

Richmond Community Schools

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Superintendent

**Richmond Early Childhood Learning Center
& Will L. Lee Elementary School**
68399 Forest
Richmond, Michigan 48062
David Kochan, Principal

Richmond Middle School
35250 Division
Richmond, Michigan 48062
Keith Bartels, Principal

Richmond High School
35320 Division
Richmond, Michigan 48062
Deborah Michon, Principal

RICHMOND COMMUNITY SCHOOLS DISTRICT FACILITY USE

Facility Use Request submissions are encouraged to be submitted no less than 14 business days prior to the requested event. All facility use requests are submitted to the Facilities Coordinator at the Administration Building.

On Monday, February 22, 2016, the Richmond Board of Education voted to adjust the definition of "Groups" utilizing the District's facilities as well as the fee structure applied, retroactive to July 1, 2015. The process to reserve any facility, room or field continues through the online Facility Use system. Below you will find the definition and fees approved by the Board of Education, retroactive to July 1, 2015.

GROUP DEFINITIONS

Group #1

School Organizations

School organizations directly affiliated and supported by Richmond Community Schools shall not be charged a Facility Fee. Events for school organizations shall have priority over all other events.

Group #2

Non-Profit Organizations with Direct Ties to Richmond Community Schools

Non-profit organizations that are directly affiliated with Richmond Community Schools shall not be charged a Facility Fee. "Direct Ties" is defined as organizations whose purpose and mission is to support the students of Richmond Community Schools and the District OR at least 75% of the students participating in the event are enrolled in Richmond Community Schools. The City of Richmond and the Township of Casco, Columbus, Lenox and Richmond shall be defined in this group.

**If custodial coverage is required, at the discretion of the Superintendent, a \$15.00 per hour charge may be assessed to cover the cost of personnel assigned to the event. The Superintendent's discretion shall be based on, but not limited to the type of event, the date of the event, the number of people attending the event, the set-up of the event, and the facilities requested.

Group #3

All Other Non-Profit Organizations

All other non-profit organizations shall be charged a Facility Fee of 25% of the Board approved rate.

**If custodial coverage is required, at the discretion of the Superintendent, a \$15.00 per hour charge shall be assessed to cover the cost of personnel assigned to the event. The Superintendent's discretion shall be based on, but not limited to the type of event, the date of the event, the number of people attending the event, the set-up of the event, and the facilities requested.

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Group #4

For Profit Organizations

For profit organizations shall be charged a Facility Fee of 100% of the Board approved rate. In addition, a \$15.00 per hour charge shall be assessed for the cost of assigning custodial personnel to the event.1. State law prohibits smoking in any school facility or grounds at any time.

FACILITY FEES

High School Auditorium

\$100 per hour plus a Technician Fee of \$20 per hour to operate sound booth. However, if one of the pre-identified, District-approved Technicians volunteer their time, then the organization shall not be charged a Technician Fee.

Gymnasiums

\$100 per hour for the high school gymnasium; \$75 per hour for the middle school gymnasium; and \$50 per hour for the elementary school gymnasium.

Auxiliary Gymnasiums

\$50 per hour for at the High School and Middle School.

Cafeteria

\$50 per hour - No access to the Kitchen. All events in the cafeteria that require the use of the kitchen shall be charged an additional cost of the District-assigned Food Service personnel.

Media Center

\$50 per hour. Media Center usage does not include use or access to the computer labs in the media center at the elementary and high school.

Computer Labs

\$50 per hour. All events that utilize a computer lab will be provided a District-assigned Network/Computer Technician. This cost is already included in the hourly fee.

Classrooms

\$25 per hour. During the school year, except when reserving the Auditorium, only classrooms not used on a regular basis for instruction or vacant classrooms shall be available.

Football/Soccer Field and Track (e.g. Stadium)

\$100 per hour. All events utilizing the Football/Soccer Field or Track that require lights will be charged an additional \$25 per hour. This field shall be cut, maintained, and striped according to the agreement with the District's lawn contractor, under the approval of the Superintendent.

