

Goodrich Area Schools
FACILITY USAGE GUIDELINES
Revised May 23, 2023

ADMINISTRATIVE GUIDELINES FOR THE USE OF GOODRICH AREA SCHOOLS FACILITIES

Goodrich Area Schools is committed to the safety of our students and staff and to the maintenance of our district facilities. We believe that safe, secure and clean facilities are essential to providing a successful learning environment. The following procedures govern the use and rental of school facilities and grounds, to protect the regular instructional programs, those who use the facilities, and the taxpayer who has provided the facilities.

I. GENERAL REGULATIONS

The use of the buildings will be approved only when an employee authorized by the school district staffs the building.

A facility reservation must be completed and approved for each event scheduled after the normal school day, weekends, days when school is not in session and during the summer months. Our facilities are available for rental weekdays after school until 10:00 p.m. and weekends from 8:00 a.m. to 11:00 p.m.

Facility usage will not be granted on days and times when a building has special events scheduled.

The district has the right to deny or withdraw facility usage privileges at any time.

II. PROCEDURES

1. The District Facility Manager is responsible for scheduling school facilities consistent with the Master Schedule. All customers seeking to schedule a facility need to make an online request at www.goodrichschools.org. **All usage requests require a 10 business day application period.**
2. An application must be submitted by a designated person who will be responsible for supervision of the event. This person must be at least 21 years of age. There must be adequate adult supervision at the event at all times.
3. Approval is necessary for all events scheduled after the normal school day, weekends, days when school is not in session, and summer months.
4. A certificate of insurance must be provided at the time of application (see section VII).

5. Once approved, the online application serves as a contract between the school district and the applicant.
6. Without a reservation confirmation, use will be denied for everyone including district staff.
8. All equipment and custodial needs must be specified when the facility use request is submitted. Equipment and special custodial requests may not be accommodated without adequate notice.
9. In case of medical or other emergency situations, the individual or responsible party will complete an accident form. This form will be filed with district personnel on duty at the site.
10. School programs are the first priority and are scheduled on that basis. The district reserves the right to schedule school events prior to public scheduling of facilities.
11. The district reserves the right to cancel public use of facilities for any district sponsored event that requires a make-up day. The Facility Manager will notify representatives named in the usage request as soon as this occurs. The representative will then be responsible for notifying their participants.
12. All sets or decorations must be pre-approved by the appropriate facility manager or theater manager for content and display. All sets and decoration must be self-supporting. Sets and decorations may NOT be pinned or taped to stage drapes or drops. All decorations must be free from fire and safety hazards. Users are responsible for the removal of all decorations. Failure to do so will result in additional charges.

III. PAYMENT

1. The user is responsible for payment of all charges associated with the group's use of district facilities/sites. Customers will receive a reservation confirmation and an invoice detailing estimated charges. A down payment of 25% will be required when the space is reserved.
2. When snowplowing of parking lots is required, **additional charges** for labor and equipment may be assessed.
3. Customers will receive a final bill reflecting all actual costs. Payment is required within thirty (30) calendar days after final invoicing.

4. Non-payment of fees within thirty (30) calendar days after final invoicing may result in the loss of facility use privileges for that organization, group or individual.

IV. LIABILITY FOR INJURY AND RECOVERY

The user reserving the facility agrees to indemnify and hold harmless the Goodrich Area School District, its boards, employees, and representatives from any and all claims, actions, suits, and judgements and expenses in connection with its activities.

In the event of an injury, the Facility Manager is to be contacted by the user the next business day at 810-591-2226.

V. CANCELLATIONS/INCLEMENT WEATHER

Notification of cancellation by the user must be submitted to the Facility Manager 10 days before scheduled time of use for full rental and personnel fees to be reimbursed. If notice of cancellation by the user is received 7 to 10 days before the scheduled time of use, 75% of rental and personnel fees will be reimbursed. If notice of cancellation by the user is received 1 to 7 days before the scheduled time of use, 50% of rental and personnel fees will be reimbursed.

If for any reason Goodrich Area Schools must cancel an event, the user will be notified as soon as possible and refunded all monies paid. If schools are closed due to inclement weather, all scheduled building activities and outdoor facility use may be cancelled. For up to date school closing information, visit the district website at www.goodrichschools.org, contact the Facility Manager at 810-591-2226, or check the following television stations: WJRT TV 12, WEYI TV 25, or WNEM TV 5.

VI. RESPONSIBILITIES OF USERS

Noncompliance with these Facility Usage Guidelines may cause loss of facility use privileges. All users of the school district's facilities agree to comply with all applicable laws and local ordinances as well as the following regulations:

1. No food or drink of any kind inside the auditorium area. No alcoholic beverages or drugs are permitted in or around any school building or any school district property.
2. Smoking or the use of any tobacco product, including electronic "vapor" or other substitute forms of cigarettes is not allowed in school buildings or on school property at any time.
3. Guns or weapons are not allowed in any school building or on any school property. Governmental law enforcement officers are exempt; private security guards are not.

