

# **Dundee Community Schools**



## **Facility Rental Policy**

## **Section I**

### **USE OF DCS SCHOOL FACILITIES**

The Board of Education (the "Board") of Dundee Community Schools constructs school facilities (the "Facilities") for the primary purpose of educating students of the District. However, when the Facilities are not in use, for the purpose of educating students of the District, the Board believes it is in the best interest of the Dundee community to make the Facilities available to non-District organizations for activities that:

1. Are consistent with statutes, applicable case law and regulations;
2. Are consistent with the primary purpose of the District;
3. Do not interfere with the regular operation of the District;
4. Follow the policies of the Board of Education and regulations of the District;
5. Are of benefit to the entire Dundee community.

When not in use by the District, Facilities may be rented as provided herein.

Facilities shall not be used for promoting any theory or doctrine subversive to the laws of the United States or any political subdivision thereof, or advocating governmental changes by violence, or for any activity that may violate the canons of good morals, manner or taste or be injurious to the buildings, grounds, equipment or supplies of the District.

REQUESTS: All requests for use of Facilities shall be submitted by email no less than fourteen (14) days before the date for which Facilities are requested for use. In addition, Dundee Community Schools will NOT manually enter reservations by phone. All reservations must be done through the Facilities Secretary.

CONTINUED USE: Continued use of Facilities by any organization or individual(s) (the "Lessee") shall be contingent upon following all of the policies, rules and regulations as prescribed by the District as well as applicable statutes and case law. Any continued usage agreement for Facilities may be terminated for violations of any of the above.

AUTHORITY: The Board shall have the final authority for granting or refusing any request for use of Facilities and may waive or amend current rules or regulations affecting such use without prior notification.

## **Section II**

Dundee School District Facilities are intended to provide space for curricular and extra-curricular District programs. When not in use for the primary mission of the District, the space is available on a limited basis for rental by qualified non-profit organizations. Rentals may be made available to other groups or organizations on an even more limited basis. Facilities will not be available during normal school hours. The District will blackout additional dates and times for its uses, including extra-curricular programs, meetings, staff-development and upkeep.

### **PRIORITY OF USE**

Priority of Facility usage shall be in the following order:

1. Group A
2. Group B
3. Group C
4. Group D
5. Group E

### **BLACKOUT CALENDAR**

The District will provide the dates for which each Facility will not be available as early as possible. These dates are subject to change as the academic and athletic demands on the Facilities may change or unforeseen issues with the Facilities may require unscheduled work. The District will not invoice for such cancellations; however, the District will not be held liable for any hardship, financial or otherwise, that arises from a cancellation. The District reserves the right to decline events, despite space availability, due to the strains that the event will place on employees, facilities and/or parking.

### **OPENING AND CLOSING**

Doors to Facilities will be opened not more than fifteen (15) minutes prior to the time of scheduled use. The District at the discretion of the Superintendent may grant exceptions. All users are required to vacate the Facilities within twenty (20) minutes after the approved ending time on the Use Agreement.

## **Section III**

### **CANCELLATION**

Once a booking is confirmed and a signed contract is issued, all other outside requests for that space will be denied. Space should be reserved only for the intended use and not to prevent others from having access to the space. Cancellations will be allowed up to one (1) month prior to the event without penalty. Cancellations within one (1) month will be charged for the full rental minus any labor charges or fifty (\$50) Dollars, whichever is less. Frequent cancellations may result in the District revoking the rental privileges of an organization. In the event that a cancellation or rescheduling is due to unusual and unavoidable circumstances (weather, personal tragedy, security risk, etc.), the District may waive the cancellation charges at its sole discretion.

## **Section IV**

### **RESERVATIONS**

Reservations for Facilities will be made with Judy Henning - High School Secretary in charge of Facilities by email at [judy.henning@dundee.k12.mi.us](mailto:judy.henning@dundee.k12.mi.us) or questions can be directed to her at 734-529-7008, Ext. 14003

### **FACILITY REQUEST PROCEDURE**

#### **APPLICATION PROCEDURE**

Applications for the use of District facilities must be made at least two weeks prior to the desired use date on the Public School Property Use Facilities Request form and it must be filed by adults only. The initial contact must be made to the appropriate school office to determine if the date and the room desired are available. All information must be completed and sent to Judy Henning, [judy.henning@dundee.k12.mi.us](mailto:judy.henning@dundee.k12.mi.us), through fax at 734-529-7053, and/or in person at the High School Main Office, 130 Viking Drive, Dundee, Michigan. You will receive status of your application by phone and/or email.

