



Cedar Springs Public Schools Facility Use Policy and Procedures

Thank you for your interest in utilizing the buildings, fields, playgrounds and other spaces within Cedar Springs Public Schools. Our goal is to allow the public use of the District's buildings when they are available. Public access and use, as well as school procedures, regulations, rules, and guidelines are subject to all Board policies as outlined in **CSPS Board Policy 7510, 7510C and 7530**. The procedures and rates located in this document were developed under the guidance of the Michigan School Business Officials Guidance for Cost Recovery for Community Use of Schools.

Cedar Springs Public Schools welcomes the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. Such use will be permitted only at such times as the facilities required are free from district calendar and extra-curricular activities. Programs and activities of users must be of a nature suitable for a public school, must be lawful and must conform to all of the policies of the District.

While our schools are established for the primary purpose of facilitating the instructional programs of the District for our students, the buildings and fields in our District are available for use after regular school hours and weekends for many types of activities. Permission to use facilities shall be allowed at the discretion of the District and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment and protection of school property. The use of school buildings or facilities is done by application to the District Office.

All facility use requests must conform to CSPS Board Policies. To the extent that any of the following guidelines conflict with Board Policy, Board Policy shall take precedence. A copy of all Board Policies may be found at <http://www.neola.com/cedarsprings-mi/>

User Classifications:

Established organizations within the district (P.T.A.s, booster groups, governmental and quasi-governmental public service bodies, religious, business/industrial organizations) serving the residents of the District may apply to use school facilities provided the use is for an educational, civic, recreational, religious or other legitimate purpose of the organization.

The use of school facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent-teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests. **Tier I** will be given the highest priority and **Tier V** the lowest priority. However, every effort will be made to accommodate all requests.

Tier I

- **CSPS:** Applies to any school sponsored event or school sponsored sport practice/competition and school-related support groups included but are not limited to: Parent-Teacher Associations, Athletic Boosters, Parks and Recs, events and classes. The Tier I category is also specifically extended to include Campus Kids, School based PTA/PTO, Booster group organizations, Special Olympics, and Odyssey of the Mind.

Tier II

- **Local Non-Profit:** Scouts, Service clubs 51% of member residents. Community based non-profit groups are defined as governmental agencies, church groups or organized groups who provide local, civic, educational, athletic, religious or cultural activities and are staffed by volunteers. The School District may require proof of tax-exempt status. Events used to raise funds for charity or school sponsored sports team may have facility fees waived by the district.

Tier III

- **Other Non-Profit:** Less than 51% of member residents. Community based non-profit programs as stated in "local non-profit" with less than 51% CSPS resident participation.

Tier VI

- **Personal/Resident:** This category is defined as any individual or group interested in using District facilities for personal purposes not pertaining to a school program or activity, as well as, any non-profit organization or program.

Tier V

- **Commercial Users:** A group or organization under this category is considered a commercial entity for profit business, although requests for usage may not actually generate revenue or profit from the activity. Any requests made under this tier must also have a valid, current proof of insurance on file.

All labor costs incurred by the district for additional work beyond normal work shifts will be charged to the applicant. All groups are subject to charges from custodial and grounds services that are provided beyond the department's normal work schedule and or events that interfere with the daily operations of the facility.

How to a Obtain a Facility Use Reservation:

- All organizations requesting facility use must submit a facility use application form. All applications for facility use must be processed through the District Facility Coordinator. Forms can be found on the district website under the Partners/ Facility Rentals.
- The application form must be signed by the responsible party and be accompanied by proof of no-profit status and insurance certificate if applicable (see Liability and Insurance section). This form, once approved, will become the contract for use of the facilities between the District and applicant. The person designated as responsible for the event/group must be at least 21 years of age.
- All applications for use must be submitted to the Facility Coordinator no later than two weeks prior to the event. Approval for use may not be granted unless proper advance notification is given.
- Upon approval, a copy of the approved form will be sent to the applicant. If facility use is approved the approved form will act as the "permit" and must be carried as proof of approved use to all events, practices and games. Approval will be granted on a priority basis for Tier I groups first. If an approved form has been issued to a Tier II or Tier III group, it will be under the condition that if

a Tier I group has an immediate need for the space, their permit will be revoked and a new permit issued for an alternative location (if applicable).

- Any fees due will be invoiced at the beginning of the month following the scheduled reservation. Payment should be made within 30 days after the invoice has been sent. All checks should be made payable to Cedar Springs Public Schools and be accompanied by a copy of the invoice.
- All supported paperwork must be completed, approved and on file before events, practice and games begin.
- Available facility times may not be changed; facilities may not be reassigned, transferred, traded or rented to other groups for a fee. All changes must be made prior to the event with advanced notice and approval through the Facility Coordinator.
- Approved forms for use of sports facilities and/or fields will not be issued until the school sponsored sports programs have developed finalized schedules. Approvals will not be granted more than six months in advance of an event, unless specific authorization for the permit has been given by the Athletic Director or Maintenance/Facilities Director.
- Non-school events to be scheduled for the school year will not be scheduled until after October 15th.
- Every opportunity to fulfill requests will be made, however approval will be granted based on priority level as stated above. Facility use forms will not be approved for District athletic facilities until middle and high school practice/game schedules are finalized for the current school year.

Cancellations:

- The use of school facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent-teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests. School functions/events may result and override any previously requested reserved space. Facility scheduling will do everything possible to accommodate your group when this occurs with as much notice as possible.
- If the district is closed due to weather or any other unexpected reason, there will be no facility usage for that day/night. Every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given if payment was made in advance.
- *Notification of cancellation less than 48 hours before the scheduled time of use may result in the full rental fee being charged. In the case of a weekend "no-show" without proper cancellation, a minimum 2 hour applicable custodian fee will be charged. All cancellations must be in writing.*

Liability and Insurance:

- The use of school equipment in conjunction with the use of school facilities must be requested specifically in writing. The users of school equipment and facilities must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- Users shall be liable financially for damage to the facilities and for proper chaperonage.

- Non-Affiliated organizations may be required to provide a certificate of liability insurance coverage (in the below indicated amounts) listing Cedar Springs Public Schools as an additional insured. The facility use applicant is responsible for providing information prior to start of program.
 - General Liability \$1,000,000 (each occurrence)
 - Property Damage Liability \$100,000 (each occurrence)
 - Workers Compensation \$500,000 (each accident)
- A copy of the certificate is due at least 10 days prior to the first day of the event, class or program. Failure to present proof of insurance will void all agreements and events, classes and or programs and will be cancelled until proof of insurance is provided.
- No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities. Additional waiver/release forms may accompany specific classes, activities and or programs.

Payment:

- The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use.
- All fees will be invoiced on the first day of the month following the event. Payment is due within 30 days. Any invoices not paid will result in all future reservations being cancelled until payment is made in full.
- All checks should be made payable to Cedar Springs Public Schools and be accompanied by a copy of the facility use form/agreement.