CLPS Community Member Schedule Request Guide

Center Line Public Schools uses FMX (Facilities Management eXpress) for schedule requests. Community members can use this system to submit their requests for the building/room they would like to use or rent. This new online format replaces our previous “Use of Facilities Contract” paper version.

Please note that by submitting a facilities request, the applicant agrees to the following:

I agree to protect the premises and indemnify the District for any damage due to occupancy of the building covered by this permit. I understand and agree that this permit may be revoked or canceled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this permit. Liability: As User, I agree to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement.

In addition, a Certificate of Liability Insurance may be required.

Please see the end of this document for additional Policies and Procedures and Fee Schedule for rentals. If you have any questions, you may contact Sue Pauling at paulings@clps.org or 586-510-2004.

Register an FMX Account

Step 1: Open an internet browser and navigate to (https://clps-community.gofmx.com/register).

Step 2: Fill out the community member registration form. (Please note fields with an asterisk are required.)

Step 3: After filling out the form you will be sent an email with a confirmation link. Simply click the link to confirm your account and log in.

Login to FMX

Step 1: Open an internet browser and navigate to (clps-community.gofmx.com).

Step 2: Log in with the email address and password you selected earlier.

Create a Schedule Request

Step 1: Click Schedule Request in the left sidebar, then click New request.
**Step 2:** Enter the required fields (marked with an asterisk) and click **Submit** to submit the schedule request.

**Step 3:** Check your email for your request confirmation and a link to check the status of your request. New requests will have a “Pending” status until they have gone through the appropriate approval process.

**Edit a Schedule Request**

**Step 1:** Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click **Details** (from the grid) or click **More info** and then **Details** (from the calendar, see picture below).

**Step 2:** After making the necessary editing changes click **Save**.

**Respond to a Schedule Request**

**Step 1:** Find the schedule request you wish to respond to (on the calendar or in the schedule requests grid), then click **Respond**.

**Step 2:** Enter a response.

**Step 3:** Click **Save** to send your response. This will generate an email notification to all users involved with the request.
POLICY 7510: Use of School Facilities

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent or designee.

FACILITY USE PROCEDURES

- All requests for the use of facilities, for both internal and external groups, must be made in writing on the district’s Use of Facilities Contract.

- All forms must be signed by a member of the organization or group requesting the use of the facility who is 21 years of age or older.

- Applications for internal group use (CLPS-run groups, activities, and support organizations) should be submitted to the building requested and will be reviewed by building principals.
  
  - They do not have to be approved by Central Office administration unless the event occurs on a non-school day (weekends, holidays, summer for nonstudent groups).
  
  - Those do need to be forwarded for potential fees due to overtime costs for custodians etc.

- Applicants for external groups should be first submitted for approval to the building principals and then will be forwarded to Central Office administration for fee determination and final approval.
  
  - Priority will be given to school activities; see Board Policy 7510.
  
  - A certificate of liability naming Center Line Public Schools may be required based on the activity.
  
  - The district reserves the right to request payment of estimated fee in advance of the event. See Use of Facilities Fee Schedule.

- Upon approval of the request, the building secretary shall add the event to the facility use software (SchoolDude) and to the school’s online calendar, and a copy of the application shall be returned to the applicant, with copies distributed to any additional parties (custodian, maintenance, etc.).

- Receipt of approved contracts shall be interpreted by groups as the approval of the school district for reservation of desired facilities. Groups should bring the contract to the event and must be shown upon request of school district employees. Reservations are not transferable; only the groups whose name appears on the application shall be permitted to use the facilities as scheduled.
Any cancellations should be done as far in advance of the event as possible with the building secretary to permit other groups an opportunity to use facilities.

On days when school is not in session due to school recesses or emergency conditions (i.e., snow days), school facilities will not be open for public use unless alternative arrangements are made with the site principal or Business Office.

