



**MADISON DISTRICT
PUBLIC SCHOOLS**

Prepare. Aspire. Succeed.

Carol Klenow, Ed.D.
Interim Superintendent

SCHOOLS

Edison Elementary School

Halfman Elementary School

Wilkinson Middle School

Madison Senior High School

Early Childhood Center at
Schoenhals Building

Community High School

Madison District Public Schools

Board of Education

Facilities Rental

Policies, Procedures & Agreement

2012/2013

Procedure

Use of Building Facilities

Application

A permit is required for the use of District building and sites for events that occur outside of the regular school day. Application forms are available on the District's website or the business office located at 26524 John R Road. Applicants must be eighteen years of age or older. **Applications must be completed in full and submitted at least two weeks prior to the date requested along with a copy of your liability insurance certificate.** Requests for Sunday or holiday use of the facilities will require additional time for the approval of the Superintendent or designee.

Each building principal must approve all written applications received from school related organizations under his/her direction. The approved application should be submitted to the Business manager. Applications are handled on a first come, first serve basis. User Groups scheduled for building usage may only be displaced or cancelled if approved by the Business manager or designee.

It is the expressed intent of the Board of Education to facilitate and encourage the use of the District's indoor and outdoor facilities. All costs incurred by the District that are associated with facility usage must be reimbursed to the District. Where possible and practical, the District will seek to rent facilities to provide additional revenue.

Cancellations

An applicant group may cancel its permit without cost or penalty, provided that the Business Manager receives the notice of cancellation at least one week prior to the group's scheduled use time. All costs incurred prior to cancellation will be charged to the group canceling the activity. The Business manager or designee may cancel permits at any time if the District rules and regulations are violated or if the space is required for another activity deemed to be of a higher priority.

Madison District Public Schools

Special Requirements

1. The building principal is responsible for all school related activities. School related activities shall include co-curricular, PTA, and school events that occur outside the regular school day. It is emphasized that all activities extending after 6:00 p.m. must be scheduled through the issuance of a building permit by the Business Manager.
2. Permit holders may not assign, transfer, or sublet the use of the District facilities
3. The use of classrooms by university/college off-campus course programs shall be subject to a rental fee plus all labor related charges. Classes requested by the School District may be exempt from the rental fee.
4. In all cases, there will be a District operational employee on duty when a building or site is rented.
5. The use of any products (waxes, chalk, etc.) on floors, walls or any other part of the building is prohibited. NO skateboard, in-line or roller skated are allowed to be used on District premises.
6. Decorations should be fire-resistant, to the extent possible, and must be used and installed in a manner that will not be destructive of school property. The placement of decorations, posters, and any other special effects, including lighting and privately owned equipment, must be approved by the building principal. Arrangements, including timing for installation and removal of decorations and equipment, must be approved by the Business manager.
7. When use of special school equipment such as stage lighting, scoreboards, audio-visual materials, technology and cafeteria equipment is authorized, a qualified District employee, approved by the Business manager, will be employed to supervise and/or operate the related equipment. The sponsoring group or organization shall pay labor and equipment costs.
8. A permit authorizing use of a school gymnasium or multipurpose facility does not included the use of school-owned athletic equipment, lockers, locker rooms, showers or dressing room facilities, except as specifically provided for in the permit. All will be subject to an additional charge.
9. School District cafeteria food preparation and serving facilities shall be available for rental by school and non-school groups and organizations according to the established rental schedules. A District food service employee must be on duty at all times when food preparation and serving areas are in use. All secondary facilities' food service kitchen equipment (stoves, ovens, deep fryers, etc.) is available for rental. A District food service employee must be on duty to operate and/or supervise. Equipment which may be used at the secondary level without food service personnel includes coolers, warmers, and carts etc... All labor costs will be invoiced to the user group.

Madison District Public Schools

10. The permit holder must advise the Business manager of any special arrangements required when requesting the facilities permit.
11. Facility rental fees and reimbursable additional charges will be invoiced and forwarded to the user group. A deposit or full prepayment may be required as deemed necessary by the Business manager.
12. Unless otherwise stated, buildings will be opened one-half hour before the beginning time of the scheduled event and closed one-half hour after the ending of the scheduled event. Any additional labor costs will be charged to the user for events that extend beyond the established time.
13. School facilities will not be available for general public use during the months of July and August, holidays, Sundays, or during school vacation periods, except as approved by the Business manager or designee.
14. Complete and prompt payment for rentals is required. The District reserves the right to withhold building use permits until payment for past rental services have been received. Advance payment and/or deposit may be required when deemed necessary by the Business manager.
15. Permit holders are responsible for the conduct of all individuals involved in their activity and must provide sufficient supervision. The District reserves the right to withhold future building use permits to renters failing to provide adequate supervision of participants.
16. If an admission charge or donation is collected for non-school groups, all fees are applicable as set forth in the fee schedules.
17. The Superintendent or designee has the authority to reduce or waive fees. Renter must submit request for waiver of fee, in writing, prior to event. In no instance will labor charges associated with the event be waived.
18. The School District assumes no liability for injury to individuals participating in activities or programs sponsored and supervised by groups renting or using District facilities permitted by this policy.
19. School facilities may not be used for the following purpose:
 - A. Activities that violate city ordinances, state statues, or federal laws
 - B. Gambling
 - C. Activities that may be hazardous or considered a public nuisance
 - D. Activities to promote a commercial product or privately owned, profit-making enterprises
 - E. Any other purpose deemed inappropriate by the District

