



Durand Area Schools Facilities Usage Policy & Agreement

General Statement

The Durand Area Schools Board of Education wishes to consistently maintain policies that encourage the use of facilities under its control by groups and organizations that have as their objective the development of personal character and the civic welfare of the Durand Area Schools. Buildings and facilities should be available to the public as much as the statutes and the instructional programs will permit.

Be it known, however, that is not the intent of the Durand Areas Schools to compete with any private existing agency capable of commercially providing facility usage. The rules and regulations herein are designed to provide wide community use of school facilities, with necessary restrictions, when alternate commercial space is unavailable.

Although the Board has adopted an attitude of service, it realizes that service does cost money and budgetary considerations must be recognized. These rules and regulations set forth a priority schedule and usage rate schedule for the use of physical facilities. The Board of Education reserves the right to deny use of buildings for any purpose that is not, in its judgment, consistent with the best interests of the community. Interpretation of these guidelines is at the discretion of the Superintendent of Schools.

Groups Eligible for Facility Reservation:

- Class I: Any organized group directly connected with the Durand Area Schools including, but not limited to: athletic teams, class activities, clubs, and district organizations.
- Class II: Durand Community Education Programs
- Class III: School parent groups and scouts
- Class IV: Any organized non-profit group or organization within the school district whose purpose is civic, cultural, fraternal or religious in nature including, but not limited to: community organizations, individuals, homeowner groups, youth groups, clubs, civil defense, county extension, athletic teams or groups with less than seventy-five percent (75%) school residents on their team, and other such private groups.

Local for-profit companies and businesses which do business within the Durand Area Schools' boundaries and which, as businesses, pay taxes to the Durand Area School District shall also enjoy Class III recognition if the proposed purpose for the District's facility is substantially social (employee dinners, appreciation events, etc.) as opposed to company sales meetings, training sessions, etc. If the purpose of such use is "business", facility usage will be considered under Class IV.

Class V: Any private and/or profit-making group whose interests are limited exclusively to the membership of said groups. Private celebrations will be discouraged. Private gatherings and/or functions for the purpose of raising funds or where an admission is charged by an organization of Class III or IV, unless such funds are made available for school activities, improvement or programs. Groups outside the District will be at the discretion of the Superintendent.

Facilities Open to Reservation

Facilities which may be reserved for use by community groups and organizations include: classrooms, cafeteriums, kitchens, multi-purpose rooms, media centers, gymnasiums, sports deck, outdoor athletic facilities, computer labs, stages, and parking lots.

Order of Preference for Facility Usage

- K-12 Program Activities / Athletics
- District Community Education / Enrichment and Recreation
- Community Non-Profit Groups
- Private Citizens / Non-Profit Groups
- For Profit or Commercial Users

Schedule of Fees

Class	Classroom	Media Ctr	Gym Elementary	Gym HS/MS/ Sports Deck	Cafetorium	Kitchen	Multi-Purpose	Computer Lab	Stage
	Per Hr	Per Hr	Per Hr	Per Hr	Per Hr	Per Hr	Rms. Per Hr	Per Hr	Per Hr
I	NC	NC	NC	NC	NC	NC	NC	NC	NC
II	NC	NC	NC	NC	NC	NC	NC	NC	NC
III	NC	NC	NC	NC	NC	NC	NC	NC	NC
IV	\$10.00	\$15.00	\$15.00	\$25.00	\$25.00	\$25.00	\$15.00	\$20.00	\$25.00
V	\$20.00	\$30.00	\$25.00	\$50.00	\$35.00	\$50.00	\$30.00	\$40.00	\$50.00

Staff rates (kitchen, custodial, etc.) current contracted rates apply

Staff weekend rates add \$10.00 per hour

Classes II-V reimbursement for consumables used (i.e. chalk, field clay, office supplies, etc.)

General Guidelines and Provisions Governing Facility Reservation

- A. Class I groups may use the facilities free of charge during the time custodial services are normally provided. Should Class I groups request use of facilities during times other than regular custodial service hours, only custodial service fees may be charged at the current contracted rate. These groups shall have priority over all other groups (school groups get first priority).
- B. Class II groups may use school facilities free of charge during the time custodial services are normally provided. Should Class II groups request use of facilities during times other than regular custodial service hours, fees may be charged at the current contracted rate.
- C. Class III groups may use school facilities free of charge during the time custodial services are normally provided. Should Class II groups request use of facilities during times other than regular custodial service hours, staff fees may be charged at the current contracted rate.