A school custodian shall be on duty whenever a facility is being used except as exempted by the principal or director. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility is left in good order after the event is over. The custodian’s overtime, including clean-up time, will be charged at the appropriate hourly rate to external groups. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

The person signing the use application 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 person will be responsible for checking proper footwear. Any damages incurred by improper footwear of the group will be billed to the organization.

Adult supervision (21 years of age or older) is required to insure protection of school property, the enforcement of these rules and regulations, and the prevention of people wandering through areas other than what was requested on their use application. Any infractions of the rules and regulations may be grounds for refusing to grant subsequent requests for the use of facilities.

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, aisles or stairways. In no case is any material or decoration to be used on floors, walls, ceiling, or other parts of the building without the approval of the building principal. Facility capacities, as determined by the Fire Marshall, shall be observed.

Lavatories shall be open to groups using indoor facilities. Groups shall be responsible for the actions of their membership using all lavatory areas.

Smoking in a school building is strictly prohibited.

No open flames, such as candles or pyrotechnics, are permitted.

In no case will alcoholic beverages or liquors be permitted on school property. No person shall be permitted in a building that appears to have partaken of alcoholic beverages or other intoxicating substances.

Center Line Public Schools shall not be responsible for items lost by groups while using school facilities.
## Use of Facilities Fee Schedule

<table>
<thead>
<tr>
<th>Building/Area Requested</th>
<th>CLPS or NonCLPS</th>
<th>School Date (custodian on duty)</th>
<th>Non-school Dates &amp; Saturdays</th>
<th>Sundays &amp; Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>CLPS n/c</td>
<td>$40/hour</td>
<td>$55/hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NonCLPS $30/hour</td>
<td>$60/hour</td>
<td>$80/hour</td>
<td></td>
</tr>
<tr>
<td>Elementary Multipurpose Room or MS/HS Media Center</td>
<td>CLPS n/c</td>
<td>$50/hour</td>
<td>$65/hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NonCLPS $40/hour</td>
<td>$70/hour</td>
<td>$90/hour</td>
<td></td>
</tr>
<tr>
<td>MS Gym or HS Old Gym or MS Cafeteria without Kitchen</td>
<td>CLPS n/c</td>
<td>$65/hour</td>
<td>$80/hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NonCLPS $50/hour</td>
<td>$85/hour</td>
<td>$105/hour</td>
<td></td>
</tr>
<tr>
<td>HS New Gym or HS Cafeteria without Kitchen</td>
<td>CLPS n/c</td>
<td>$80/hour</td>
<td>$95/hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NonCLPS $70/hour</td>
<td>$100/hour</td>
<td>$120/hour</td>
<td></td>
</tr>
<tr>
<td>MS or HS Cafeteria with Kitchen</td>
<td>All Add cook wages.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indoor Track</td>
<td>CLPS n/c</td>
<td>$40/hour</td>
<td>$55/hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NonCLPS $15/hour</td>
<td>$60/hour</td>
<td>$80/hour</td>
<td></td>
</tr>
<tr>
<td>Baseball/Softball Fields, Soccer Fields, Track, Tennis Courts</td>
<td>CLPS n/c</td>
<td>n/c*</td>
<td>n/c*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NonCLPS $15/hour</td>
<td>$20/hour*</td>
<td>$25/hour*</td>
<td></td>
</tr>
<tr>
<td>Pool (Fee does not include required lifeguard presence.)</td>
<td>CLPS n/c</td>
<td>$40/hour</td>
<td>$55/hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NonCLPS $25/hour</td>
<td>$75/hour</td>
<td>$95/hour</td>
<td></td>
</tr>
<tr>
<td>Ellis Gym</td>
<td>CLPS n/c</td>
<td>$40/hour</td>
<td>$55/hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NonCLPS $25/hour</td>
<td>$60/hour</td>
<td>$80/hour</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: 2 hour minimum rental on all non-school dates (including weekends and holidays).
*Buildings will not be open for bathroom use; if bathrooms are required, a fee will be charged to cover custodial wages.

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