Once the school verifies availability, then there are three required forms, which must be submitted prior to approval of a use request:

1. Public School Property Use Request
2. Indemnity for Use of School Property
3. Certificate of Insurance listing, in writing, Dundee Community Schools as "Additional Insured"

## AVAILABLE FACILITIES

### Dundee Elementary:

Classrooms  
Gym  
APR  
Cafeteria  
Library

### Dundee Middle School:

Classrooms  
Gym  
Cafeteria/Stage  
Library  
Pool

### Dundee High School:

Classrooms  
Gym  
Cafeteria/Stage  
Library  
Pool

### Athletic Facilities:

High School Track  
Baseball Field  
Softball Field  
Football Field  
Football Practice Field  
MS Pool  
HS Pool

Classrooms may be used by special permission only. Permission to use classrooms, related arts centers, or media centers must be obtained, in writing, from the teacher and the building principal before the facility request is approved.

## Section V

### SCHOOL USER CATEGORIZATION

Group A: Dundee Community Schools

Group B: Recognized academic or athletic programs/groups of Dundee Community Schools

Group C: Dundee Governmental/municipal groups

Group D: Dundee based not-for-profit organizations (verified by address of organization)

Group E: Non-Dundee based organizations, private organizations, and for-profit groups/organizations

### PAYMENT FOR SERVICES BY CATEGORY

<u>User Category</u>	<u>Facility Usage Fees</u>	<u>Custodial Fee During Regular Hours</u>	<u>Custodial Fee Overtime Hours</u>	<u>Fee for Use of District Equipment</u>	<u>Other Staffing Fees</u>	<u>Submit Insurance Certificate</u>
<b>A</b>						
<b>B</b>			X			X
<b>C</b>			X	X	X	X
<b>D</b>	X	X	X		X	X
<b>E</b>	X	X	X	X	X	X

## Section VI

### REQUEST FOR USE OF SCHOOL FACILITIES - Board Policy Form No. 7510f1

The renters are primarily responsible for the supervision of those using the Facility. Rental groups will identify the primary person responsible for supervision for each time and location. Rental groups will be responsible for any damage or excessive mess made by those participating, attending, and observing their event and any other person otherwise associated with the rental. The renter will provide full reimbursement for all expenses incurred by the District due to repair or clean up.

## **USE OF EQUIPMENT**

**When requesting to use school owned equipment, the lessee must indicate the exact equipment to be use. The Athletic Director and/or Facilities Secretary will make the determination on use of equipment. Use of equipment that has not been previously approved may result in the forfeiture of Lessee's deposit.**

Equipment, fixtures, furniture, or materials shall not be brought in to any facilities without written permission by the District, at the discretion of the Superintendent. Exceptions may be approved at the time of the Facility Request Application. Such equipment, furniture, or materials brought into the Facilities must be removed from the premises at the conclusion of the time granted or the conclusion of the Use Agreement, and those items remaining must be stored. The storage must be in a manner prescribed by the District to prevent any interference of normal school operations or the use of the Facilities by the District or other organizations or individual(s). School equipment, fixtures, furniture, or materials shall not be moved within or removed from the area of normal use without written permission granted at a time of approval of the request for use of the Facilities. Movable equipment shall not be used outside the Facilities. User groups shall be held responsible for any damage or loss to school property.

