

# **Administrative Guidelines for Use of District Facilities**

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## **GENERAL PERMIT ELIGIBILITY**

A facility reservation request must be *approved and activated* for each and every event scheduled after 4 p.m. on a regular school day, all times on weekends, days when school is not in session, holidays and during the summer months. This includes all athletic activities and events scheduled as part of the district calendar. Use of BPS buildings is only permitted when an approved BPS employee or designee is onsite.

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

## **Classification of Users--Inside and Outside Facilities**

**Note:** The Classifications of users are listed in priority order in terms of scheduling.

### ***A. Category A—School Groups***

Category A approval and activation for use is given by principals at school offices and the district athletic director for all events, practices and games scheduled after 4 p.m. on a regular school day, all times on weekends, days when school is not in session, holidays and during the summer months. Groups in this Category include organizations wherein the membership and sponsor are members of our student body and staff. This includes school clubs, athletic teams and/or officially recognized school groups such as the PTSA at its “home” facility. Category A groups are responsible for all added labor costs and loss and/or damages but pay no rent in any district facility.

### ***B. Category B—District Community Education Program***

This Category is for programs and activities organized, operated and approved by the School District’s Community Education Department.

### ***C. Category C—BPS Sponsored Organizations and Municipalities/Governmental Units***

Category C is for Birmingham Public School sponsored organizations, municipalities and governmental units and homeowners associations for meeting usage only. Category C approval for use may be obtained through the Community Education Department. Category C groups are responsible for all added labor costs and loss and/or damages but pay no rent in any district facility.

Municipalities and governmental units may use District facilities for the purpose of elections at no cost.

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### ***D. Category D—Community Organizations and Recreational Sports Teams***

Category D groups are required to provide insurance and indemnification for use of District facilities. Category D groups are responsible for 60% of the listed rental rate on any additional space (i.e. additional classrooms, gymnasiums, multipurpose rooms, cafeterias, media centers, etc.), a non-refundable application fee and for all added labor costs and loss and/or damages to equipment and facilities.

Included in this Category D are scouting groups, and homeowner association groups' activities other than meetings. In addition, groups that are classified as Community Groups must submit a request, in writing, to Birmingham Community Education and meet the following criteria:

They are an "everyone plays" organization. All registrants receive equal play regardless of skill.

Player rosters consist of mostly Birmingham School District residents. Any roster exceeding a 20% or more non-resident percentage may be subject to review and loss of Community Group status.

They are non-profit organizations (501(c)(3)). Fees collected from registrants may cover player uniforms, referees, equipment, field fees, liability insurance, etc., but are not used for compensation to any person. Coaches and other related positions within the organization are on a volunteer, unpaid basis.

Birmingham Public Schools reserves the right to request any documentation necessary to verify that the above criteria are met. Failure to provide requested documentation within 30 days of request could result in loss of Community Group status.

*Please allow 10 business days for the request to be reviewed.*

### ***E. Category E—Non-profits, Non-public schools, Travel Sports Teams, Cultural Groups, Religious Organizations, other organizations and businesses***

Category E groups are required to provide a copy of their letter verifying their (501(c)(3)) status, insurance and indemnification for use of District facilities. Category E groups are responsible for the listed rental rate, a non-refundable application fee and for all added labor costs and loss and/or damages to equipment and facilities. Category E facility permits may be obtained through the Community Education Department. This Category includes all organizations that charge admittance fees, private and parochial schools, colleges and universities, cultural organizations, religious organizations, other organizations and businesses. *Long-term lease arrangements are available.*

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## ***F. Category F—Commercial Film/Production Companies***

Category F facility permits may be obtained through the Community Education Department. Category F groups are required to provide insurance and indemnification for use of District facilities. Companies should apply to the Community Education Department by a letter of application (electronic accepted) defining the dates, hours requested, the facilities and equipment needed and a brief description of the content to be filmed. Commercial film/production companies may incur additional costs above and beyond standard facility rental charges depending on the scope of the project.

## **SCHEDULING PROCEDURE**

### **Category A: School Groups**

All Category A school/sports groups requesting facility/fields/stadiums scheduling or an event at or after 4 p.m. on a normal school day, weekends, days when school is not in session, holidays and summer months must submit a reservation request to the Community Education Department. *A building is not permitted to be “blocked out” in its entirety unless the entire building is unavailable, for example open houses, school fairs, etc.* The principal or their designee will be responsible for requesting the reservation. The principal is responsible for assisting school related groups to ensure the event complies with the school district facility/field use policy.

