

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

FACILITIES USE PROCEDURES

(rev. 2021)

Kalamazoo Public Schools (KPS) facilities belong to the community and have the primary purpose of implementing an instructional program for all students. When possible, school facilities may be used by groups and organizations whose purposes and objectives contribute to the development of the school program or the community. This document has been developed to protect the instructional program, KPS facilities, and those who use them. Understanding and cooperation by those who use school facilities and groups will make these regulations effective and provide a positive experience.

Application Procedures

Any organization or individual desiring to use KPS facilities or grounds shall complete an online application available at kalamazoopublicschools.com. A calendar of events is available to consult prior to requesting a facility. Open availability does not equate approval. Applications shall be submitted for consideration no later than two weeks before the requested facility use date. Multiple, large-scale and/or long-term facility use requests should be submitted no later than two months prior to the first meeting date desired.

Building principals shall clear each application with respect to date, time, and other arrangements and will *provisionally* approve or deny the use of school facilities. Organizations will receive a permit to use a KPS facility once final approval has been granted. Applications for facility use include:

- Date of application
- School or site desired
- Facilities desired
- Name or group/organization
- Date(s) of activity
- Nature of activity
- Special equipment or services desired
- Type(s) of equipment being brought into the building

- Statement regarding admission charges
- Purpose of proceeds if admission is charged

District-sponsored activities, including school-related events, professional development, student groups, parent organizations, employee groups, and youth groups exclusively serving KPS students retain first priority in the use of facilities. Authorization of use of school facilities by community organizations, nonprofit groups, and private interest groups will not be considered as endorsement or approval of the activity, group, or organization.

Building use is generally unavailable when school is not in session. When school is not in session due to emergency conditions (snow days, power outages, etc.) all previously scheduled activities shall be canceled. Once an application has been reviewed and final approval has been granted, permit holders shall not assign, transfer, sublet or charge a fee to others for the use of school property.

KPS shall collect 50% payment of estimated fees which includes rental charges and staff costs from groups required to pay said fees. Use of stages, equipment, and furniture must be arranged in advance. Setup and cleanup may be performed by members of the groups using the facility provided responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the user group. Arrangements must be made with KPS for use of any special or extra equipment. Extra costs associated with the movement, operation, and supervision of equipment will be charged to the user group.

KPS reserves first claim to the use of its own property. Cancellations may be ordered by school authorities, with or without due notice. All permits shall be granted with this understanding. Holders of permits may cancel them by providing KPS a minimum of forty-eight (48) hours written notice of the date to be canceled with fees collected being reimbursed. Otherwise, permit holders will be held responsible for all charges.

PURPOSES FOR WHICH USE OF SCHOOL FACILITIES MAY NOT BE USED

- A. Schools may not be used for profit-making activities of an unlawful or doubtful nature. Profit-making activities shall be confined to groups or organizations known to have strong educational or youth assistance-oriented programs.
- B. No activity will be permitted which may cause damage beyond normal usage.
- C. No activity or program can be permitted which interferes with the regular school program.
- D. Facilities may not be used for an activity that could be deemed a nuisance by people living nearby.
- E. School facilities may not be used by any individual, group, or organization commonly recognized as promoting and advocating theories or doctrines intended to undermine or forcibly overthrow the constituted government of the United States.
- F. School facilities may not be used by any individual, group, or organization that promotes or advocates theories, doctrines, actions or inactions that conflict with state and federal

law, with Board of Education policies, or which are inconsistent with the education mission of Kalamazoo Public Schools.

Facility Usage Regulations

Permit holders shall be fully responsible for all loss or damage to school property, including students and employees personal property, during the time the building is in use. All programs must be of a lawful nature suitable for presentation in a public school.

Permit holders shall defend, indemnify, and hold harmless Kalamazoo Public Schools and their respective trustees, directors, officers, employees and agents, from any threatened or actual claims, liabilities, damages or expenses (including any legal and other charges and fees incurred by KPS in connection with any such threatened or actual claims, liabilities, damages or expenses) attributable to (or alleged to be attributable to) the acts, errors or omissions of the above named organizations(s)/group(s) or its employees, agents, contractors, licensees or invitees in connection with this Facility Use Agreement and the uses to which the KPS facilities are put by the above named organization(s)/group(s).

Responsibility for enforcement of regulations concerning the use of school facilities rests with groups using said facilities. Any infractions of the above regulations or outstanding fees from previous building rentals may be grounds for refusing to grant subsequent user requests.

