

Facility Use Procedures

Rules and Regulations Governing the Use and Rental of Facilities of
South Lyon Community Schools
South Lyon, Michigan.

General Statement

South Lyon Community Schools (the “District”) recognizes that use of school facilities is important to the South Lyon community. Therefore, it is the District’s policy to allow reasonable use of school facilities by local groups and organizations pursuant to these Rules and Regulations Governing the Use and Rental of facilities of South Lyon Community Schools.

The primary use of the District’s facilities shall be for the education of its students, and other uses shall not interfere with that purpose. Therefore these Rules and Regulations have been adopted to protect the District’s instructional programs, facilities, students, staff, and persons who use District facilities.

Title IX Policy- 299-1450

It shall be the policy of South Lyon Community Schools to fully comply with Title IX under guidelines adopted by the Department of Health, Education and Welfare and approved by the President of the United States and the United States Congress, which specifically states: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.”

The following groups have been exempted from Title IX with respect to their membership policies: social sororities and fraternities, YMCA, YWCA, Girl Scouts, Boy Scouts, Campfire Girls, and certain voluntary youth organizations.

Application Process

In order to ensure compliance with District policies and procedures, contain costs, and avoid multiple bookings, the facility secretary shall handle all facility usage requests for activities that happen outside normal school hours. This includes all after hour and weekend athletic events and practices by bands, choruses, drama groups, etc, as well as activities for outside groups and meetings scheduled by internal organizations. It also includes meetings scheduled by internal organizations that extend beyond the end of the school day. All building activities during normal school hours within the 186 teacher contractual days are controlled by the responsible Principal/Building Administrator and are not handled by the Facilities Secretary. This includes the weekly staff meetings on Tuesdays after school.

The facilities Secretary must be the central point of contact so that the facility may be used to its most efficient usage, while still maintaining its central purpose of supporting the district’s instructional programs. The Facilities Secretary can be reached at the Griswold Operations Center, 248-573-8127, Ext. 7921.

In the event there is an issue that cannot be resolved by the Facilities Secretary, the issue shall be forwarded to the Director of Operations for final resolution.

General Provisions

1. Although the District will make every attempt to accommodate the facility rental needs of the community, it is recognized that preference for utilizing facilities will first be given to Public Schools of the District. (Group I) followed by Related School Organizations of the District (Group II), Resident Non-Profit Organizations of the District (Group III), and Private/Other Groups (Group IV). To this end, the district reserves the right to cancel, modify, or change requested rentals based on scheduling conflicts. These group classifications and priorities have been approved by the Board of Education.
2. When requesting a District facility, the following information is required: date of application, name of building, room or facility needed, date(s) requested, time of the event, time in, time out, applicant's name, applicant's phone number, applicant's address, organization, description of activity, size of participation, size of audience, supervisor (if different than applicant), supervisor's phone number, and narrative of any special needs.
3. Flyers and promotional materials shall be in good taste and appropriate for a public school district. When applying for District facility usage, copies of fliers and any materials related to the activity are to be provided to the Facilities Secretary. The Facilities Secretary shall forward them to the Assistant Superintendent for Administrative Services for review and approval, prior to completing the facility usage contracts.
4. Facility requests/applications shall generally be accepted on a first come, first serve basis within each group classification. However, the District reserves the right to schedule facilities in a manner that recognizes historical usage and fair-share usage as much as possible. To that end, seasonal requests for facilities must be submitted in accordance with the following schedule:
 - Fall season, August through November: before May 1
 - Winter season, November through March: before August 1
 - Spring season, March through June: before December 1
 - Summer season, June through August: before March 1
5. There is a high demand for District facilities by the community. The earlier the request is made, the more likely the request will be accommodated; therefore, all applications must be received in accordance with the seasonal schedule in paragraph 4 above. This includes **ALL** groups, including school activities (athletic, extra curricular, etc) for after school hours and on weekends. Applications received within two-weeks of the scheduled event may not be accepted. Demand for facilities within same group classifications and priorities that exceed the facilities and/or times available may be accommodated by assigning pro-rata shares according to participation percentages, either by number of teams or number of participants. Priority for facility scheduling shall be given to the activity/sport in season for the time requested. Athletic leagues must also be approved as a valid Group III A activity prior to the seasonal schedule submission timelines in order to be eligible for Group III priority in scheduling facilities.
6. Rental of District facilities for adult private parties is strictly prohibited. This includes, but is not limited to, weddings, showers, birthday parties, anniversary parties, and similar events.