## **CONCESSION AGREEMENT**

If any school sponsored or School Board approved organization wants to use the Concession Stand, it must be done so with the understanding that they must adhere to the same guidelines as followed by all other Dundee Community Schools Athletic Programs. All scheduling of Concession Stand use will be done through the Dundee Athletic Booster Club. The following agreement will be extended to these organizations for use of Concession Stands (40% organization, 30% Boosters, 30% product). The Dundee Athletic Booster Club provides product and food to be sold. No outside food is permitted to be sold without approval through the Athletic Booster Executive Board. If an organization intends to sell more than what is provided in the Concession Stand, the group/club must use tables set up outside the Concession Stand and acquire a one (1) day license through the Monroe County Health Department. If an organization decides to setup a Concession Stand outside of the High School indoor/outdoor concession area, they It is the organization's responsibility to contact the Monroe County Health Department and provide documentation to the District Facility Secretary. At no time will the organization be able to use equipment inside the Concession Stand except Sink/Water/Electrical. The Monroe County Health Department will require a list of what is being sold before providing approval. A refundable deposit of Two Hundred Fifty (\$250.00) Dollars is due before the date of the event. Following concession stand use, the deposit will be refunded after the facility is checked to ensure that custodial services are not needed, and after all equipment, stock inventory, and appliances are verified to be in working order. Failure to follow these procedures will result in the possible future forfeiture of use for any future event. The Superintendent reserves the right to deny/allow any Concession usage.

## **BUILDING REGULATIONS**

**CONTRACT REQUIREMENTS:** The Lessee and its participants must conform to the terms of the written Agreement. Custodians are not permitted to extend the closing times or permit access to additional Facilities, which have not been authorized in the Agreement.

**DISTRICT PROVIDED SUPERVISOR:** A District employee must be present in the Facilities at any time it is used unless the Superintendent has granted a written exception.

**KEYS:** No key for the Facilities shall be provided for persons other than those approved by the Superintendent or his designee. Key cards shall be provided if approved by the Superintendent.

**SMOKING:** Smoking will not be permitted in the school building or on the school campus. Unauthorized Smoking shall be sufficient justification for immediate cancellation of the current use agreement or the Prohibition of further use by the offending organization or individual(s).

**HEATING AND COOLING:** District personnel only shall control regulations of the heating and cooling equipment. Not all DCS facilities have air conditioning. Therefore, during rental hours not all areas will have air conditioning. During warm weather months, morning events will be functioning without the benefit of the area being cooled during the previous night

**FIRE EXITS:** Fire exits and doorways must be kept clear and all hallways made passable at all times.

**SUPERVISION:** Persons under eighteen (18) years of age shall not be allowed in the Facilities without proper adult supervision. Groups of twenty-five (25) or less children must have at least one lessee-provided, adult supervisor present during the duration of the usage. Groups of twenty-five (25) or more children shall have enough supervision to reach a one to twenty-five (25) adult to children ratio. Lessee-provided supervisors are expected to ensure that all participants remain within the designated usage areas at all times.

**CONTROLLED SUBSTANCES:** The use or possession of any controlled substance will result in immediate cancellation of the Use Agreement.

**ALCOHOLIC BEVERAGES:** The use or possession of alcoholic beverages on District property is strictly prohibited and will result in immediate cancellation of the Use Agreement.

**REFRESHMENTS:** Organizations serving refreshments during the course of their meeting shall furnish all necessary consumable supplies and it shall be the responsibility of the organization to place all evidence of food or beverage in appropriate waste containers provided by the District. Food containing peanuts are not allowed in the multi-purpose room or cafeteria due to allergies. Latex balloons are not allowed in any buildings due to allergies.

**NEIGHBORHOOD COURTESY:** All users shall respect DCS neighbors by refraining from depositing refuse, cigarette butts, and beverage containers near our neighbors' premises, and by parking in District parking lots only. Please refrain from excessive noise or loitering on District grounds.



## Section IX

### **RENTAL RATES – Board Policy Form No. 7510 F1 , 7510 FB1**

Rental rates are approved by the Board and are available from the District on the District website as well as upon request.

All rates are subject to adjustment due to the specifics of the usage agreement as noted.