- A. Decorations must be fireproof and shall be placed and removed in a manner that will not damage school property. Decorations are subject to approval of KPS. The use of any product which would produce an open flame or combustible reaction shall not be permitted in any facility.
- B. Buildings will be opened one-half hour prior to a scheduled program time and closed one-half hour from a scheduled ending time unless other arrangements are made at the time of application.
- C. Any group sponsoring an event for which admission is charged is cautioned to abide by regulations concerning Federal Admissions Taxes.
- D. A school employee or representative shall be on duty whenever a facility is being used unless special provisions are established. The employee or representative will render assistance in handling furniture and equipment and will be responsible for seeing that the facilities are left in good order after the activity is over. Kitchen use will require the use of a certified food service employee. A school employee shall be responsible for securing the building after usage.
- E. Corridors, exits, and stairways must be free of obstruction at all times. Exits are to be lit when facilities are in use. Members of audiences or other spectators must never stand or sit so they block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.
- F. Appropriate shoes must be worn by all persons using gymnasium floors for any type of play or game activity.
- G. Physical education equipment is not included in the privilege to use a gymnasium.
- H. Groups are to access buildings through main entry/exit doors.

- I. Lavatories shall be open to groups using indoor facilities. Groups shall be responsible for the actions of their membership using all lavatory areas.
- J. No food items of any type are allowed in the school district's facilities without prior consent. Should a kitchen area be desired for food preparation, an approved member of the Food Service team will be required and there will be a cost associated with this service.
- K. Kalamazoo Public Schools shall not be responsible for items lost by groups using school facilities.
- L. Any destruction of school property occurring during the applicant's use of district facilities must be reported immediately to the building representative and the Community Education office .
- M. Chenery Auditorium, Loy Norrix's Kasdorf Auditorium, Kalamazoo Central Auditorium, and Lincoln Auditorium may require additional regulations and fees not specifically outlined in this procedure due to their need for technical support in the operation of the facility. (Appendix C).
- N. Principals and custodians are responsible for determining whether groups using school facilities follow the above-outlined procedures. They will report all incidents of nonconformity.
- O. Employees of the district are subject to all fees charged if the event is not district-sponsored. Exceptions will be handled on an individual basis. Only the Superintendent of Schools or Assistant Superintendent of Operations have the authority to waive any fees. Employees found using district facilities for non-district-related events without going through the proper scheduling procedures will be subject to disciplinary action.

REGULATIONS FOR OUTDOOR FACILITIES

Fields:

- A. No event will be approved that may cause damage to the turf.
- B. No item may be sold on the site that is packaged in breakable containers.
- C. Food vendors must make arrangements with the school district prior to installing any cooking or utility equipment. Vendors will be responsible for cleaning debris resulting from their activities. A security deposit shall be required from food vendors.
- D. Only authorized school personnel shall be allowed to operate mechanical equipment and lights.
- E. Campus safety will be consulted to make arrangements for the management of parking areas and the crowd control. Traffic regulating agencies shall be scheduled for an event drawing a large audience.
- F. Usage fees will be determined in advance based on the size and scope of the event. All additional district costs will be charged to the group or organization using the field.

Tennis courts:

- A. Tennis courts are available for public use on a first-come basis when not in use by the schools or rental groups. Courts are not available during the fall and spring tennis

seasons until after 6:30 p.m. or during the school day when they are being used for school purposes.

- B. During peak times when others are waiting to play, a person shall relinquish the courts after a maximum time of one hour.
- C. Players are encouraged to help maintain the courts by keeping the areas clean, avoiding spilling liquids on the courts, dropping gum on the playing surface, and wearing soft-soled shoes when playing. The use of vehicles in the courts is prohibited.
- D. Any group desiring to use the courts on a regular basis should submit an application for their use. Rental policies for tennis courts shall follow the pattern of those in use for other school facilities.
- E. Courts are not to be utilized by private groups conducting team instruction without prior approval of KPS.

Parking lots and other outdoor spaces:

- A. Any use of a parking lot for a public event (i.e. organized run, health clinic, exercise class) must be approved in advance.
- B. Fees may be assessed for snow removal or personnel charges.

WEST MAIN SCHOOL PROFESSIONAL DEVELOPMENT CENTER

The West Main School Professional Development Center shall be used exclusively for professional development or district and community partner meetings.

Room Name	Room Number	Capacity
Media Center*	106	Up to 25 people
Small Conference Room	108	Up to 10 people
Demonstration/Meeting Room*	201	Up to 20 people
Seminar/Large Room*	202	Up to 70 people
Demonstration/Meeting Room*	203	Up to 20 people

A. Room Layout

Tables and chairs may be arranged for specific meeting needs but shall be restored to the original set-up before leaving the facility.