School sponsored athletic events must be entered on the District approved computerized scheduling system using the following schedule:

- July 1 - Fall athletic events completed
- July 1 - School related groups requesting **Fall** field permits begins
- December 1 - Winter/Spring athletic events completed
- December 2 - School related groups requesting **Spring** grass field permits begins
- The principal is responsible for assisting school related groups in order to ensure that the event complies with the District Facility Use Policy.

### **Category B: District Community Education Programs and Services**

Category B authorization for both indoor and outdoor facilities/fields use is given by the Community Education Department. Following the District calendar, event program dates are selected, based on availability.

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## Category C, D, E and F: All Others

All outside customers seeking to schedule facility use, need to make a request and submit their application with application fee through the Birmingham Community Education Department (2436 W. Lincoln, Room F101, Birmingham, MI 48009). The Community Education Department will respond to the permit request within ten (10) business days from the initial request.

The Community Education Department will calculate rental cost according to the schedules contained in this Regulation and will send the applicant an invoice estimate.

Applicant will remit all applicable fees and provide appropriate insurance at least 15 business days prior to the date of usage. Payment must be made by credit card, money order, cashier's check, or corporate check payable to the "Birmingham Public Schools." The Community Education Department will confirm rental of the facility to the applicant. Any costs incurred above those collected by the estimated invoice from the event/program will be billed after the event and will be due upon receipt.

## General District Regulations

**Note:** Noncompliance with Regulations will result in loss of facility use privileges.

1. All District facilities must be through the Community Education Department. This applies to Category A through Category F users.
2. The school's regular and **scheduled** extracurricular program has priority over the use of school facilities by any other group. Exceptions may be considered provided a two-week notice is given to the Community Education Department. The Board reserves the right to cancel any rental approval when necessary due to circumstances beyond its control. Furthermore, rental approval may be canceled in the event of a change in the school's schedule, an emergency, or if in the opinion of the District the activity may endanger the health, safety, or welfare of the participants. Finally, fields are required to be vacant in order to be rejuvenated on a regular cycle. The same may be true in the case of renovations to facilities.
3. Organizations or groups using the District's facilities and fields under Category D, E and F shall purchase and maintain such insurance as will protect the District against all claims and damages for bodily injury including death as well as all claims for damages to property resulting from the organization's use of the premises including contractual liability insurance as applicable to the organization's obligation to indemnify and hold harmless the School District and its agents and employees. The minimum liability limits of such public liability insurance and property damage shall be in the amounts of one million (\$1,000,000) dollars per claim, and two million (\$2,000,000) dollars aggregate, and the Birmingham Public

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Schools shall be a named insured or additional insured under all policies. A certificate of insurance shall be delivered to the Community Education Department 72 hours prior to the use by Category D, E and F users, or the event will be cancelled. All pool users must provide minimum public liability insurance and property damage insurance in the amounts of \$3,000,000 per claim and \$10,000,000 aggregate and Birmingham Public Schools shall be named insured or additional insured under all policies.

4. The designated person who will be responsible for supervision of the event is required to have the permit with him/her during the event.
5. An organization using the District's facilities agrees to comply with all applicable state and federal laws, local ordinances, and District Regulations. In addition, school facilities may not be used for the following purposes:
  - a. Gambling and games of chance, except as permitted by law.
  - b. Activities that may be hazardous or be considered a public nuisance.
  - c. Private parties, except as sponsored by Community Education.
6. Smoking and alcoholic beverages are not permitted within school buildings and/or on school grounds at any time.
7. Use of electrical extension cords and the opening of electrical panel boxes must be approved by the District prior to rental date. The user must follow all state and local fire regulations and rules.
8. The use of open flame such as lighted matches, candles, etc., is forbidden.
9. Fireworks are not allowed.
10. Decorations such as posters and banners must be flameproof and require special permission by the District. Combustible decorations such as straw, leaves, excelsior, or streamers are not permitted. No paper lanterns or draped lamps can be used. No paper grass, leaves, or shrubs can be placed in contact with footlights. The placement of posters, banners, etc., on drapes, curtains, walls, or stage equipment requires special approval.
11. Exits and corridors must be free of obstructions at all times. Exits are to be lighted when rooms are used. Persons may stand in the auditorium only behind the last row of seats, never in the aisles or exits.
12. A permit to use the school facilities does not grant permission for use of school property or equipment such as a piano, A-V equipment, physical education equipment, technology equipment, etc., unless special arrangements, approvals, and fees grant such use and all arrangements are noted on the permit.