The Superintendent reserves the right to make the final decision as to whether or not an organization will receive rental privileges, the group classification, and rental fee(s). The District has the sole right to modify or waive any provision of the policy. **A REFUNDABLE SECURITY DEPOSIT OF \$100.00 MUST BE PAID PRIOR TO THE SCHEDULED RENTAL DATE.**

Facility	Category I Group A,B	Category II Group C, D	Category III E
High School Cafeteria	No Facility Rental Fee. A Custodian Fee will be charged when necessary.	\$30.00/hour	\$60.00/hour
Middle and Elem. Cafeteria		\$30.00/hour	\$60.00/hour
High School Gym		Full Gym \$80.00/hour - Auxiliary Gym \$45.00/hour	
Middle School Gym		\$3.00/person Or \$25.00 min	\$60.00/hour
Elementary APR		\$30.00/hour	\$60.00/hour
Elementary Gym		\$3.00/person or \$25.00 min.*	\$60.00/hour
Kitchens		\$75.00 + Cost of kitchen staff**	\$100.00 + Cost of Kitchen Staff**
Classrooms		\$15.00/hour	\$30.00/hour
Pools		\$60.00/hour	\$60.00/hour
P ractice Football Field		\$80.00, if field conditions permit	\$80.00, if field conditions permit
Baseball/Softball Fields		\$100.00/Game if field conditions permit	\$100.00/Game if field conditions permit
			*Greater of the two
		**\$13.25/hour	

**Fundraising events and tournaments will require the presence of the Liaison Officer at \$20.00/hour.**

**The following service fees will apply 1/2 hr. prior to event and 1/2 hr. post event: Custodial Fees apply if event requires setup and/or cleaning OR are outside of the normal custodial scheduled work hours.**

**Custodial Rate: \$21.00/ hour, \$31.50 for Saturday Events, \$42.00 for Sunday Events.**

**Multiuse contracts can be negotiated with Facilities Secretary, Athletic Director, and Superintendent**

### **BILLING**

Payment is due prior to the rental date. A Notice will be mailed thirty (30) days after the original invoice was sent; the notice will include a twenty-five (\$25) late fee per invoice. If payment is not received within sixty (60) days after the original invoice was sent, the debt will be transferred to our Collection Agency with all future scheduled events being cancelled and no future requests will be processed for lessee who incurred the debt until payment has been received in full.

## Appendix A

### GUIDELINES FOR USE OF CLASSROOMS

The teacher responsible for the classroom and with the Building Principal must approve requests for use of classrooms, related arts centers, music rooms or media centers. The following general rules will apply:

**ARTS CENTERS:** All tools, equipment and supplies located in the related art center are the responsibility of the teachers assigned to their respective areas. In the event any lessee wishes to use the tools and/or facilities, a written request for use must be made to the related arts teacher who is responsible for the items in question. Before permission is granted, by an arts teacher for use of the equipment in the arts area after school hours, the name, address, and telephone number of the person making the request must be given to the art teacher. Use of the art center and/or the equipment is not permitted unless the related arts teacher has given approval. Any equipment and/or materials that are missing or damaged become the responsibility of the lessee to reimburse the District.

Tools and all other small equipment such as hammers, pliers, brushes and pans shall not be taken from the related art center unless under the direction of the related arts specialist responsible for that particular equipment desired. If permission is given for the use of equipment, a sign-out sheet will be signed to indicate where the equipment will be moved to and when it will be returned.

**MUSIC ROOMS:** Anyone wishing to use a music room must first obtain permission from the teacher responsible for the room. Under no circumstances, should any music equipment be disturbed. Any equipment and/or materials that are missing or damaged become the responsibility of the lessee to reimburse the District.

**MEDIA CENTERS:** The principal shall first approve Requests for the use of any media center. Conditions for use will be determined by the principal and will be forwarded to, for review by, the Facility Secretary, Athletic Director, and Superintendent. The principal must approve any requests for equipment and an approved person will be assigned to supervise the use of equipment. Furniture and equipment must be left in proper order. Any equipment and/or materials that are missing or damaged become the responsibility of the lessee to reimburse the District.

**CLASSROOMS:** the teacher responsible for the room must approve Use of classrooms. Furniture must be left in order and materials in the room must not be disturbed. Any equipment and/or materials that are missing or damaged become the responsibility of the lessee to reimburse the District.