7. District facilities shall not be used for rallies or demonstrations. In addition, District facilities may not be used for illegal purposes.
8. Groups securing permission to use any of the school buildings and facilities of the District shall be responsible for supervision of their participants.
9. Groups shall be confined to their assigned area(s). Group participants shall not enter any areas other than those specifically identified in the contract. The person responsible for the group in the assigned area must stay until everyone has left the premises.
10. Groups shall be monetarily responsible for any damage or loss of equipment incurred through their use beyond ordinary wear.
11. Possession of, or use of, any intoxicating beverage, tobacco product, or illegal substance on school property is absolutely forbidden. No gambling is allowed in school buildings. Individuals and/or groups violating this rule shall not be permitted to remain on school property and shall not be allowed to use school facilities in the future. The individuals and/or groups granted permission for use will be held responsible for the enforcement of this regulation.
12. Past use of facilities by a group shall not guarantee the availability of future use or confer any priority status either on past uses or for future use.
13. The beginning and ending times stipulated in a group's rental contract shall be strictly enforced. If a group wishes to allow participants to arrive before an event and/or be allowed to stay afterwards, such additional times shall be specified within the contract. If a group or group participants arrive before the scheduled start, or stay beyond the scheduled end time, additional charges shall be assessed. The District may also, at its discretion, require users to leave the premises after the allotted time has expired.
14. When a group is approved to use a school building kitchen, it will be necessary for a cafeteria employee to be on duty. The Manager of District Food Services will bill directly for this service.
15. Organizations shall furnish their own special equipment. If equipment is available for rent within a building, the organization shall be required to pay for the rent, and possibly for an operator of the equipment, if required by the district. The organization shall not use or operate any school equipment that is not listed in the contract.
16. The District will furnish a schedule of fees and insurance requirements for non-school sponsored activities conducted by local community groups or organizations.
17. The school district assumes no responsibility for injury or accident to individuals using district facilities. Each user of District facilities may, in the District's discretion, be required to present proof of insurance. If required by South Lyon Community Schools, the user group shall, at its own expense, keep in full force and effect until the cessation of its activity a policy of public liability and property damage insurance with respect to the District having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and aggregate, including bodily or personal injury, product liability, if applicable, and property damage, with South Lyon Community Schools named as an Additional Insured for the period

of the activity. Automobile liability coverage of at least One Million dollars (\$1,000,000) may also be required, depending on the circumstances.

18. Exits, aisles, and stairways shall remain clear and unblocked. Members of an audience or spectators shall not stand or sit so they block exits, aisles, or stairways. Facility capacities, as determined by the fire marshal, shall not be violated. No open flame of any kind is allowed in school buildings. Christmas trees, all decorations, scenery, etc. must be flame proof. Decorative costumes must be made from approved materials. Candles are not allowed in any form.
19. Parking is permitted in designated areas only. Parking in fire lanes, bus loop areas, delivery areas, and on the grass is prohibited. Vehicles parked in these areas shall be subject to a parking ticket and may be towed.
20. A designated school employee is required to be on duty when groups use school facilities. It may be necessary for designated school employee(s) to work beyond their regular schedule due to required clean up or for a group leaving late in the evening. Therefore, it will be necessary for the group to reimburse the District for the employee's labor costs.
21. No food or drink is allowed in any classroom. Food or drink is allowed only in designated areas (e.g. cafeterias, Senior Center, commons area). For after school and weekend activities, if students are provided a snack, healthy choices should be considered such as orange slices, fruits, vegetables, or other nutritious foods. If drinks are provided, water is more appropriate than soft drinks or juices with a high sugar content.
22. The playground areas of South Lyon Community Schools will be available to residents of the community for non organized, non structured recreational activities at reasonable times, except when school is in normal session or is otherwise being used for school activities. Community use of district grounds, athletic fields and school buildings during school hours is strictly prohibited, except for the designated walking trail at South Lyon High School, unless prior approval has been granted by the superintendent or his/her designee.
23. In no way should any district property be used for some purpose other than its intended purpose, due to safety, health and maintenance concerns. Examples of activities that are prohibited on school property include, but are not limited to, hitting of golf balls, skateboarding, rollerblading, walking of dogs or other pets, and off road vehicles. In addition, parking of any vehicle is limited to designated areas. It is prohibited to park or drive vehicles over curbs, on grass areas or other non-designated areas. However, citizens may use the designated walking trail at South Lyon High School according to city ordinances.
24. Courtesy and respect shall be shown to all building employees and other community members who may be using the facility. School District staff are not responsible for supervision of children or programs.
25. All facility use procedures, rules, and regulations described in this document and included with the contract must be followed or future use of facilities may be denied.
26. Additional District facilities shall not be reserved if payment has not been received for outstanding invoices. All payments must be made no later than 30 days after invoicing. Payments made after the 30 day time period will be considered delinquent and will result in a \$10.00 late payment handling fee plus

1% of the outstanding balance, and an additional 1% of the balance for each 30 day period it remains unpaid. Delinquent balances may also result in; a 50% deposit upon contract execution for future reservations, with the remaining 50% due within 10 business days of the event, the loss of future facility use privileges anywhere within the District, or a pursuit of legal action by the District for non-payment of delinquent accounts.