No admission charge is permitted under Class I, II or III. Charging admission will cause groups in these categories to be included in Class IV rates.

- D. Class IV groups desiring the use of facilities are subject to fee rates listed above during the time custodial services are normally provided. Should Class IV groups request use of facilities during times other than regular custodial service hours, staff fees will be charged at the current contracted rate.
- E. Class V groups desiring the use of facilities are subject to fee rates listed above during the time custodial services are normally provided. Should Class V groups request use of facilities during times other than regular custodial service hours, staff fees will be charged at the current contracted rate.
- F. Kitchens shall be rented only under the direction of the Food Service Director. The Director will make the decision as to the scheduling of certified food service personnel to be used during the event. The costs incurred will be charged to the renting group. Certified food service personnel overtime service shall be established by current wage rates of individual cooks.
- G. It is understood that vacation days occurring during the school year will be primarily used for building maintenance and thus, groups will be discouraged from rental during vacation periods.
- H. The District shall reserve the right to refuse any groups of the use of school facilities, revise fee rates without notice (to groups not under reservation at the time of the change), and cancel or revise these provisions at its discretion. Further, the District reserves the right to dispose of such special cases not covered in these provisions, as it deems advisable and in the best interest of the District and the community.

- I. It is under the discretion of the Superintendent and Athletic/Community Education Director to decide which events are subject to the fee schedule and which events are not subject to the fee schedule. The Superintendent has the discretion to reduce or waive fees.

Specific Guidelines and Restrictions Governing the Use of School Facilities

- A. Sponsoring organizations shall provide a sufficient number of competent adults to assume responsibility for control of the activity agreed upon at the time the contract is issued. An arrangement for special equipment of facilities shall be made at the time the rental contract is issued. Extra compensation shall be required to cover charges for supervision, transferring equipment, setting up equipment already in the building.
- B. A damage deposit may be required at the discretion of the Superintendent.
- C. The use of any tobacco products in school buildings or on school grounds is prohibited by law.
- D. No illegal drugs, alcoholic beverages, or liquors are permitted on school property at any time.
- E. Permit holders and coaches are responsible for the actions of the participants and spectators.
- F. Groups are restricted to the assigned areas of the buildings.
- G. Absolutely no trampoline or other person-propelling device shall be allowed.
- H. Use of materials with potential to cause damage or harm to floors, walls, or other parts of a building is prohibited without specific approval. Decorations shall be fireproof and shall be erected in a manner that will not be destructive to school property. Fire and safety regulations will meet the approval of the building principal.
- I. Groups may not enter buildings until their designated start time, and must exit at the end of their designated ending time.
- J. Parking is required in designated areas. This does not include grassy areas around buildings or fields.
- K. Electrical equipment cannot be used without specific approval of the Director of Facilities. Application for such approval shall be made at the time of submitting application for rental.
- L. Arrangements for seating or special equipment or facilities, including kitchens, shall be made at the time of submitting application for rental.
- M. Rental contracts are not transferrable.

- N. Groups are responsible for picking up their own trash. Bags will not be provided.
- O. Any individual or group using district facilities agrees to hold the Board and school district harmless from any liability arising from such usage and will provide written proof of insurance when required.
- P. When an admission charge is to be collected by the organization using the facilities, the group will assume all responsibility of loss or theft.
- Q. Abuse and/or infraction of the Rules and Regulations may be grounds for extra charges or subsequent denial of use of district facilities.



Durand Area Schools Facilities Usage

Dear Applicant:

When you receive a copy of your facility use permit for Durand Area Schools, please carry it with you at all times while in the facility. If you do not have a permit, the custodian or site administrator has no obligation to allow you access to the building.

Cancellations:

To avoid charges for a cancelled time, call us 48 working hours before your event. Call the Athletic/Community Education Office at 989-288-8747 and leave a message. Otherwise you will be charged.

School Closings:

In the event Durand Area Schools closes for any reason, please be advised that the building(s) will be closed for the remainder of that day. **All activities are cancelled when schools are closed, unless otherwise approved.**

Regulations Governing the Use of School Facilities.

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- Rental contracts are not transferrable.
- Groups are responsible for picking up their own trash. Bags will not be provided.
- Any individual or group using district facilities agrees to hold the Board and school district harmless from any liability arising from such usage and will provide written proof of insurance when required.
- When an admission charge is to be collected by the organization using the facilities, the group will assume all responsibility of loss or theft.
- Abuse and/or infraction of the Rules and Regulations may be grounds for extra charges or subsequent denial of use of district facilities.

Signature of Permit Holder / Coach

Date