

Anchor Bay School District Facility and Grounds Use Policy

The Anchor Bay School District (ABSD) maintains a policy of allowing reasonable use of its buildings and grounds by properly organized and responsible groups. Such use of any district facility or district grounds shall not interfere with the daily school student routine or any school sponsored activity.

The Superintendent or designee will have authority for the use of the facilities during the regular school day. After regular school hours, the Superintendent or designee will facilitate the use of school facilities and grounds by community groups and volunteers within the constraints of available funds.

The following shall set forth the priority of use and applicable charges. Group 1 has the highest or greatest priority for building and grounds use and scheduling and group 4, the least.

Group 1 - School Affiliated Organizations

Programs / Teams organized by the Anchor Bay School District comprised of ABSD students. Programs in this group include Anchor Bay Physical Education, Athletic Programs, Adult and Community Education Programs, Student Clubs and Parent / Citizen Advisory Committees. No charge for use of facilities is made during normal operating hours.

Group 2 – Parent / Student and Municipality Affiliated Organizations

These are organizations / programs organized by in-district community programs. Comprised of at least 50% ABSD students. Programs in this group include municipalities within the Anchor Bay School District as well as PTO, scouting groups, and booster clubs. No charge for use of facilities is made unless it is determined by the district that the program is seeking profit. If a custodian is not on duty, a charge may be applied based on cost of personnel required (see attached fee schedule). If a group 2 organization is using the building to raise funds for use by students in the building or school district the charge may be waived after consultation with the Superintendent or designee.

Group 3 - Community Organizations

Organizations not meeting criteria for groups 1 and 2. The group must be comprised of 90% or more ABSD students. Facility / Grounds use is intended for not for profit organizations. Any organization deemed to be profit seeking shall either be denied or charged additional fees and will fall under group 4. Programs in this group include sports teams, clinics and / or camps not organized and / or operated by the Anchor Bay School District. These include community organizations or community groups such as but not limited to Homeowner Organization meetings, Little league, T-ball, Kiwanis, Good fellows, Churches, Lions and other non-profit and / or public users. The Anchor Bay School District

may require a membership list of names, addresses, and phone numbers of all members as verification. A fee for use is charged and set forth in the attached fee schedule.

Group 4 - Organizations not meeting criteria for groups 1, 2, or 3. Comprised of at least 50% ABSD students. Facility use is intended for non-profit organizations. Any organization deemed to be profit seeking shall either be denied or charged additional fees. Charges will be applied for use of facility / grounds according to the fee schedule.

Anchor Bay High School and Middle School South auditoriums may be used by profit seeking organizations to generate revenue. Charges will be applied according to the fee schedule.

Procedure for use of facilities / grounds

Facility / Grounds use permits should be completed and submitted to the applicable building principal / administrator for review and approval at least 14 days before the proposed date of facility / grounds use. The form will then be forwarded to the Superintendent's designee for approval. If a fee is to be charged for use or personnel cost, the Superintendent's designee will be responsible for completing the section on fee charges and personnel services required. Billing will occur on a monthly basis. Prior to final approval and at least 5 days in advance of the scheduled program, guidelines must be signed, certificate of insurance and team roster as required shall be submitted. All expenses incurred exceeding those estimated will be charged to the user group.

Rules Governing use of Facilities/Grounds

1. All facility / grounds permits are subject to cancellation or denial by the Superintendent or the Superintendent's designee. The decision shall be based on the best interest of the students, community, and school district while staying within the constraints of available funds.
2. A school employee shall be on duty whenever any part of a building or facility is used. The building principal or designee may deny use of building / grounds if a regular assigned building custodian is not available to work on the requested date.
3. Decorations are only permitted with the approval from the building administrator. Only materials acceptable to the local fire marshal may be used. Decorations shall be removed before 7:00 a.m. the next day. Exits must be kept clear at all times.
4. In no case are any materials and / or substances to be used on floors or other parts of the building without the approval of the custodian on duty.
5. Smoking in a school building, or on school grounds is strictly prohibited and is a violation of Public Act 140 of 1993.
6. In no case will alcoholic beverages be permitted on school property. No person shall be permitted in a building that appears to be under the influence of alcoholic beverages.

