

MASON PUBLIC SCHOOLS FACILITY USE REGULATIONS

To Potential Applicants

The following pages list regulations relating to use of school facilities. Any exception to the regulations must be approved, in writing, before use of the facility or equipment. Please examine this information before completing an application.

Applicants must:

- Officially represent the organization listed on the application
- Guarantee orderly behavior while using the facility
- Underwrite any damage due to their use of the premises and agree to make prompt restitution
- Ensure their activity is lawful and in conformity with regulations of the Board of Education

A. Eligibility

Adult residents (at least 18 years of age) of the Mason Public School District hereafter referred to as “residents” may apply for the use of facilities. *Responsibility for the use of the facilities in observance of regulations shall rest upon the adult applicant who signs the permit for reserving the facility. If the applicant represents an organization, the applicant is responsible in an official capacity. If the applicant represents a group of individuals, the applicant is personally responsible.*

At least 51% of the membership of groups using the facilities shall be district residents. The school district may request a membership list, including participant addresses, in order to determine conformance with this requirement. Groups whose membership is not composed of 51% Mason Public School District residents but have at least seven (7) school district residents as group members may be eligible to use district facilities. Approval of such requests will require the approval of the Superintendent or his/her designee.

The applicant and their organization or group shall also agree to indemnify (to save and hold harmless) the Mason Public School District, its agents, officers and employees, against property or personal loss, damage and/or liability (including any and all legal fees) that may be suffered by the school district, its officers and employees, and save harmless against any and all claims, demands and causes of action that may be brought against the school district, its officers and employees caused by, arising out of, or in any way connected with the use of permit holders of the Mason Public School District facility or the exercise of the privilege herein granted.

B. Application

1. Written application is required
2. Application shall be made at least ten (10) working days in advance of the proposed use
3. Only facilities requested in the application may be used
4. Any approved application issued for community use of school property shall be subject to cancellation if deemed necessary by the Superintendent or his/her designee
5. Approved applications are not transferable
6. A deposit of 10% of any estimated fees will be required in advance of the use of the facility
7. Inaccurate or untruthful statements made in application or violation of regulations may be cause for denial of future building use
8. Approval for use of school facilities will be granted for a period not to exceed four (4) months. Written application must be made for renewal annually

C. Cancellation of Use

The Board of Education reserves the right to cancel approval for any facility use. School district sponsored activities will take precedence over other activities in granting or canceling permission to use school facilities. Upon Mason Public Schools/Board of Education cancelling the event, the 10% deposit will be refunded to the applicant.

Applicants who wish to cancel more than seven (7) days before their event may do so at no penalty and the Mason Public School District will reimburse the 10% deposit. Applicants who cancel seven (7) or less days before the event will be subject to loss of 10% deposit.

D. Facilities Available

The school district reserves the right to specify the type of room and/or site to be used for a given group or activity, and to limit use to certain areas of the buildings. Restricted areas of the district include: computer labs, science rooms, industrial art rooms, and kitchen facilities.

Facilities have limited availability on holidays or during school recess periods such as summer recess, winter recess, and spring recess. Requests for these time periods require the approval of the Superintendent or his/her designee.

E. Equipment Available

Televisions, DVD players, and data projectors are available to rent for an additional fee.

F. Use of Equipment

1. A qualified operator designated by the schools may be required. Wages of the operator shall be paid by the user.
2. Special equipment shall not be used without approval of the school administrators. Additional fees may be assessed for use of equipment having a short time use span or high rate of energy consumption.
3. Groups using school facilities shall be responsible for prompt removal of non-school equipment, decorations, and any other properties.
4. Fees for equipment used will be charged according to the current rental rates available in the building principal's office. Rental fees shall be paid in advance.

G. Damages

1. Any group using school facilities shall be responsible for all damages to the school facilities, except normal wear and tear. In addition to prompt reimbursement for any damages to the facilities, the group may be required to forfeit all future use privileges.
2. Special fees may be assessed to reapply protective floor coatings if the activity removes or damages such coatings.
3. School personnel on duty shall inspect facilities before and after use. Evidence of damage shall be reported in writing to the building principal's office. Facilities will be left in the same condition as they were received unless provisions for clean-up have been arranged through the building principal's office.