27. Building/facility capacities shall not be exceeded.

28. If any foodstuff is sold other than approved prepackaged items, the organization must have an approved license. Proof of license must be submitted to the Facilities Secretary at least 5 days before the activity is to take place. This requirement also applies to outside barbeques, which must also have the location approved by the Manager of Facilities and Grounds. Temporary Health Licenses may be obtained from the Livingston County Health Department (Brummer Elementary School only) – 517-546-9858, the Washtenaw County Health Department (Salem Elementary School only) – 734-222-3800, or the Oakland County Health Department – 248-424-7190 (for all other District schools).

29. Additional Safety Requirements:

Ushers – Auditorium, Gym and Stadium Use

Safety Directors – For assemblies larger than 1000 Minimum of 4 required

Local Fire Marshall Inspection – for large intended gatherings

Certified Lifeguard – Required for any pool use – From South Lyon Area Recreation Council.

Barbeques – not authorized without permission of the Manager of Facilities and Grounds

30. Additional special reimbursement fees: If a group activity requires the District to spread salt or clear ice/snow from sidewalks and/or parking lots above and beyond what would have been required for school-related activities, the group shall be invoiced to recover those direct expenses.

Group Classification

Since the school district recognizes that the primary purpose of school facilities is to implement the instructional programs for all students, the Board of Education has approved the following classifications, based on priority, for the purpose of allowing and scheduling usage of school facilities. For each group, there is a different usage fee structure, as well as different requirements.

GROUP I

Public Schools of the District – K-12 School Activities

GROUP II

Related School Organizations of the District – South Lyon Community Schools Bargaining Groups, PTO, Student Council, Booster events (including Booster-sponsored camps/clinics), Support Groups for School, Youth Assistance, Kids Club, Pre-School, and Senior Center for Active Adults.

GROUP III

Group III A – Resident Non-Profit Organizations of the District – These include and are limited to:

Non-Athletic – South Lyon Area Recreation Authority, Pumpkin Fest, Chamber of Commerce, Kiwanis, Scouts, Quarterly Homeowners Association Meetings.

Athletic Leagues – South Lyon Area Recreation Authority, South Lyon Boys Lacrosse Club, South Lyon Jr. League, Panthers, South Lyon Soccer Club, Matcats, SL Travel Basketball, South Lyon Adult Co-Ed Softball League, and South Lyon Special Olympics.

Group III B – Non-profit travel teams that meet the 75% residency requirement, and are not directly affiliated with an organization listed in Group III A.

In order for an athletic league to obtain Group III A status, the organization must be approved by the Board and meet the administrative guidelines that include, but are not limited to the following requirements:

- a. Qualifies as a non-profit organization
- b. Includes two (2) or more teams
- c. All travel teams have at least 75% South Lyon residency
- d. Has a governing body/board
- e. Has written by laws, constitution rules, and/or regulations
- f. Possesses public liability and property damage insurance as stipulated by the administration

GROUP IV

Private/Other Groups_ – Groups such as AAU, any private profit making group, Church Groups (including related religious activities), Dance Groups, Political Groups, and all other groups, including any group not directly affiliated with an organization listed in Group III.)

Group IV activities/events must not in any way occur during the school day, or interact with any school-related activity or event. Distribution of all information must be in accordance with Board Policy 9370 Distribution of Commercial, Political and Religious Material.

Group I Additional Requirements

1. All usage beyond the normal school day shall be requested in writing at least two weeks prior to the scheduled event.
2. In the event that a request is made within two weeks of the event, there is no guarantee that the request will be granted.
3. In the event of a scheduling conflict, competitions will take precedence over other uses. If there are two or more competitions for the same facility, the Athletic Director and Principal of the facility will decide the issue.

Group II Additional Requirements

1. All usage beyond the normal school day shall be requested in writing in accordance with the seasonal schedule or at least two weeks prior to the scheduled event.