7. Proper supervision shall be the responsibility of the group using the school facility. If necessary, police, guard service, or a school employee may be required to ensure protection of persons as well as school property and the enforcement of these rules and regulations. The building principal and Superintendent or designee will determine if the need exists. The cost of this supervision will be assessed to the user group.
8. No contracts will be issued for activities during normal school hours, unless completely compatible with the primary instructional purpose and a directly related activity of the school district. Uses of school buildings as voting precincts are exempt from this paragraph.
9. Certificates of insurance will be required by Group 2, 3, and 4 users for workers compensation if applicable, liability for bodily injury and property damage, or any other type of insurance as the Superintendent or designee deems necessary. Certificate of liability insurance shall be in the specific and aggregate amounts of not less than \$50,000 and shall name Anchor Bay School District as additional insured.
 - a. Group 3 - Community Organizations may be exempt from this paragraph provided that (1) the organization is using the building for a general meeting of the organization and (2) the organization does not use the buildings more than 2 times during the July 1st through June 30th school year.
 - b. If the building is to be used for a purpose other than a general meeting of the organization or the organization wishes to use the building more than 2 times during the year, then the insurance requirement specified above will be applicable.
10. Applicant organizations or individuals shall provide sufficient, competent, adult supervision. The individual signing the application will be responsible for attending the scheduled function. The signing individual shall be at least 18 years of age and will be responsible for all damages to the building / grounds. All advertising except that incidental to the program and all sales of merchandise, printed matter, or other materials are forbidden on Board of Education owned premises for Group 2, 3, and 4 users in connection with any meeting or use except with the prior approval of the Superintendent or designee.
11. The building administrator shall not approve use of a building by a group 2, 3, or 4 user when school is not in session. School is not considered in session during Winter / Spring break, Christmas / Easter break, and any other legal holiday. Anchor Bay High School & Middle School South auditoriums shall not be scheduled for more than 4 continuous weeks by one specific group.
12. Use of district telephones by user groups is prohibited unless permission is granted by the building principal in writing on the building use form. If granted the fee per phone call will be ten cents.
13. Only school personnel may move or direct movement of equipment, furniture, etc. In addition, if stage curtain, projection equipment, lighting, and public address systems are to be used arrangements will be made

with the building administrator to provide technically qualified personnel at established wage rates.

14. Use of district wide gyms will be permitted for baseball practice / conditioning; however the Facility Use Permit must clearly state “only tennis balls are to be used in the building for baseball practice / conditioning purposes. Bats, hardballs, softballs, and other balls are prohibited from use in the school building. Use of building in violation of this condition will cause permission for use to be revoked.
15. For group 1 and 2 users, utilizing kitchen facilities to serve food to district students and / or parents, a district food service employee must be present during their scheduled event. This includes the set-up and clean up times for the event. Food service staff must be scheduled through the Food Service Department.

When serving food, whether utilizing kitchen facilities or not, during fund raising activities that will include serving the general community, one of the following must be arranged through the Food Service Department.

- Option 1: A district food service employee must be present during their scheduled event. This includes the set-up and clean up times for the event.
- Option 2: A temporary Health Department License must be issued for the scheduled event. The application must be applied for at least one (1) week in advance to the Health Department. The Food Service Manager should be contacted one (1) month in advance for assistance.

16. For group 3 & 4 users serving food, whether utilizing kitchen facilities or not, one of the following must be arranged through the Food Service Department.
 - Option 1: A district food service employee must be present during their scheduled event. This includes the set-up and clean up times for the event.
 - Option 2: A temporary Health Department License must be issued for the scheduled event. The application must be applied for a least one (1) week in advance to the Health Department. The Food Service Manager should be contacted one (1) month in advance for assistance.
 - Option 3: Utilize the catered services of a licensed food service establishment without using the kitchen facilities.

For options 2 and 3 above, user groups must also provide a certificate of insurance with Anchor Bay School District named as an additional insured and indicating the group has products liability endorsement on the policy.

Violation of these rules and regulations or failure to pay invoiced amounts may prevent approval of future applications for use of facilities / grounds and / or may cause existing permits to be revoked. The Anchor Bay School District reserves the right to cancel without notice any permit for facility use due to employee strikes, snow days, act of God, school function, or any circumstances beyond the control of the school district. In the event of such cancellation, the district will not be liable for any damages, which may result, and it will refund any fees paid in advance in such amount that may remain after any costs incurred up to the time of cancellation. If the building principal or designee decides the use of a building by a Group 2, 3, or 4 user requires that staff of the school district be used for snow or ice removal from its parking lots and / or outside walkways, the wage and benefit cost will be assessed to the user group at the actual time incurred for the grounds staff plus a 20 percent service fee for ice / snow removal equipment / supplies.