In all of the above cases, after the teacher in charge of the room grants permission, the Building Principal must then grant permission. Requests should then be directed to the High School Office 130 Viking Drive, Dundee, Michigan.

## CONDITIONS OF USE

1. All advertisements (fliers, media, posters, etc.) for the activity must be reviewed by the Superintendent (or designee) prior to distribution. Such advertisements will include a disclaimer sponsorship or affiliation with the activity.
2. Dundee Community Schools has a non-smoking policy, which must be observed by all participants. This policy prohibits the use of tobacco, which includes but not limited to cigarettes, cigars, pipes or tobacco in any other form including smokeless tobacco, which is loose, cut, shredded, ground, powered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.
3. No outside food or beverages are permitted on the premises, except by special permission at the time of application. Additional charges may be assessed for custodian services relating to the concession area clean up. Charges will be based on estimated overtime required to clean the area.
4. Alcoholic beverages are prohibited
5. Groups using the facilities must to leave the area clean and in order.
6. The lessee must provide materials and equipment needed for an event. No equipment will be furnished by DCS, except for volleyball nets, basketball backboards, tables, and chairs. These items must be requested at the time of the facility rental application.
7. Adult supervision of the activity must be provided by the lessee throughout the time the facilities are to be used. An additional identifiable supervisor must be on duty at the entrance to the building to admit members of the group; any difficulty with unauthorized persons must be immediately reported to the person in charge of the group, who may in turn contact the police.
8. The Lessee will assume liability for any damage to the building or its equipment caused by participants or by persons occupying the premises because of use of the premises by an organization.
9. It is understood and agreed that in consideration of use of the school Facilities, the lessee holds Dundee Community Schools harmless for any liability or property damage arising out of such use. Lessees will be required to sign INDEMNITY FOR USE OF SCHOOL PROPERTY AGREEMENT.
10. High School Pool:
11. Middle School Pool:

12. When making application, time requested shall include time needed for set-up and clean up.
13. Any problems arising from building use will be referred to the person(s) in charge of the group. Frequently occurring problems will be referred to the governing body when applicable.
14. All publicity for events held in DCS buildings must clearly state that the function is not sponsored by the District.
15. No fireworks or use of any open flame.
16. No heaters unless provided by, or approved by, the district.
17. No sharp objects (i.e., tent stakes, metal cleats).
18. Any equipment resting on the grass of a Field shall be provided by the district or preapproved by the district Athletic Director and Maintenance staff.
19. All groups shall remove all debris from the field at the end of use.
20. No marking of the field by any outside group (including chalk or tape) will be permitted.
21. No vehicles, unless operated and approved by DCS personnel, are allowed.
22. All cleats and footwear shall be clean of mud and dirt before being used on the field.
23. No pets or animals.
24. No controlled substances.
25. No Vehicles will be permitted on fields unless operated and approved by Dundee Community Schools Personnel.

# DUNDEE COMMUNITY SCHOOLS

“Commitment to Excellence”

130 Viking Drive  
Dundee, MI 48131

Telephone: 734-529-7008 Ext. 14003  
Fax: 734-529-7053

FACILITY REQUEST

Contact Person:

Judy Henning (Facility Secretary)  
130 Viking Drive  
Dundee, MI 48131

Date of Request \_\_\_\_\_

Person Requesting Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/E-Mail: \_\_\_\_\_ / \_\_\_\_\_

Name of Activity & Group: \_\_\_\_\_

Facility being requested: \_\_\_\_\_

Date(s) being requested: \_\_\_\_\_

Time slot being requested: \_\_\_\_\_

Special instructions for event setup: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY:

Rental Fee:\$\_\_\_\_\_. Custodial Service Fee:\$\_\_\_\_\_.

Total amount to be invoiced per event/week/month \$\_\_\_\_\_/\_\_\_\_\_

If there is a facility rental, Payment will be due prior to the date of the event

Payment shall be made to:

Dundee Community Schools

130 Viking Drive, Dundee, MI 48131

Attention: Judy Henning

A confirmation will be sent to the e-mail address provided when the facility request has been approved

**Facilities will not be scheduled if this form is not completed, signed and approved**