



**Northview Public Schools  
Northview Community Education  
4561 Hunsberger Ave NE  
Grand Rapids, MI 49525  
616-361-3444**

Thank you for your interest in utilizing the buildings, fields, or other spaces within the Northview Public Schools. The guidelines contained herein, provide information to individuals and groups for the purpose of Northview Public Schools' facility rentals and usage, and are in compliance with the NVPS Board Policy 7510. The procedures and rates located in this document were developed under the guidance of the (MSBO) Michigan School Business Officials Guidance for Cost Recovery for Community Use of Schools.

Northview Public School welcomes the use of the school facilities by the community for purposes directly related to the education, 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 instructional programs 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 granted at the discretion of the District and will be given with the understanding that the user assumes full financial responsibility and liability for the actions of attendees, care of the 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 District policies.

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 the Board Policies may be found at: <http://nvps.net/board-of-education/>

## Facility Use Guidelines

### Classification of Users

The use of school facilities for K-12 school instructional and extracurricular programs, meetings of students, teachers, parent-teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests. Group A (Wildcats) will be given the highest priority and Group D the lowest priority. However, every effort will be made to accommodate all reasonable requests.

### Explanation of User Groups

All "groups" will be charged according to the current, established *Facility Use Fee Schedule*. This document can be found on the District website under the Community Tab. Definitions of each user group are as follows:

- **Group A - Wildcats:**
  - Any District or school sponsored event or meeting, sport practice, competition or sports meeting including but not limited to Parent-Teacher Associations, Athletic Boosters, Community Education Sports, events and classes.
    - Liability Insurance is provided by NVPS.
  - 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.
    - Proof of Liability Insurance is required prior to facility usage.
- **Group B - Northview Community groups:**
  - 100% of participants utilizing the facility are part of the Northview Community; Residents, Parents of current students, Current students, or Alumni.
    - Proof of Liability Insurance or Release of Liability Waivers for each participant are required prior to facility usage.
  - If approval has been granted to Group B it will be under the condition that if a Group A program has an immediate need for the space, the approval will be revoked and reissued for an alternative location, date or time if available.
- **Group C - Northview Partial Community groups or Non-Profit groups**
  - Northview Partial Groups are made up of a mixture of Northview and Non-Northview participants. More than 60% of the participants in the rental must be part of the Northview Community (see above for qualifications of "Northview Community"). The District may require a list of addresses and phone numbers of all participants to assist in the verification process.
    - Proof of Liability Insurance or Release of Liability Waivers for each participant are required prior to facility usage.
  - 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 volunteer based. The District may require proof of non-profit status.
    - Proof of Liability Insurance is required prior to facility usage.
  - If approval has been granted to Group C it will be under the condition that if a Group A program has an immediate need for the space, the approval will be revoked and reissued for an alternative location, date or time if available.
- **Group D - Private Citizen or Commercial groups:**
  - Group D includes any individual or group interested in using District facilities that is not otherwise defined in the above categories.

- Proof of Liability Insurance is required prior to facility usage.
- If approval has been granted to Group D, it will be under the condition that if a Group A program has an immediate need for the space, the approval will be revoked and reissued for an alternative location, date or time if available.

### **Facility Use Application Process**

All “groups” start the process of facility rental by first submitting an application for their requested dates and times. Every effort to fulfill a request will be made, to include researching alternative buildings if the requested building is not available. Approval will be granted on a priority basis with Group A having highest priority and Group D having lowest priority.

- Facility Use Application must be completed and signed by the person (the applicant) designated as responsible for the event/group while the District’s facility or property is being used. This person must be 21 years of age or older. The *Facility Use Application* can be found on the District website under the Community Tab. Groups may be asked to submit proof of qualification if deemed necessary.
- All rental fees shall be charged to Groups according to the District *Facility Use Fee Schedule*. Once the request is initially approved by the appropriate facility personnel, the applicant will be invoiced via email for the amount due as well as a request for the Liability Insurance Certificate or *Release of Liability Waivers* from each participant depending on their classification within their Group.
- Payment and all supporting documents are due to the Community Education office 14 days prior to the first reserved date of the event, class, or program, or as soon as the group wishes to finalize their facility approval so that custodial staff can be notified to prepare for the rental. The applicant will receive a “final approval email” which will serve as the user permit and should be kept as proof of rental should a conflict arise the day of the event(s).
- Application approval is granted at the discretion of the Community Education Department 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. Applicant will be charged to repair or replace any damage done to equipment or facility while in their use.
- Representatives who have been granted permission to use facilities shall not re-assign, transfer, trade, or charge a fee to others for use of the school property. All changes need to be made in writing with supporting documentation at least 14 days prior to the event and must be approved through the Community Education office.