Football Practice Field (behind the high school); Soccer Practice Fields (behind the middle school and by the elementary school); Baseball Fields (next to athletic stadium and near elementary school); and Softball Fields (behind the middle school).

\$25 per hour for these fields. Fields shall be cut and maintained according to the agreement with the District's lawn contractor, under the approval of the Superintendent. Organizations requesting the District to stripe the fields shall be assessed a fee according to the agreement with the District's lawn contractor.

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At no time shall an organizations, regardless of the Group they are assigned, cut the lawn, trim trees or make repairs to the District's facilities without the prior authorization of the Superintendent. An organization who is non-compliant may result in a suspension of current and future use of the facilities.

GENERAL INFORMATION

If building access is required, the Group 2 and Group 3 Event Coordinator may be issued a swipe card for the date and time of the event listed on the Facility Use Form. The Event Coordinator shall be defined as the individual assigned by the organization to complete the Facility Use request. All communication and correspondences from the District shall be sent to the Event Coordinator. Swipe cards may be reused for future events. A \$20 fee shall be assessed for lost swipe cards.

For events that occur within the building, the assigned custodian, who may not be scheduled to work within the building where the event is taking place, shall unlock any rooms approved on the facility use request. A custodian may be assigned to a specific event within a building depending on the type of event, the date of the event, the number of people attending the event, the set-up of the event, and the facilities requested. At no time will keys be issued to non-district employees.

For events that only occur outside of the buildings, the event coordinator shall be given a telephone number to call if they are in need of custodial assistance.

FACILITY USE RULES AND AGREEMENT

1. State law prohibits smoking in any school facility or grounds at any time **2.** Alcoholic beverages shall not be brought or consumed at any time. **3.** No activity with open flames shall be permitted, unless prior approval is received by RCS and the fire department. **4.** All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. **5.** Richmond Schools, its Board of Education, or its representatives will have first priority to conduct school business. The Facilities Coordinator reserves the right to bump scheduled events due to unforeseen circumstances. **6.** All persons or groups using school facilities shall comply with any special regulations such as moving or storing equipment, arranging sound or other electrical equipment, safety precautions, etc. **7.** In the absence of any professional employee of the district, school facilities shall be under the direct control of the attending custodian. **8.** All persons or groups shall assume all liabilities for damages or injuries which may occur as a result of either the acts of neglect of the user or their agents, servers, and employees. **9.** Persons or groups who fail to live up to the policies and regulations established by the Superintendent of Schools shall subject themselves to forfeiture of all privileges of future use of RCS district facilities. **10.** All groups must provide RCS with a copy of liability insurance, naming RCS as an additional insured.

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CANCELLATIONS

If a need arises to cancel the scheduled event, immediate notification will be made to the District by the "Responsible Person". The District reserves the right to cancel any event/request due to inclement weather. In the event of a cancellation due to inclement weather, the organization/individual will be given the option of rescheduling the event if the facility is available and at the discretion of the district. The district reserves the right to cancel/suspend the event without prior notice when a conflicting district or school need to use the facility arises after issuance of the permit.

CONDITION OF FACILITY AND LIABILITY

A user will not damage facilities or equipment and will ensure that the facility is cleaned and free from litter at the end of the period usage. The user will be responsible for the cost of repair or damage and for the cleaning of used spaces and removal of litter caused by the use of the facility. Failure of the organization/group/individual to meet this obligation within thirty (30) days of billing will be cause to deny that organization/group/individual from further use of school facilities and may be cause for the initiating of legal action against the offender. In the event of any suit or action on this agreement the renting organization/group/individual or designated representative agrees to pay such additional sum(s) as the court may adjudge reasonable to the allowed plaintiff therein for the legal fees and if an appeal is taken in any such suit or action, such further sum as the appellate court may deem reasonable as plaintiff's attorney's fees on such appeal.

I certify that I am the Facility Use Event Coordinator or authorized representative of the Coordinator and that the information I've provided above is true and correct. Applicant agrees to the Rules of Conditions of Use.

Applicant's Signature

Date

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