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13. No permits will be issued to persons under 21 years of age. Student groups or organizations using school facilities will require adult supervision.
14. Use of buildings will be granted only when the building is staffed by an approved employee/contrator of the District.
15. The presence of a BPS approved cafeteria employee is required when kitchen equipment is used.
16. An auditorium manager or other designated school employee is required to be present at all times when auditoriums and little theaters are used.
17. Groups utilizing District facilities are responsible for providing adequate supervision for their event including participants, spectators and parking.
18. Permit holders are not permitted to “sublease” the facilities without written permission from the District.
19. The District does not provide supervisory personnel to organizations or groups which rent its pools. Accordingly, the organization or group renting a pool must agree to provide adequate swimming pool and locker room supervision, including but not limited to, a Red Cross certified lifeguard. A copy of current lifeguard certification must be on file in the Community Education Department prior to the event. In addition, the renter must acknowledge and comply with all local, state, federal, Red Cross, Health Department, and facility-posted laws, rules, and regulations. Food and/or drink are not permitted in the pool area. Renters are required to cancel their use if, in their judgment, proper safety equipment is not available or hazards exist. Any safety equipment problems or hazards should be reported to the Community Education Department in writing as soon as possible. If an activity causes the pool to need to be drained or “shock treated,” the cost will be charged to the permit holder.
20. No outside activities such as soccer, baseball, archery, football, lacrosse, roller skating, skateboards, in-line skates, heelys, or softballs shall occur inside school facilities unless approved and special protective equipment is provided and utilized. Practice activities related to sports that allow balls or other equipment to come in contact with windows, walls, ceilings, or light fixtures shall not be allowed in the gymnasium or multipurpose rooms unless approved.
21. The premises are made available with the understanding that direct payment to District employees or schools is not permitted. Employees or district’s contractors shall not accept direct payments in lieu of fees or labor charges. All fees must be payable to “Birmingham Public Schools” and submitted to the Community Education Department.

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22. No guns, weapons, or guard dogs are allowed in any school building or on any District property without prior written permission. (Government law enforcement officers are exempt; private security guards are not exempt.)
23. Use of private security guards is prohibited unless specific prior written permission is obtained from the Community Education Department.
24. Birmingham Public Schools requires a minimum of fifteen (15) business days from the renter to cancel an activity without charge (less the nonrefundable application fee). All cancellation notifications are to be made directly to the Community Education Department. Any cancellation without the fifteen (15) business days notice will result in partial or total loss of refund.
25. If the Board determines that an activity must be canceled due to an emergency that may endanger the health, safety or welfare of the participants, or circumstances beyond its control, a full refund or a rescheduling of the activity will occur.

### **FEES AND CHARGES – INSIDE FACILITIES**

1. Category A and B users will be charged for all overtime and other extra labor charges as required for the activity.
2. Category C and D users will be charged according to the approved rate schedule. Insurance is required and due fifteen (15) business days prior to the event/season. Equipment rental fees and the cost for additional personnel are not included.
3. Category E & F users will be charged according to the approved rate schedule. (The fees include all regular labor charges for opening, closing and cleaning.) Equipment rental fees and the cost for additional personnel are not included. Insurance is required as indicated in #2.
4. Users may petition the District to permit an alternative to monetary fees.
5. Long-term “lease” agreements may be considered at the petitioner’s request.
6. Rental rates are reviewed annually by the Deputy Superintendent for Business Services and Director of Communications and Family Engagement and are subject to change.

#### **Notes:**

1. Per hour auditorium fees will include: auditorium manager, clear com headsets for communication, microphones, projector, risers, cyclorama and standard house and lightening systems. Additional fees will be required for spotlights, Promethean boards and for any student techs assigned to your event.



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2. Pool use includes use of locker rooms. It does not include use of the electronic timing system.
3. Classroom fees do not include use of computers or technology equipment.
4. Use of Computer Labs may require District personnel to supervise and will necessitate extra labor charges. In the event that the labs need to be restored or reconfigured as a result of misuse, the actual cost to restore the labs will be charged to the user. Only Birmingham Public Schools technology staff may install software of any kind.
5. Cafeteria use includes existing cafeteria tables, chairs, and benches; excludes use of kitchen and Commons area at Groves High School.
6. Equipment Rental Fees available upon request.

