

The Williamston Board of Education encourages the use of school facilities by the community. It recognizes that the primary purpose of school facilities is to implement the regular instructional program and that other usage shall not interfere with the daily school student routine or any school sponsored student activity.

## **I. Regulations**

### **A. Precedence of School Organizations**

The use of school facilities for school purposes, meeting of students, teachers, parent-teacher organizations or other organizations directly affiliated with the schools have precedence over all others. The availability of all district facilities is at the discretion of the district. Events may be cancelled by the district, at the discretion of the superintendent, (e.g. weather, field conditions, etc.).

### **B. Applications/Process for Request**

Parties requesting use of facilities must obtain an Application for Use of School Facility online at [www.gowcs.net](http://www.gowcs.net). The form must be completed and submitted to the Facility Use Coordinator a minimum of ten business days in advance of use of the district facility. The signing party may be either an authorized signatory of the applying organization or a private individual. In either case, the signatory will become the party responsible to the District for the facilities use and compliance with all District rules and regulations. If more than one date is being requested, each date must be listed. Events will not be scheduled more than six months in advance.

### **C. Sublet or Assignment**

In no case will any party to whom a permit has been granted assign, transfer, or sublet.

### **D. Approval Facilities**

Upon written approval of the application by the Facilities Use Coordinator a copy will be sent to the applicant. The applicant's request should not be considered approved until the applicant receives the signed copy. Approved users should have their copy of the building use permit available for presentation to the Maintenance Staff or school officials upon request.

**II. Requirements**

**A.** The board reserves the right to demand sufficient time for full investigation, notice and arrangements of all requests for the use of school facilities.

**B. Supervision and Security**

All activities must be under competent adult supervision approved by the Building Administration or his/her designee. User groups must take reasonable steps to insure orderly behavior and will be required at their expense to provide school approved security personnel as determined necessary by the Facilities Use Coordinator.

**C. Damage and/or Property Loss**

Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of students and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the Building Administrator and approved by the Superintendent. If the cost for damages exceeds the deposit amount, a bill for the balance will be presented to the group using the facilities. Payment must be made within two weeks of receipt of the bill. The district will not be responsible for any loss of valuables or personal property.

**D. Nature of Programs**

Programs and activities of users must be of a nature suitable for presentation in a public school, must be lawful, and must conform to all of the policies of the board. Persons or groups whose activities or programs are determined to be illegal or inappropriate for presentation in public school buildings or school grounds, will not be granted permits.

**E. Restrictions on Use**

Approved users are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Facilities Use Coordinator. Alcoholic beverages and controlled substances are not permitted in school facilities or on school property. Smoking on school property is prohibited by Board policy and by federal law. All users must comply with these regulations.

**F. Fire and Safety Regulations**

Approved users are responsible for complying with all local and state fire and safety regulations at all times. Facility capacities and safety practices, as determined by the fire marshal, shall be observed. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit so they block exits, aisles or stairways. Decorations are subject to the approval of the Building Administration or his/her designee.

**G. Condition of Rooms**

User groups are expected to leave all rooms, furniture and restrooms in the condition and arrangement in which they were found. Any additional custodial services which are necessary to return the facility to the condition in which it was found shall be paid for by the user group.

**H. Cancellations of events**

It may be necessary to cancel community use of a school facility in the event of school closings as a result of weather, equipment failures, and unforeseen emergencies. In such cases, the group will be given a full refund of the deposit and all pre-paid fees.

**I. Maintenance Staff**

Maintenance Staff shall be assigned whenever a facility is being used. The Maintenance Staff will be responsible for handling furniture and equipment. Handling of specialized equipment (lighting and sound) is not the responsibility of the school Maintenance Staff and shall be performed only by an Auditorium authorized staff.

**J. Food in Buildings**

Notification must be given to the Facility Use Coordinator if food is to be served. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the school cafeteria staff will be necessary at user expense to supervise the kitchen unless the organization provides a ServSafe Manager certified person. Any food product sold in buildings or on grounds must comply with the current State of Michigan Food Code.

**K. Opening and Closing of Buildings**

Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program.