H. Supervision

1. All activities must be supervised by a responsible adult or adults. Failure to control the behavior of users may result in the forfeiture of future privileges to use the facilities.
2. In all cases where minors are present, a sufficient number of chaperones must be present, a minimum of one for each thirty minors.
3. Names of supervisors or chaperones must be filed with the application and approved by the Superintendent or principal.
4. An authorized school employee shall be on duty when school facilities are in use. She/he shall be responsible for heat, custodian service, and opening and closing of the

building. An authorized school employee is normally defined as a member of the district's custodial/maintenance staff. Exception to this requirement must be approved by the Superintendent or his/her designee. In the event that the district is unable to employ an authorized school employee to be on duty, the district reserves the right to withdraw approval of the use.

I. Restrictions and Regulations

1. No program may be held that will interfere with the regular school district programs or services provided at the buildings.
2. School facilities may not be used for go-cart, motorcycle, or motor driven vehicle racing or driving.
3. No decorations or scenery shall be put up, or pianos or furniture moved, unless prior written authorization has been granted on the application form.
4. No property shall be stored in the school by outside groups unless prior written authorization has been granted on the application form.
5. The Board of Education or its representatives have free access to all rooms at all times.
6. Smoking and the use or possession of alcohol, drugs, or other controlled substances is prohibited.
7. Elementary facilities must be vacated by 9:00 p.m., Middle and High School by 10:30 p.m., unless prior written authorization for extension of the available hours has been obtained through the application form.
8. When Mason Public Schools are canceled because of weather conditions or other emergencies, all scheduled events are canceled also. Advance fees and deposits will be refunded unless the activity is rescheduled.

J. Granting of Approval

The Superintendent or his/her designee is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with Facility Use Regulations.

K. Special Provisions for Pool Use

1. Granting of Approval

In accordance with these Regulations, the Pool Director or his/her designee is authorized to approve and schedule pool use by all school and non-school groups or organizations.

2. Supervision

All groups using the pool must be supervised by a responsible adult or adults. In all cases where minors are present, there must be at least two adult chaperones and no less than one chaperone per ten minors.

There must be a minimum of two (2) qualified lifeguards per twenty-five (25) people using the pool. The Pool Director will determine the minimum number of lifeguards necessary for each use and provide qualified lifeguards. The wages will be the responsibility of the user.

3. Use of Equipment

a. Equipment on Premises

Pool equipment shall not be used in or around the pool without approval of the Pool Director.

Any group using pool equipment agrees to accept responsibility for repairing or replacement of equipment.

b. Equipment Brought In

Groups using pool facilities shall be responsible for prompt removal of non-school pool equipment, decorations, and any other properties.

2. Supervision

All groups using the pool must have adult supervision and certified lifeguards present at all times. The person designated on the Private Party Pool Use Contract will be the adult in charge. If 50% of the swimmers are under the age of eight, they must have one adult for every five children. Each swimmer under the age of 4 must have a one-on-one adult in the pool.

A certified Lifeguard must be present the entire time of any pool use. The director determines the number of Lifeguards necessary. Follow chart below:

Number of People	Number of Guards
1 – 25	2
26 – 99	3 – 4
100 – 149	4 – 6
150+	6+

Any time the pool is in use, there must be at least one certified Lifeguard on duty, which is an employee of Mason Public Schools. An additional fee will apply for each lifeguard employed by Mason Public Schools in accordance with the fee schedule.

3. Use of Equipment

- a. Equipment on the premises, which are deemed for “Lifeguard Use”, cannot be used by anyone other than a certified lifeguard.
- b. The lifeguard must approve any type of pool toy prior to swimming unless they are the toys provided by the facility.
- c. Use of the sound system or projector will require a lifeguard to operate.
- d. Groups using the pool facility shall be responsible for prompt removal of non-school pool equipment, decorations, or any type of garbage.