### **ADDITIONAL REGULATIONS - OUTSIDE FACILITIES**

1. Stadium rentals are scheduled through the District Stadium Liaison in the Community Education Department.
2. No modification of facilities, such as the addition or installation of tents, portable toilets, etc. shall be made without prior written permission and notation on the application form.
3. All appropriate General District Regulations (Section C above) apply to outside facilities. Additional Regulations for stadium use are provided upon receipt of stadium rental application.
4. The permit holder will be financially responsible for damage to school property and for cleanup after games (including the Press Box, concessions and lavatories). The permit holder is responsible for supplying all game equipment and personnel, providing for adequate supervision for the fields, stands, and lavatories, arranging for ticket selling and taking, all field preparations, including field markings and bleacher placement, locking all facilities after the game and providing for adequate liability and property damage insurance as set up by the Board (see section C, General District Regulations)
5. All field preparation procedures must be approved by the Facility Operations Department.
6. Priority for grass fields is given to organizations in which **all** participants are Birmingham Public School students.

**Note:** Use of District outside facilities requires user insurance. An application for field use is required for each location. Applications are available at the Community Education Department. Each grass field application requires a non-refundable fee per location.

### **LONG-TERM CONTRACTUAL ARRANGEMENTS**

Special shared use and long-term financial arrangements can be made with approved groups. The purpose of this procedure is to allow the shared use of District facilities when it is to the advantage of both parties to enter into different fee arrangements than those outlined in this Regulation.

1. All arrangements must be in writing.



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2. All arrangements must be reviewed by the Assistant Superintendent for Business Services, or designee, and approved by the Superintendent or designee.

### **COORDINATION IN SCHEDULING DISTRICT FACILITIES**

#### **District Scheduling Calendar**

The Community Education Department is responsible for overseeing the scheduling of school facilities and outdoor sites. This will be done so requests are consistent with the District calendar. All outside customers seeking to schedule facility use, need to make a request through the Birmingham Community Education Department (248-203-3800 or 2436 W. Lincoln, Room F101, Birmingham, MI 48009). The Community Education Department will respond to the reservation request within ten (10) business days from the initial request.

School programs are the first priority and are scheduled on that basis. The School District reserves the right to schedule school events prior to scheduling of facilities for the general public.

The basis of establishing facility use schedules shall be a District-wide scheduling calendar that identifies the facility, group (or organization) and time facilities are required. The calendar of facility use shall be developed in accordance with the following timetable:

- A. Until June 30 of each year, Category A groups will have first choice in reserving dates for both in-building and field activities for school groups, subject only to the reservation times and facilities stipulated according to this Policy. Spring field use must be scheduled by January 1 of each year.
- B. Between July 1 and August 31, Category B groups shall have priority when activities are scheduled into the unfilled dates on the calendar.
- C. Between July 1 and July 20 of each year, all other groups (Category C, D, E, F) may request scheduling of fall (August-December) field use by completing the appropriate application. Between December 1 and January 1 of each year, Category C, D, E, F groups may request spring (April-July) scheduling in the same manner.
- D. With regard to paragraph C, the Community Education Department will notify applicants of their field assignments on or before August 31 (fall) or March 1 (spring).
- E. Applications for non-field reservations for Category C, D, E, F are accepted throughout the year with a two-week advance application required.
- F. After September 1 any change in a school-scheduled activity or event which produces a conflict with another scheduled event shall be changed only by mutual agreement of the persons administering both activities. In the interest of properly notifying program participants, a two-week notice shall be required to change a scheduled activity. Conflicts concerning this may be referred to the Superintendent or designee.
- G. The use of a "blanket" reservation for facilities at a given time during the entire season, semester or school year is not permitted by any group or class of groups.

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- H. Field permits are non-transferable.
- I. Subleasing shall not occur.

### **Coordinating Major Student / Parent Programs**

The following evenings are reserved within each high school attendance area and feeder pattern to accommodate the schools in their calendar planning for major student/parent programs. Examples of major school events include open houses, fairs, curriculum nights affecting several groups, school performances, etc. Major events generally affect a large portion or all of the building and/or may create heavy parking demands. **Conflicts are avoided when timelines and the schedule below is followed:**

#### **Groves Attendance Area and Feeder Schools**

- ❖ Groves High School - Thursday Evenings
- ❖ Berkshire Middle School - Wednesday Evenings
- ❖ Beverly, Bingham Farms, Greenfield and West Maple Elementary Schools - Tuesday Evenings

#### **Seaholm Attendance Area and Feeder Schools:**

- ❖ Seaholm High School - Tuesday Evenings
- ❖ Derby Middle School - Thursday Evenings
- ❖ Harlan, Pembroke, Pierce Quarton Elementary School - Wednesday Evenings

#### **\*Birmingham Covington District-wide School Thursday Evenings**

- ❖ BCS must clear all major events with Groves and Derby. Should an exception to the above schedule be required, it is the responsibility of the administrator in charge to obtain clearance from all affected schools and the Community Education Department.