**L. Enforcement of Rules**

Responsibility for enforcement of rules and regulations concerning use of all school facilities rests with the user group. Permits to use a facility may be cancelled at any time when there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, the district assumes no liability other than return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been processed. Any infractions of the building use regulations herein may also be grounds for refusing to grant subsequent requests for the use of school facilities.

**M. Background Checks**

All coaches, volunteers, etc. who provide instruction and/or supervision to children are required to provide proof of their background check to the district.

**III. Categories of Use**

To insure the care and preservation of school facilities and equipment and to insure fairness and consistency in the implementation of board policy governing use of facilities, the following categories have been established. These categories have been established to determine priority for use.

**A. Category 1: K-12 Program Activities, Registered School Support Groups, and Community-Based Non-Profit Youth Athletics Organizations**

K-12 program activities are those which directly relate to regular or extracurricular school sponsored K-12 events. These include, but are not limited to, music performances, plays, athletic events, parent orientation meetings, honor society inductions, awards banquets, and visual arts showcases. Registered school support groups are non-profit, 501C3 status approved entities which have the sole function of supporting WCS activities, programs, or events. Examples include, but are not limited to, band and athletics boosters, the Williamston Schools Foundation, and Parent/Teacher/Student Associations. Community-based non-profit youth athletics organizations are non-profit, 501C3 status approved entities which foster safe,

supervised opportunities for community youth to participate in athletics. To qualify, such groups must have a minimum of four (4) youth participants who attend WCS. Qualifying groups should have dates approved a minimum of 120 days/four months prior to date of use to guarantee availability of the requested facility. Scheduling of high use areas such as school gymnasiums and performing arts center by K-12 programs should be done during the district's regularly scheduled district-wide scheduling meetings. Deposits or custodial fees may be waived or modified for this category only by the Superintendent or his/her designee.

**B. Category 2: Private Resident Use/Community Recreation Groups/Non-Profit Organizations**

Private resident /community groups/non-profit organizations are defined as formally or informally organized groups of community residents who are interested in using school facilities for a particular use, who are requesting solitary, occasional or regularly scheduled use for an activity with recreational, educational, cultural, or charitable goals. Priority will be given to groups whose activities are open to all. These groups will be assigned second priority of available spaces after K-12 programs. Non-profits will be required to show proof of 501 C3 status.

**C. Category 3: Commercial Users**

Commercial users, defined as private, for profit businesses, vendors shall not be routinely serviced in school facilities. Approval of all applications in Category 3 will be based upon the following criteria: Benefits to the district and community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; and relationship of the activity to the stated mission of the district.

**D. Long-Term Users**

Users will negotiate a contract with the district on a rental fee to be charged. The long-term user will be responsible for all additional staff or other associated fees.

**IV. A.** For all categories, rental of facilities will be according to the Facilities Usage Fee Schedule. This fee schedule will be reviewed annually by administration and the board and will be available to the public. If school administration determines that school personnel are necessary on site, additional fees may apply.

**B. Custodial Fees**

All users will be expected to reimburse Williamston Community Schools for any custodial/maintenance fee beyond normal work hours or if the event causes additional employee time beyond normal work hours (estimated amount will be provided).

**C. Collection of Fees**

Individuals requesting the use of school facilities will be responsible for payment for all costs incurred, including the cost per hour charged for the use of facility. The school district requires full payment of facility use fees before the event. Additionally, a refundable deposit equal to 50% of the fee will be due before the event. The deposit will be returned after the event if all terms and conditions are met. Non-payment of fees or disregard of facility use rules may jeopardize future facility use.

**D. Cancellations by User Groups**

Holders of permits may cancel by giving 72 hour notice to the Facility Use Coordinator without penalty. If less than 72 hours notice is given, permit holders will be held responsible for any costs incurred.

**Facilities Fees and Guidelines**

Please refer to Board Policy 9250 and Board Policy 9250-R for specific expectations and guidelines relating to the use of facilities

- The district reserves the right to modify fees or rules to ensure safety of all or to provide continued or improved services to our community.
- The availability of any district facility is at the discretion of the district.
- Events may be canceled due to weather and/or condition of fields.
- No items can be stored on school property
- When a group or organization uses a facility during the time the Maintenance Staff is normally on duty, the maintenance staff will see that the facility is properly heated, lighting is effective and doors are opened for the group use.
- Reservation times should include set-up and clean-up. For example, If your event is from 7-9 but your need an hour for set-up and an hour for clean-up, you should reserve the space from 6-10.

