tournaments shall be allowed on District property.
- J. A District custodian shall be on duty whenever a facility is being used except as exempted by the Building Schedule Manager. The custodian on duty will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate.
- K. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- L. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user, and any infractions of District rules including Board Policies and the rules noted above, may be grounds for refusing to grant subsequent requests for the use of District facilities.
- M. 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, stairways, or aisle ways.
- N. The District is not responsible for any loss of valuables or personal property suffered by the User or guests.
- O. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the District facility is being used or approved through the district office.
- P. Users are expected to adhere to all posted facility rules including policies for stadium turf, outdoor fields, gyms, and other areas.
- Q. In case of tornado watch and/or warning, User events will be automatically canceled without further notification. Users and guests are required to follow the District's Severe Weather Policy at all times.
- R. No food or drink, except water, is permitted in the auditorium or gyms unless approved by the Building Schedule Manager.
- S. Damage to facilities or equipment or accidents must be reported to the Building Schedule Manager immediately.
- T. Close windows and turn off lights upon leaving. Place waste in the proper receptacle.
- U. Return furniture to original locations (chairs atop desks/tables if found that way).
- V. Exterior doors should not be propped open at any time.
- W. Due to emergency and security reasons, all vehicles must be parked in designated parking areas/spaces. Vehicles may not be parked along sidewalks, blocking service drives or loading docks.
- X. Subleasing, assigning, or shared use is prohibited unless approved by the Operations Manager.
- Y. Appropriate clothing and shoes must be worn at all times.
- Z. Physical education or District athletic department equipment is not included in the privilege to use a gym.

- AA. An applicant may cancel their reservation, provided the notice of cancellation is received in writing to the Building Schedule Manager a minimum of 48 hours in advance of the activity. There will be \$10 administrative fee charged for all cancellations. An invoice for all applicable charges will be issued to the Applicant if the 48-hour requirement is not met.
- BB. Use of District Facilities on Sundays are handled on a case-by-case basis and will require approval by the Athletic Director and Superintendent.

### **3. USER GROUP CATEGORIES AND PRIORITY SCHEDULING**

**Internal Organizations:** This classification includes groups that have a direct affiliation with the Hamilton Community School District. Examples of those included in Internal Organizations include but are not limited to:

- District Athletic Teams
- Boosters
- PTO Club
- School Clubs
- Homeschool Partnership Academic Classes
- District Summer Sports Camps
- Community Recreation
- Co-Curricular Activities (Band, Drama, Choir)
- Senior All-Night Party

\*Additional Groups may be considered internal organizations at the discretion of the Superintendent

A building rental fee will not be charged to Internal Organization applicants. However, All costs incurred by the District for additional work beyond normal work shifts will be charged to the applicant. All groups are subject to charges from custodial and grounds for services that are provided beyond the department(s) normal work schedule and/or events that interfere with the daily operations of the facility. Additional charges for material costs, and waste disposal will be charged if services and/or supplies are required. Please note: **Any District staff member who is using the building for personal profit does not qualify as an Internal Organization.**

**Youth Athletics, Residents or Non-Profit Groups:** This classification includes groups serving youth activities, or adult groups within the District where the individual reserving the facility is a resident of the District. A resident is defined as one who resides within the boundaries of the Hamilton Community Schools OR has a child who is a CURRENT student in Hamilton Community Schools.

**Non-Residents or For Profit Groups:** This classification includes groups which operate for personal or private gain and organizations who reside outside of the Hamilton Community School District. Users who make retail sales for other entrepreneurial, profit-making ventures are considered for profit.

All non-resident or for-profit groups are subject to the rental rates as published. All labor costs incurred by the District for additional work beyond normal work shifts will be charged to the applicant. All groups are subject to charges from custodial and grounds that are provided beyond the department's normal work schedule and/or events that interfere with the daily operations to the facility. Additional charges for material costs and waste disposal will be added to the rental fee if services and/or supplies are required.

#### **Facility Rental Priority Scheduling:**

1. Uses directly related to the schools and the operations of the schools(School Events, Community Recreation)
2. Uses and groups indirectly related to the schools (Youth Sports/Youth Organizations)
3. Meetings of employee associations
4. Departments or agencies of government
5. Community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, and/or educational purposes (Residents)
6. Commercial or profit-making organizations or individuals offering services for profit (Non Residents, Non-Profit Groups, or For Profit Corporations)

Circumstances may require flexibility in scheduling where involved parties will need to communicate needs and may also need to reschedule. These circumstances could include, but are not limited to snow days, rescheduled events, or other unplanned conflicts.

#### **4. APPLICATION PROCEDURE FOR USE OF SCHOOL BUILDINGS AND FACILITIES**

- A. All request for facilities use is through the building in which you would like to reserve. Use the School Dude request system found on our school website. [www.hamiltonschools.us](http://www.hamiltonschools.us)
- B. An approved reservation is required by all Users prior to any use of a District facility.
- C. Applicants must be at least 21 years of age and assume all responsibility.
- D. The District reserves the right to refuse access to facilities.
- E. Additional costs may be incurred by applicant if extenuating custodial or grounds services are required, i.e., snow removal, trash cleanup, etc.

#### **5. LIABILITY PROTECTION**

The User shall, at its own expense, keep in full force and effect until the cessation of its activity, a commercial general liability (CGL) insurance policy having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate combined single limits for bodily injury, personal injury and property damage. In addition the policy shall name the District as an Additional Insured on the policy. The User shall provide the District with a copy of this policy before it may use the requested facility.