2. In the event that a request is made within two weeks of the event, there is no guarantee that the request will be granted.

Group III Additional Requirements

1. All requests must be in writing in accordance with the seasonal schedule or at least two weeks prior to the scheduled event. In the event that a request is made within two weeks of the event, there is no guarantee that the request will be granted.
2. Groups must be not-for-profit organizations and be members of the community.
3. Community group usage will be met depending on availability as well as other similar group usage in the same building and the district. Limits may be set in a building for organizations with multiple groups.
4. Athletic leagues must be approved by the school board to qualify for Group III A status and must meet the following requirements:
 - a. Qualifies as a non-profit organization
 - b. Includes two (2) or more teams
 - c. All travel teams have at least 75% South Lyon residency
 - d. Has a governing body/board
 - e. Has written by laws, constitution rules, and/or regulations
 - f. Possesses public liability and property damage insurance as stipulated by the administration
5. South Lyon travel teams in the Group III B classification section above – Must have at least 75% community members in the group. Proof must be provided in the form of a roster if requested. In the event the 75% threshold is not met, Group IV rules and rates will apply.
6. Booster-Sponsored Camps/Clinics – camps/clinics run through the Athletic Department as fundraising activities for an athletic booster club are classified as Group II. (All other camps/clinics shall be run through South Lyon Area Recreation Council.)
 - a. All monies collected shall be the responsibility of the sponsoring booster club
 - b. The booster clubs shall be responsible for paying all camp/clinic costs, coach fees, and direct District costs (e.g. custodial services, supplies)
 - c. The booster clubs shall be responsible for providing documentation to the Athletic Department that verifies coach stipends as follows:
 - (1) Coach stipends shall be \$50.00 per camp/clinic
 - (2) Head Coaches/Camp Directors shall receive a \$125 stipend for each camp/clinic
 - f. Camp/Clinic Coaches shall be responsible for reserving district facilities in accordance with the district policies/procedures

7. Trash shall be picked up by each group and deposited in appropriate receptacles or removed from the area.

Group IV Additional Requirements

1. All requests must be in writing in accordance with the seasonal schedule or at least two weeks prior to the scheduled event. In the event that a request is made within two weeks of the event, there is no guarantee that the request will be granted.
2. The District has limited facilities, supervisors, and support staff, and weekend activities add additional security, safety, and maintenance concerns. Therefore, the District limit is four (4) active year-round weekend groups or activities (exceeding 50 people) at any time.
3. Groups renting District facilities year-round are considered temporary and should arrange for permanent housing or rental facilities outside the district within three (3) years.
4. All year-round contracts must be renewed annually.
6. Trash shall be picked up by each group and deposited in appropriate receptacles or removed from the area.

Regulations governing use of the Artificial Stadium Field

1. The intended purpose of the artificial field is to accommodate the needs of the athletic department, the physical education department, and the marching band. With this in mind, the acceptable activities that will occur on this field include but are not limited to football, soccer, lacrosse, and other athletic and physical education activities that are similar in nature. Any activity that is not similar in nature to soccer, football, or lacrosse shall require prior approval by both the Athletic Director and the Manager of Facilities and Grounds.
2. Due to significant warranty issues by the manufacturer, no props, or motorized vehicles are permitted on this field for use by the band program or any other program, unless such use has prior approval by both the Athletic Director and the Manager of Facilities and Grounds. Unauthorized use of such props or motorized equipment may void the district's eight-year manufacturer's warranty of the field, as well as result in damage to the field. This shall constitute the forfeiture of future use of the field by the group, require the group to reimburse the district for damages, and/or result in legal actions or criminal charges.
3. Community use of the artificial field shall require prior approval by the Facilities Secretary of South Lyon Community Schools. Community use will be limited to organized groups that will use the field for the purpose of football, soccer, or lacrosse. The Facilities Secretary shall consult with the Athletic Director and the Manager of Facilities and Grounds regarding any other community use of this field prior to approving such use.
4. All groups that use this field are strictly prohibited from using any paint, tape, chalk or other material for marking purposes; further, all groups are prohibited from assembling structures of any kind including, but not limited to, goals, tables, chairs, marker boards, practice sleds, risers, bleachers, nets,

ladders, etc... without the prior approval and direct supervision of the Manager of Facilities and Grounds. In addition, no items of any sort shall be attached to the football goalposts or soccer/lacrosse goals.