**Indoor Facility Fees (Rental Fees per hour)**

Location	Category 1		Category 2		Category 3		Long Term All Rates Negotiable
	M-F	S-S	M-F	S-S	M-F	S-S	
Classrooms (at each building)	\$0	\$40	\$25	\$60	\$40	\$80	
Libraries or Media Centers (at each building)	\$0	\$40	\$25	\$60	\$40	\$80	
High School and/or Middle School Commons	\$0	\$40	\$0	\$60	\$40	\$80	
Kitchens (at each building)	\$0	\$40	\$35	\$75	\$50	\$90	
Discovery Cafeteria (includes access to stage)	\$0	\$40	\$35	\$75	\$50	\$90	
McGoff Performing Arts Center	\$0	\$40	\$100	\$140	\$115	\$165	
<b>GYM SPACES**</b>							
High School Practice gym/MS gym	\$0	\$40	\$60	\$100	\$100	\$140	
High School Performance gym	\$0	\$40	\$80	\$120	\$120	\$160	
East or West Explorer Elementary	\$0	\$40	\$0	\$70	\$70	\$110	
Discovery Elementary	\$0	\$40	\$0	\$100	\$100	\$140	
**Soft-Soled shoes only permitted on floors							

**Outdoor Fields (Rental fees per hour)**

Location	Category 1	Category 2	Category 3
<b>Soccer Fields</b>			
Performance Field	\$0	\$250	\$400
Practice Fields (2)	\$0	\$200	\$350
Elementary Fields	\$0	\$125	\$200
<b>Football/Track</b>			
Stadium Field/Track	\$0	\$250	\$400
Practice Field (Behind Middle School)	\$0	\$175	\$300
<b>Baseball and Softball</b>			
High School Baseball Field	\$0	\$175	\$300
Middle School Softball Field	\$0	\$125	\$200
Elementary Fields	\$0	\$90	\$150

**Equipment Rental Charges**

Charges for user groups of special equipment and /or services provided are as follows:

Equipment/Service	Charges
Grand Piano (High School)	\$35 per day
Other pianos (High School, Middle School and Elementary)	\$25 per day
Portable Sound system/ P.A. with microphone	\$25 per day
Audio Visual equipment set up needed for presentations (screen, LCD projector, laptop computer, etc.)	\$35 per day

**Membership Fees for Pool and Fitness Center**

- Membership includes: Fitness Center, Indoor Track, Lap Swim, Aquatic Self-Exercise, and Open Swim.
- Classes and Enrichment programs are at an additional cost.
- There is one-time processing fee of \$15 (per person) for a membership card and background check.
- WCS students, 13 years or older, may use the fitness center at no charge but must always be under the direct supervision of a certified attendant and show student identification at sign in
- WCS students, under the age of 13, may use the Indoor Track at no charge but must be under the direct supervision of a parent.
- The district reserves the right to modify the fees or rules to insure the safety of all or to provide continued or improved services to our community.

<b>Membership</b>	<b>Resident Fees</b>	<b>Non-Resident Fees</b>
One-Time Registration fee	\$ 15	\$ 15
Annual Family Membership	\$400	\$450
Annual Individual Membership	\$200	\$250
*Annual Senior Citizen Membership	\$125	\$175
Annual District Staff	\$125	\$125
Annual District Staff Household	\$200	\$200
Daily Use Fee per Workout	\$ 5	\$ 7
*Senior Citizen: Age 60 and up		

Home from College (Monthly pass that may only be used 3 times per year) \$15

Adopted: June 2, 1997

Revised: August 18, 1997

Revised: January 18, 1999

Revised: May 17, 1999

Revised: June 5, 2000

Revised: July 6, 2000

Revised: February 5, 2001

Revised: May 3, 2004

Revised: May 7, 2007

Revised: November 26, 2007

Revised: July 15, 2010

Revised: April 15, 2013

Revised: November 16, 2015

Revised: June 18, 2018

Revised: October 1, 2018 (retroactive to August 28, 2018)