B. Technology

Technology needs shall be expressed at the time of the reservation. The following technology may be available for use:

- Laptops with wireless internet access
- Chromebooks
- Data Projectors
- Document Cameras
- Smart Board

- Speakers
- Speakerphone
- TV/VCR/DVD cart

C. Copying

There is not a copy machine available. Any copies should be made prior to arrival.

D. Clean Up

Dispose of all food, wipe up spills, pick up paper, and clean whiteboards. Disinfecting wipes will be available.

E. White Boards

Each room is equipped with a whiteboard. Only dry erase markers shall be used. The whiteboard shall be cleaned before leaving.

F. Refreshments

Refreshments may be served. Plates, napkins, silverware, etc. shall be provided by the group or organization.

Auditoriums

District auditoriums are made available for the community for cultural and educational events. The following priorities will be followed when scheduling auditorium events.

1. KPS events.
2. Events sponsored by local non-profit organizations.
3. Events sponsored by local business organizations or promoters of professional talent.

See Appendix C for additional information about the use of Lincoln, Kalamazoo Central, Loy Norrix's Kasdorf or Chenery auditoriums.

FEES AND CHARGES FOR USE OF SCHOOL FACILITIES

Facility use charges have been computed to cover costs that exceed the base cost of facility operations. Cost recovery for custodial service, supervision, light heat, water and application processing is the basis of these charges. The charges are minimal and are not designed to generate revenue for the school district.

A. Facility Rental Fees - See Appendix A

B. Custodial Charges

When a group or organization uses a facility during the time a custodian is normally on duty, it is expected that the custodian will see that the facility is properly heated, lights turned on, and doors open for the group or groups using the facility. If services are requested in addition to the above and the custodian is called away from his/her regular duties, then the group bill is required to pay the wages for each hour or fraction of an hour that he/she is obligated to work because of services rendered.

If a group uses a school facility at a time when a custodian is not normally on duty then all of the employee's time/overtime for the period of his/her service shall be charged to the renting group. The use period will ordinarily include one-half hour before the time designated for the use and one-half hour after. If a facility is used during the heating season and at a time, such as a weekend, when the temperature is down, additional time may be required to bring the building temperature to a comfortable level and this additional time will also be charged to the renting group. Any overtime incurred for service to a group will be charged to the group. No overtime shall be paid directly to any school employee by a user. All custodial charges will be based upon overtime rates provided for in the current contract agreement except for Sunday which is double time. See *Appendix B*

C. Kitchen Charges

When a group or organization needs to use a school kitchen facility for the preparation of food a person from the district cafeteria staff must be present. The user group will be charged for the employees' wages during that period of time. All kitchen assistance charges will be based upon overtime rates as provided in the current contract agreement.

D. Campus Safety Charges

If KPS determines that an event requires campus safety personnel, these charges will be the responsibility of the group or organization using the facility or grounds. Any additional charges will be determined prior to the finalization of the permit.

KPS may establish charges for use of facilities not defined herein or under unusual circumstances. The District may adjust or waive fees and charges to accommodate non-profit agencies that provide essential community services in school facilities. Fees will be collected through the online payment system located on the KPS website. Charges for extra employee wages and/or damages will be billed by KPS.

SUMMARY

- A. The district herein has attempted to provide for the maximum use of school facilities within a framework that will guarantee to the tax-paying public that the school building use is in no way a detriment to the regular educational program.
- B. Permits may be canceled at any time there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation, the district assumes no liability other than the return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been granted.
- C. The district may from time to time, at its discretion, review these rules and regulations and revise them to cover situations arising out of unforeseen or changing conditions.
- D. Any request for use of school district facilities outside the scope of these Rules and Regulations must be approved by the district.
- E. Anyone on KPS property is subject to policies of the Board of Education.

APPENDIX A

Facility Rental Fees Per Hour

FACILITY	HOURLY RATE
Elementary Classrooms	\$10
Elementary Media Center	\$25
Elementary Cafe	\$30
Elementary Gym	\$25
Elementary Kitchen	\$25
Middle School Classroom	\$10
Middle School Media Center	\$25
Middle School Cafe	\$30
Middle School Gym	\$40
Middle School Kitchen	\$25
Middle School Dance Studio	\$20
High School Classroom	\$10
High School Media Center	\$25
High School Cafe	\$30
High School Auxiliary Gym	\$40
High School Main Gym	\$70
High School Kitchen	\$25

APPENDIX B

Staff Wages
Per Hour

JOB ASSIGNMENT	HOURLY RATE
Campus Safety	\$57
Custodian	\$46
Kitchen Supervisor	\$46