Significant items of interest regarding the manufacturer's eight year warranty of the artificial field include but are not limited to the following: 1) "food (including sunflower seeds), drink, chewing gum, tobacco products or other foreign substances, are not allowed on the field;" 2) "footwear shall be restricted to molded cleats (maximum 1/4"), turf shoes, or other flat-soled athletic shoes, such as cross-trainers or running shoes. Quest Sports will not accept liability for damage caused by metal cleats or spikes;" 3) "the football field surface shall be properly protected from sharp or pointed edges of any objects or equipment placed on the field. Standard protective mats such as heavy geotextiles or carpet remnants are recommended for this purpose;" 4) "motorized vehicles of any kind shall not be permitted on the field surface. If an emergency vehicle, such as an ambulance, must traverse the turf, extreme caution shall be taken in starting, stopping, and turning;"

Regulations governing use of all other District Athletic Fields

The intended purpose of all district athletic fields is to accommodate the needs of the athletic department, the physical education departments, and the marching band. Community use will be limited to activities for which the fields were intended (i.e. soccer, football, baseball, softball, or lacrosse). Any other community use of a district athletic field will require prior approval by both the Athletic Director and Manager of Facilities and Grounds.

1. No motorized vehicles of any kind are permitted on district grounds without prior approval from the Manager of Facilities and Grounds.
2. Any field maintenance work or the lining of athletic fields will require approval and supervision by the Manager of Facilities and Grounds.
3. All groups that use district athletic fields are prohibited from using any paint, tape, chalk or other material for marking purposes without prior approval; further, all groups are prohibited from assembling structures of any kind including, but not limited to: tents, poles, goals, tables, chairs, marker boards, practice sleds, risers, bleachers, nets, ladders, etc... without the prior approval and direct supervision of the Manager of Facilities and Grounds. In addition, no items of any sort shall be attached to the football goalposts, soccer goals, or baseball/softball backstops.
4. All organized community groups that use district athletic fields will police their own trash.

Regulations governing use of the Swimming Pool – see separate attachment

Regulations governing use of the Auditorium – see separate attachment

Fees and Charges for use of Facilities – see separate attachment

(Additional Group 3 and 4 equipment charges: Gym tarp - \$125.00, Microphone - \$25.00, Podium - \$5.00, Chair set-up over 50 chairs - \$50.00, Choral Risers - \$25.00. Sound Shell - \$50.00, TV-VCR on Cart - \$15.00, Electrical Outlet - \$50.00, High School Stadium Bleacher Cleanup - \$125.00, Piano -\$90.00)
Need a signed contract from the renter which will signify that they have read and will abide by all rules and regulations set forth.

FACILITIES	GROUPS 1-2-3	GROUP 4
Stadium Soccer/BB/SB/MS Fields	No Charge No Charge	\$200 per hour \$75 per hour
Athletic Lights	No Charge 1 \$35 per hour 2 & 3	\$35 per hour
Elementary-6th Gyms HS Gym Main HS Gym Aux M.S. Main Gym	No Charge No Charge No Charge No Charge	\$50 per hour \$100 per hour \$75 per hour \$75 per hour
Classrooms	No Charge	\$25 per hour
Kitchen	No Charge	\$35 per hour
H.S. Commons	No Charge	\$60 per hour
Café, Elementary MS Café	No Charge No Charge	\$45 per hour \$60 per hour
Lecture Hall - H.S.	No Charge 1 & 2 Group 3/\$30 per hour	\$55 per hour
Auditorium - H.S.	No Charge 1 & 2 Group 3/\$60 per hour	\$150 per hour
Auditorium Technician Student Tech Fee	\$26.00 per hour \$10 per hour	\$45 per hour \$10 per hour
Pool - H.S.*	No Charge 1 & 2 Group 3/\$50 per hour	\$150 per hour
Custodians	No Charge (during normal working hours)	Saturdays \$30 per hour Sundays \$40 per hour (Add charges for Holiday)
Senior Center	No Charge	\$50 per hour
Parking Lot Event	No Charge	\$200 per day
Locker Room		\$50 per event per room
Media Center/Computer Labs		Not rentable by Groups 3 or 4
Fitness Center		Not rentable by Groups 2, 3 or 4

Philanthropic, charity, or fund raising Group IV activities focused on local benefit shall be charged for direct labor costs (e.g. custodian/building engineer). In addition:

1. Rental fees may be waived
2. Limit one event per calendar year
3. District reserves the right to deny requests due to time-of-year, impact on community, traffic impact, weather conditions, potential impact on facilities and grounds, etc.

* Life Guard MUST be on duty at current rate of pay. Contact South Lyon Recreation

Revised October 31, 2007