4. To comply with fire prevention policies, the use of open flame such as lighters, lighted matches, candles, etc., is forbidden. Exits and corridors must be clear of obstructions at all times. Exits are to be lighted when rooms are used.
5. It is the responsibility of the user to provide supervision for all people involved with their event. Activities should be confined to the room or area assigned. There is to be no wandering through offices or classrooms, running up and down hallways, playing on stages/equipment, etc. Supervision of minors is mandatory until all participants have vacated school property. **Failure to properly supervise individuals with the event could result in cancellation of future scheduled events or denial of any future request for school facility rental.**
6. Users are responsible for providing all supplies and materials necessary for their event. Use of district school or office supplies, copy machines, computers, etc. is not allowed.
7. To protect the community's investment, the district requires the following:
 - a. Return furniture to original locations (chairs and tables left the way they were found).
 - b. Teacher/student writing should be left undisturbed on whiteboards/chalkboards.
 - c. Be respectful of a teacher's desk and materials. Materials and equipment in the area should be left untouched. Failure to abide by this will result in loss of the use of that room and could result in the loss of all facility usage.
 - d. Clean up the area after use, including table tops and floors.
 - e. Close windows and turn off lights upon leaving.
 - f. Place all waste in the proper receptacle.
8. It is the responsibility of the user to ensure ALL trash is properly placed in provided receptacles. Failure to do so could result in fees incurred for custodial services, or denial of future facility usage requests.
9. If damage occurs, please report it promptly to the custodian on duty and to the Facility Manager (users are held responsible for damages).
10. The user is not to operate any school equipment other than that specified in the contract. If equipment and/or special custodial instructions are not listed in the usage request at the time of submission, they may not be accommodated without adequate notice.
11. Users are to park in designated parking lot areas. Sidewalks and grass areas are not to be used for parking. Any damages to grounds must be reported promptly

to district personnel on duty at the site and to the Facility Manager.

VII. INSURANCE REQUIREMENTS

All individuals and/or organizations using the school district's facilities shall purchase and maintain such insurance for worker's compensation, if applicable, liability for bodily injury and property damage, or any other type of insurance as the Superintendent or designee deems necessary. Certificate of liability insurance shall be in the specific and aggregate amount of not less than \$1,000,000 and shall name Goodrich Area Schools as additional insured. In addition, the hold harmless and indemnification agreement will also be required.

The Superintendent or his/her designee may also impose special regulations in order to ensure the safety of all users. This may result in additional expenses charged to the group.

VIII. ACTIVITIES PROHIBITED

1. Promotion of activities subversive to the laws of the United States or any subdivision thereof, or to overthrow the government of the United States, or supporting doctrines of violence, hatred, or discrimination are prohibited.
2. Any activity that may violate the canons of good morals, manners, taste or to be injurious to district buildings, grounds or equipment is prohibited.
3. Commercial advertising is prohibited without prior approval.
4. Sub-leasing is prohibited.

IX. CLASSIFICATION OF USERS

1. **Group I – Payment Exempt Users:** This includes school district programs whose purpose is to support the Goodrich Area Schools student body such as PTO/Booster activities, Community Education activities and scouting groups who hold their meetings before 6:00 p.m. Other qualifying groups are district athletic teams; this includes travel teams whose members are at least 50% Goodrich students, extracurricular clubs and intramurals, and employee groups. This group is exempt from paying rental and equipment fees. However, fees will be charged if food is being served or prepared in kitchen facilities. ***Group I users are responsible for personnel fees for after hours, weekend or holiday facility use.***
2. **Group II – Community Groups/Non-Profits:** Community groups who support the Goodrich Area Schools student body and non-profit organizations who can provide proof of their tax exempt status, will be given a discounted rate of up to 75%. However, personnel costs and equipment/item rental fees will not be reduced. ***Group II users are responsible for personnel fees for after hours, weekend or holiday facility use.***

3. **Group III – General Users:** Private resident use and commercial groups defined as private, for-profit business, vendors or entrepreneurs. These individuals and/or groups are required to pay all fees at the stated rates. Proof of insurance is required to be on file with the Facility Manager.

X. FACILITY RENTAL FEES

1. Indoor and Outdoor Facility Rental Fees: All facility requests must be made via the facility scheduling system. Upon approval, a confirmation/estimate is sent to each user via email. All requests should be made no less than ten (10) days prior to the event in order to guarantee availability of facilities and necessary personnel coverage.
2. Auditorium Rental Fees: Arrangements for auditorium use are made through the Facility Manager. Auditorium pricing is for basic use of the space and general room lighting and includes a podium with one microphone. Commercial or production activities requiring use of additional audio, video or lighting systems are assessed additional fees. Once a reservation request has been received, the Facility Manager reviews the request and provides a confirmation/estimate of all associated fees via email.

Note the following:

- Personnel fees are assessed for the theater manager and/or personnel.
- Additional personnel fees may be assessed for custodians, maintenance and others.
- All personnel fees are a minimum of 2 hours per staff member.
- Parking lot maintenance fees may apply.
- Use of the lift is **prohibited**.