Insurance requirements can be waived for low risk activities and short term events. Waivers may be required.

#### **6. INDEMNIFICATION AND RELEASE**

The User agrees to defend, indemnify and hold harmless the District, its board, individual board members, employees, and representatives from any and all claims, actions, suits, judgments and expenses including claims, costs, attorney fees and damages in connection with its use of District property, this includes the use of District property by guests and invitees of the User, whether the individuals were specifically invited or not.

#### **7. DENIAL OF USE OF SCHOOL BUILDINGS AND FACILITIES**

- A. When the proposed use may be a threat to the public health, safety, or general welfare of the school community.
- B. When applications do not allow sufficient time for processing the request.

- C. If the User has previously damaged or vandalized a facility, if invoices were not promptly paid, or if the composition and purpose of the request is not consistent with the intent of the application, the District will exercise its right to either temporarily or permanently suspend an Applicant from a building.
- D. When Users make retail sales for other entrepreneurial, profit-making ventures.
- E. When the requested activity is in direct conflict with District activities or events, maintenance programs, construction, break periods, etc.
- F. When the User fails to provide sufficient information regarding their intended use of District facilities or fails to provide required/requested information, like an insurance certificate.

**8. BUILDING RENTAL BILLING PROCEDURE**

- A. The original invoice for building rental, including service fees, shall be mailed to the applicant and a copy shall be kept by the District to set up a receivable follow-up account.
- B. Ongoing activities shall be billed at the regular billing time of the month in which they are concluded. Follow-up notices for all outstanding invoices shall be mailed on a monthly basis.
- C. If no funds are received after two follow-up notices, a telephone contact shall be made by the district and a notation made on the content of the conversation.
- D. If no funds are received by the time the next invoice would be sent, the Director of Finance shall contact the applicant to reach a payment agreement.
- E. Organizations with unpaid balances will not be allowed to schedule future events until their account is settled, and may have already scheduled events cancelled according to district cancellation policy.

**9. BUILDING RENTAL SCHEDULE**

**List of facilities available for public use:**

<b>Elementary Schools</b>	<b>Residents or Non-Profit Groups</b>	<b>Non-Residents or For Profit Groups</b>
Gymnasium/Multi-Purpose Room	\$10/Hour	\$30/Hour
Kitchen - includes paid kitchen staff	Working with Paul Keene	Working with PK for numbers
Classrooms/Library	\$10/Hour	\$20/Hour
<b>Middle School</b>		
Classrooms	\$10/Hour	\$20/Hour
Media Center, Music/Sci/Art Rooms	\$10/Hour	\$30/Hour
Balcony	\$10/Hour	\$30/Hour
Cafeteria	\$10/Hour	\$30/Hour
West Gym Court #1	\$20/Hour	\$60/Hour
West Gym Court #2	\$20/Hour	\$60/Hour
East Gym (entire gym)	\$20/Hour	\$60/Hour

<b>Pool</b>		
Groups up to 30 includes paid lifeguard	\$90/Hour	\$90/Hour
Groups 30-45 includes paid lifeguards	\$110/Hour	\$130/Hour
Groups 45+ includes paid lifeguards	\$130/Hour	\$150/Hour
<b>High School</b>		
Classrooms	\$10/Hour	\$20/Hour
Media Center, Forum Room	\$10/Hour	\$30/Hour
Multi-Purpose Room	\$10/Hour	\$30/Hour
Cafeteria	\$10/Hour	\$30/Hour
Gymnasium (per court)	\$20/Hour	\$60/Hour
Auditorium-Rehearsal	Rehearsal space only, no amenities-\$150 for four hours. Lighting and audio included-\$225, \$75/hour after the first four	Rehearsal space only, no amenities-\$225 for four hours. Lighting and audio included-\$300, \$75/hour after the first four
Auditorium-Performance	Performance, Recital, Conference- \$400 for first four hours, \$150/hour after the first four	Performance, Recital, Conference -\$475 for first four hours, \$150/hour after the first four
Auditorium- Audio/Video Services	Altering, recording, or remixing of performance media-\$50/hour	Altering, recording, or remixing of performance media-\$75/hour
Parking Lots	No Fee, but reservations required	No Fee, but reservations required
Stadium Rental (turf field, track, restrooms) *Lighting additional cost **concession stand not available for rent	\$100/Hour	\$300/Hour
<b>Building Rentals</b>	By Individual Agreement	By Individual Agreement

### Service Rate Charges

<b>Custodial &amp; Grounds Coverage</b>	<b>Residents or Non-Profit Groups: Rates per Hour</b>	<b>Non-Residents or For Profit Groups: Rates per Hour</b>
Scheduled Working Hours	No additional charges	No additional charges
Standard Rate	\$35/Hour	\$35/Hour
Overtime and Saturdays	\$55/Hour	\$55/Hour
Sundays and Holidays	\$70/Hour	\$70/Hour
Snow Removal (as needed per rental)	At Cost	At Cost
Extra Dumpster (as needed per rental)	At Cost	At Cost

<b>Kitchen Staff in the event of food preparation</b> (if district staff is unavailable a county food safety permit must be obtained and provided to the district)	\$20/hour per person-weekdays \$30/hour per person-weekends	\$20/hour per person-weekdays \$30/hour per person-weekends
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Custodial and food service coverage rates apply to all district facilities.