TUTORING – new section

Private individuals, staff members in compliance of NEOLA Policy 3213

<http://go.boarddocs.com/mi/masonp/Board.nsf/goto?open&id=B9KJYM4DACC3>

- Agree to iChat
- working with individual students or small groups [up to X students] **no fee**
- curriculum driven/success of the student
- provide all required materials

CATEGORIES FOR USE

To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories are established. These categories have been set up to define types of use and/or users.

A schedule of fees is included for approved users. Requests from category 1 and 2 have priority. All other requests will be considered on a first come, first serve basis. If a conflict occurs, alternate space or dates will be offered when possible.

CATEGORY 1: K-12 PROGRAM ACTIVITIES

K-12 Program Activities are those which directly relate to regular or extracurricular K-12 programs and have first (1st) priority of use. These activities include musical performances, plays, athletic events, parent orientation meetings, honor society inductions, awards banquets, etc. To guarantee availability of the requested facility and to allow time for proper notification of changes, it is recommended that K-12 Program Activities have dates approved a reasonable amount of time in advance (10 working days is desirable).

Tutoring will be allowed on premises provided that the tutor/individual is not affiliated with a tutoring company and the individual agrees to the following:

- Comply with NEOLA Policy 3213:
<http://go.boarddocs.com/mi/masonp/Board.nsf/goto?open&id=B9KJYM4DACC3>
- Submit documentation for and pass background check
- Working with individual students
- Instruction must be curriculum driven and for the success of the student
- Tutor must provide all required materials and cannot use district printers/copier or other equipment to create materials

Fees for Category 1

No rental fees will be assessed.

CATEGORY 2: COMMUNITY EDUCATION PROGRAMS/SCHOOL SUPPORT GROUPS

Community Education programs solely or jointly administered by the Board of Education will be granted second (2nd) priority for available school district space and facilities. Also included are school-related support groups, including, but not limited to, Parent-Teacher Organizations, School Improvement Teams, Parent Advisory Councils, Curriculum Council, Band Boosters, Sports Boosters, etc.

Fees for Category 2

No rental fees will be assessed.

CATEGORY 3: COMMUNITY NONPROFIT SERVICE CLUBS AND GROUP/PRIVATE CITIZEN GROUPS THAT EXIST PRIMARILY FOR THE BENEFIT OF MASON STUDENTS.

Community nonprofit groups are defined as governmental agencies or organized groups who provide civic, educational, recreational, cultural, or charitable activities for Mason children. Examples of Category 3 users include, but are not limited to, local Scout organizations, 4-H, sports clubs including Eastside Soccer, Freestyle Wrestling Club, Little League Football, Junior Pro, Lions Club, Kiwanis Club, Child Study Clubs, Rotary Club, Optimist Club, Mason Area Community Fund, etc.

Private Citizen's groups are defined as groups of community residents or individuals who are interested in using school facilities and are requesting solitary, occasional or regularly scheduled use for an activity with recreational, educational, cultural, or charitable goals for Mason children.

The Superintendent or his/her designee is vested with the authority to define eligibility under this provision.

Fees for Category 3

Rental fees will not normally be assessed for use during usual hours of operation (Monday – Friday). Use shall be scheduled to minimize additional operating cost to the district. The overtime cost for building supervision shall apply and will be charged to the user when personnel are required outside their normal work schedule.

Requests for use for extraordinary activities involving prolonged set-ups, use and clean-up, or special services may require a fee to cover additional costs. Use that involves high energy use equipment may be subject to fees for that use. Use that results in additional indirect or direct personnel and/or material costs may be subject to charge. Any fees charged will be determined and a deposit paid before use is granted.

CATEGORY 4: PRIVATE CITIZENS GROUPS/OTHER NONPROFIT GROUPS

Private Citizens Groups/Other Nonprofit Groups are defined as groups of district residents or individuals who are interested in using school facilities and are requesting solitary, occasional or regularly scheduled use for an activity with recreational, educational, cultural, religious, or charitable goals. This category includes, but is not limited to, churches, local church-sponsored activities, religious organizations, chamber of commerce, theatrical groups, recreational users with limited groups not open to the public, and neighborhood associations. Facilities are not available for family reunions, wedding receptions, or other private benefit uses. Facilities are not available for use by individuals.