Final approval of the application will be made by an authorized representative when all required fees, forms and insurance certificates are present at the Community Education office. Please note that approval may be granted only after school sponsored activities have finalized their schedules.

### **Liability and Insurance**

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.

- Groups that are required to provide a Certificate of Liability Insurance must list Northview Public Schools as an “Additional Insured” on the certificate with the following policy limits:

- General Liability \$1,000,000 (each occurrence)
  - Property Damage Liability 100,000 (each occurrence)
  - Workers Compensation \$500,000 (each accident) for businesses and non-profit 501-c3 organizations who are mandated by state law to carry this.
- Groups that are eligible to submit *Release of Liability Waivers* for each participant in their program must do so prior to facility usage. (see Group Classifications above)
    - *Release of Liability Waivers* can be found on the District website under the Community/ Facility Rental tab.
  - Insurance Certificate and/or *Release of Liability Waivers* should be submitted to the Community Education office at least 14 days prior to the first requested date of the event, class, or program. Failure to present these will void all agreements, forcing all events, classes and/or programs to 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.
  - Users shall be liable financially for damage to the facilities or equipment used. All facilities must be left in the same condition they were in before rental. Where rules so specify, no item of equipment may be used except by a qualified operator.
  - Users shall be responsible for proper chaperonage of all attendees present at the event. The District has the right to request payment for event personnel to monitor specific areas that may need additional oversight for safety and security purposes.

## Payment

- Individual and/or entity responsible for signing the *Facility Use Application* are responsible for payment of all charges associated with the related facility use.
- An invoice will be emailed to the responsible party indicated on the application. Fees should be paid to the Community Education office and are due 14 days prior to the first reserved date of the event, class, or program or as soon as the group wishes to finalize their facility approval. All checks should be made payable to Northview Public Schools and be accompanied by a copy of appropriate documentation. (ie: invoice, application, waivers, etc.)
- For extended use agreements with invoices of \$600 or more due, a deposit of ½ of the amount will be accepted no later than 14 days prior to the first rental date with the remaining balance due within 30 days of that date.
- All labor costs incurred by the district for additional work or oversight beyond normal work shifts will be charged to the applicant. Additionally, all groups are subject to charges for 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.
- A notification or invoice for any additional fees owed will be emailed to the responsible individual as soon as they become apparent to the District. These charges would be due upon receipt of invoice.

## Cancellation

- 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 at a mutually agreeable date and time. If this is not possible a full refund will be given for hourly paid use agreements. Any “per use” rates will not be prorated or refunded.
- Notification of cancellation by the applicant less than 48 hours before the scheduled time of use may result in the forfeit of full rental fee. All cancellations must be in writing.

## Checklist for Facility Rental Approval

Please familiarize yourself and your participants of the *Northview Public Schools Board Policies* as well as these *Facility Use Guidelines*.

\_\_\_\_\_ **Facility Use Application** signed and returned more than 14 days prior to requested dates, with all information fully filled in.

\_\_\_\_\_ **Dates will be pre-approved** by appropriate parties and an **Invoice emailed** to Applicant requesting payment and Liability Certificate and/or *Release of Liability Waivers*.

\_\_\_\_\_ **Payment & Liability Insurance Certificate and/or Release of Liability Waivers** must be received at least 14 days prior to event start date or as soon as applicant would like to gain full approval so that custodial can prepare for the event or program.

\_\_\_\_\_ **Final Approval is emailed** to the Applicant once all documentation and payment has been received and reviewed. This email will serve as the user permit and should be kept as proof of rental should a conflict arise the day of the event(s).

\_\_\_\_\_ **Any additional custodial or damage charges** incurred during the event (if any) will be invoiced and emailed to the Applicant with balance due upon receipt or within 30 days of invoice date.