XI. EQUIPMENT/ITEM RENTAL FEES

Refer to Schedule B for current pricing.

XII. PERSONNEL FEES

Personnel fees are assessed with a two-hour minimum per staff member assigned, based on required use and/or the day or time of the week (including Saturday, Sunday, holidays, after-hours or when school is not in session) for the following personnel:

1. Custodians – Personnel fees are assessed beginning 30 minutes before the scheduled activity and ends at the conclusion of clean-up and the securing of the building.
2. Maintenance and/or Grounds – Personnel fees will be assessed to the user when stadium clean-up is necessary during or after the activity or when snow plowing of the parking lot is required. Also, fees are assessed for preparation of all fields or when the transfer of equipment from one building to another is requested.

3. Media and Technology/Equipment Operators – Personnel fees will be assessed when technology equipment is used or a user requests one of the following: stadium lights, scoreboard and P.A., press box and/or any request for technical support to operate equipment. Staff will be assigned based on the department needs.
4. Technology Support – Personnel fees are assessed when technology support services are needed.
5. Kitchen Supervisor/ServSafe Employee – For groups using any district kitchen facility, there are two options:
 - i. Serve only prepared, packaged food (no hot food) in its original packaging.
 - ii. Hire a district Food Service staff member(s) with ServSafe certification to supervise cooking/serving of food from district kitchen facilities.
6. Auditorium – Personnel fees will be assessed when the auditorium is requested. All auditorium use requires supervision by the theater manager or designee. Additional personnel may be required for events anticipating 200 or more patrons.
7. Athletic Facility Supervisor – Personnel fees are charged for all events taking place at the High School athletic facility.

SCHEDULE A – BUILDING RENTAL FEES Group II and III Users (All fees are per hour with a one-hour minimum)			
DESCRIPTION			
	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
Classrooms	\$5/25	\$5/25	\$5/25
Gymnasium	\$10/50	\$15/75	\$25/100
Concession Stand		\$5/25	
Auxiliary Gym			\$15/75
Cafeteria	\$10/50	\$10/50	\$10/50
Cafeteria and Kitchen <i>see note 1</i>	\$25/100	\$25/100	\$25/100
Hallways (per hallway)	\$5/25	\$5/25	\$5/25
Auditorium (2 hour minimum) <i>see note 2</i>			\$35/150 hr
Auditorium Ticket Booth			\$5/25
Media Center	\$5/25	\$5/35	\$5/45

Note 1: ServSafe Certificated kitchen staff member required for kitchen rental.

Note 2: Auditorium rental includes use of dressing/make-up rooms. Additional room usage will be assessed as applicable.

SCHEDULE B – OUTDOOR FACILITIES RENTAL FEES Group II and III Users (All fees are per hour with a one-hour minimum)			
DESCRIPTION			
	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
Athletic Complex (2 hour minimum)*			\$25/100
Stadium Lights			\$5/25 hr
Pressbox/Scoreboard			\$10/50
Parking Lots	\$25/100	\$25/100	\$25/100
Reid/Oaktree/High School Pavilions	\$5/25	n/a	\$5/25
Softball/Baseball/Soccer Fields w/o restrooms			\$5/25
Softball/Baseball/Soccer Fields w/restrooms*			\$10/50
Drag Softball/Baseball Fields	\$75 each time		
Painting/Lining of Fields	\$75 each time (plus cost of paint)		
Painting/Lining/Layout of Field	\$200 each time (plus cost of paint)		
Equipment Deposit Fee	\$50 fee refunded if equipment returned		
Rental of Bases	\$25		
*Plus additional personnel fees			

SCHEDULE C – EQUIPMENT/ITEM RENTAL FEES Group II and III Users (All fees are per hour with a one-hour minimum)	
DESCRIPTION	COST PER ITEM/PER HOUR
Data Projector w/screen	\$25
Microphone (each)	\$15
Risers (set up and tear down)	\$50
Volleyball Nets/Poles	\$25
Piano	\$50
Chairs <i>please see note 1</i>	\$1.00 per chair
Tables <i>please see note 1</i>	\$5.00 per table

Note 1: Fees are assessed when transfer of equipment from one building to another is requested.

Note 2: All auditorium use requires supervision by the theater manager or designee. Other personnel are required to assist with sound and lighting systems.

SCHEDULE D – PERSONNEL COSTS Group I and II Users (All fees are per hour)			
DESCRIPTION	MON-FRI	SAT/SUN	HOLIDAYS
Custodians	\$25	\$35	\$35
Maintenance/Grounds (including snow removal services)	\$30	\$42	\$57
Kitchen Supervisor/ServSafe Certified	\$30	\$40	\$40
Auditorium Supervisor	\$28	\$33	\$33
Auditorium Technician	\$15	\$15	\$15
Athletic Complex Supervisor	\$25	\$38	\$42
Technology Support	\$24	\$35	\$35