Fees for Category 4

Category 4 users will be charged according to the current rental rates, available in the building principal's office. In addition, the cost for building supervision shall apply and will be charged to the user group when personnel are required outside their normal work schedule.

Requests for use for extraordinary activities involving prolonged set-ups, use and clean-up, or special services may require a fee to cover additional costs. Use that involves high energy use equipment may be subject to fees for that use. Use that results in additional indirect or direct personnel and/or material costs may be subject to charge. Any fees charged will be determined and a deposit paid before use is granted.

CATEGORY 5: MASON COMMERCIAL USERS

Mason Commercial users are defined as private, for-profit businesses, which own property in the Mason School District.

Fees for Category 5

Category 5 users will be charged according to the current rental rates, available in the building principal's office. In addition, the cost for building supervision shall apply and will be charged to the user group when personnel are required outside their normal work schedule.

Requests for use for extraordinary activities involving prolonged set-ups, use and clean-up, or special services may require a fee to cover additional costs. Use that involves high energy use equipment may be subject to fees for that use. Use that results in additional indirect or direct personnel and/or material costs may be subject to charge. Any fees charged will be determined, and a deposit paid, before use is granted.

A deposit shall be paid by these groups to reserve the facility at the time of application. Forfeiture of the deposit will be charged if the applicant cancels less than two working days before the scheduled event.

CATEGORY 6: OTHER SPECIAL USE REQUESTS

Groups whose membership is not composed of 51% Mason Public School District residents but has at least seven (7) school district residents as group members may be eligible to use Mason Public School District facilities. Special use requests may be approved under terms determined by the Superintendent or his/her designee.

Fees for Category 6

Fees will be negotiated at the time of application.

Adopted 11/14/88

Revised 11/98, 5/04, 8/04, 4/11, 2/20

MASON PUBLIC SCHOOLS SCHEDULE OF USER FEES

Fees are per hour unless otherwise noted. First hour is 2.5 times the rate to cover opening and closing custodial service time. Additional hours are at the rate provided below.

<u>Facilities</u>	<u>Category 1/2</u> ANYTIME	<u>Category 3</u> M-F / SAT / SUN	<u>Category 4</u> M-F / SAT / SUN	<u>Category 5</u> M-F / SAT / SUN
Classrooms / Library / Media Center (EL/MS/HS) Parking Lots (EL/MS/HS)	No Charge	NC / \$50 / \$75	\$25 / \$60 / \$80	\$35 / \$65 / \$85
Cafeteria (HS) Cafeteria A &/or B (MS) Kitchen (MS/HS)* Room 22 (MS) Gym (EL/MS/HS) Gym Balcony (MS/HS) Pool (HS)** Athletic Fields (EL/MS/HS) <small>(Except Football Field and Tennis Courts)</small>	No Charge	NC / \$50 / \$75	\$50 / \$75 / \$100	\$75 / \$105 / \$120
Field House (HS) Auditorium (HS) Robotics Center (HS) <small>(Additional fee for personnel to be assessed upon event approval)</small>	No Charge	NC / \$50 / \$75	\$60 / \$95 / \$110	\$120 / \$150 / \$165
<i>All weekend and holiday events require a two hour minimum. For holidays, use Sunday rates.</i>				

EL = Elementary Buildings

MS = Middle School

HS = High School

USE OF EQUIPMENT

TV/DVD Player \$10.00 (Per Event)

Other Equipment Availability and fee to be determined upon request

PERSONNEL

	<u>MON-FRI</u>	<u>SAT</u>	<u>SUN</u>
*Cook (minimum two hours)	\$35.00	\$40.00	\$45.00

If your activity involves the preparation, serving, or selling of food, a conversation must take place between yourself and the Food Service Director. Permission from the Food Service Director must be granted prior to your application for the Facility Use being approved. Please call (517)676-6529 for Food Services.

**Water Safety Instructor (WSI)	\$20.00	\$25.00	\$30.00
**Lifeguard	\$20.00	\$25.00	\$30.00
Additional Custodian	\$50.00	\$60.00	\$70.00
Auditorium Technician	\$35.00	\$50.00	\$75.00