



## Northview Public Schools Facility Use Guidelines

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Thank you for your interest in utilizing the buildings, fields, playgrounds and other spaces within Northview Public Schools. The guidelines contained herein, provide information to individuals or groups for the purpose of Northview Public Schools' facility rentals and usage, and is in compliance with NVPS Board Policy 7510. 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.

Northview 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. We recognize that the primary purpose of school facilities is to implement District instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs.

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. 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.

All facility use requests must conform to NVPS Board Policies, including, but not limited to: Policies 7510; 9700; 3231; 4231; and 5730. 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://nvps.net/board-of-education/>

## **Classification of Users:**

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. **Wildcats** will be given the highest priority and **Private Citizen Use/Non-Profit Groups/Commercial Users** the lowest priority. However, every effort will be made to accommodate all requests.

## **Type of Groups:**

- **Wildcats:** 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, Community Education sports, events and classes. The Wildcat category is also specifically extended to include Special Olympics and local Scout organizations. Special Olympics and local Scout organizations may be charged a rental fee for the use of areas other than cafeterias or classrooms.
- **Northview Residents:** Community 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. 60% of the members/participants of the organization should be residents of the District. The District may require a membership list of names, addresses and phone numbers of all members/participants as verification of residency. Northview Residents will be charged according to the attached Fee Schedule for Facility Use. In cases of extended use requests, a flat fee may be applied in lieu of the stated hourly rate, not to exceed \$400.00 total cost.
- **Private Citizen Use/Not for Profit Groups/Commercial Users:** This category is defined as any individual or group interested in using District facilities, and is not otherwise defined in the above categories. This category includes, but is not limited to: private citizens and businesses, private schools, adult athletic clubs, YMCA, neighborhood associations, and driving schools. Private Citizen Use/Non-Profit Groups/Commercial Users will be charged according to the attached Fee Schedule for Facility Use. In cases of extended use requests, a flat fee may be applied in lieu of the stated hourly rate, not to exceed \$800.00 total cost.

*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. One custodian per 200 participants, 2 per 400 and 3 per 600 participants is required.*

## **How to Obtain Facility Use:**

- An application form must be completed by the responsible party and returned to the Community Education Office at least two weeks prior to date requested. No reservation will be made until authorized representatives approve this application. Forms can be found on the district website under the Community Tab/ Facility Rentals. All youth sports teams will be sent a packet of information prior to the start of the season containing a facility use form.
- Upon approval, an email approval will be sent to the applicant. If facility use is approved the email will act as the “permit” and must be carried as proof of approved use to all events, practices and games.
- Any fees due should be paid at the Community Education Building 30 days after the conclusion of event or program. All checks should be made payable to Northview Public Schools and be accompanied by a copy of the facility use form.
- 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 Community Education office.
- 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.

## **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 Northview 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 prior to the first day of operation of the event, class or program, failure to present proof of insurance will void all agreements and events, classes and or programs 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:**

- Individual and or entity responsible for signing the Facility Use Application are responsible for timely payment.
- Any fees due should be paid at Community Education office 30 days after the conclusion of event or program.
- All checks should be made payable to Northview Public Schools and be accompanied by a copy of the facility use form/agreement.

### **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.
- *Notification of cancellation less than 48 hours before the scheduled time of use may result in the full rental fee being charged. All cancellations must be in writing.*