20. Activities or organizations may be required to provide proof of insurance. The Business manager or designee shall determine if such coverage is required and, if so, types and amounts. When insurance is required, the School District shall be named as an additional insured.
21. The School District will make school buildings and sites available to serve as filming locations. All costs incurred by the District and applicable rental fees shall be paid by the production company in accordance with the established fee schedule. Restrictions will be in place to ensure adherence to the District's philosophy, standards and policies. Permission is required to use a school or the District's name in the film production. The production shall not:
- Promote hostility, disorder or violence
 - Attack ethnic, racial or religious groups
 - Invade the rights of others
 - Inhibit the functioning of a school or District
 - Promote the use of illegal drugs, alcohol, tobacco or firearms
 - Promote a candidate for election to public office
 - Override a school's identity
 - Be libelous
 - Be for a purpose deemed inappropriate by the District.
 - The production company shall submit to the District sufficient information to determine the movie projects compliance with District standards.

The production company shall submit to the District sufficient information to determine the movie projects compliance with District standards. The Board of Education and Superintendent shall be the final arbiter of whether the production company will be allowed to film on a District location.

Madison District Public Schools

Labor Costs

1. All labor costs associated with the rental will be billed to user groups. This will include time beyond the Monday-Friday work shifts and all hours on Saturdays, Sundays, and holidays. At least one operational employee must be on duty during the entire time of a rental activity beginning thirty minutes prior to arrival of renters and until minutes after renters leave the building or site. If an activity involves large crowds, more than one operational employee and or security personnel may be assigned at the discretion of the District.

A. Labor Rate Formula*

- 1.) Monday-Friday and Saturdays: time and one-half
- 2.) Sundays: double time
- 3.) Holidays: triple time

*reimbursable labor costs shall include applicable retirement and social security obligations.

B. Kitchen Facilities*

- 1.) A food service employee must be present during rental of a kitchen.. This labor charge will be a three-hour minimum.

*reimbursable labor costs shall include applicable retirement and social security obligations.

C. High School Auditorium*

- 1) A School District theater technician must be present to operate equipment. See Fee Schedule – Auditorium

*reimbursable labor costs shall include applicable retirement and social security obligations.

Madison District Public Schools

User Group Categories

Group I

This group has a direct affiliation with the District and includes school activities and organizations wherein the membership is comprised of the District's student body, involved parents and/or staff. The purpose of this group is to provide activities and programs that benefit the District's students and/or staff.

Subject to facility availability, a rental fee will not be charged to Group I applicants for use of the District's non-premium facilities when conducting business directly related to the purpose of their organization. All labor costs incurred by the District for additional work beyond the normal work shift will be charged to the applicant. Additional non-labor charges may be applicable if added costs are incurred by the District.

Group II

Community organizations within the District that directly serve the District youth at least 75% of the participants are residents of the District. To qualify as a Group II user, the community organization cannot charge admission fees, lesson fees or other professional fees.

All Group II applicants will be charged a discounted rental and use fee for the rental and use of premium and non-premium facilities. All additional labor costs incurred by the District for the work beyond the normal work shift will be charged to the applicant. All other additional costs incurred by the district will also be charged to the applicant.

Group III

All other groups and organizations not identified as a Group I or Group II user fall into this category. All Group III users will be charged a rental and use fee plus all additional costs incurred by the district.



MADISON DISTRICT PUBLIC SCHOOLS

Prepare. Aspire. Succeed.

Carol Klenow, Ed.D.
Interim Superintendent

Madison District Public Schools
Hold Harmless and Use Agreement

SCHOOLS

Edison Elementary School

Halfman Elementary School

Wilkinson Middle School

Madison Senior High School

Early Childhood Center at
Schoenhals Building

Community High School

Madison District Public Schools Hold Harmless and Use agreement made and entered into this (Date) _____ By and between Madison District Public Schools, 26524 John R Road, Madison Heights, MI 48071 and (User) _____

The User will be permitted access to the School District on (Date) _____ from (Time) _____ and will agree to follow any and all rules governing use of the School District and any specific guidelines or restrictions at the sole discretion of the School District (attached).

The specific location of any use shall be subject to the School District's discretion and the User will be responsible for all expenses related to its presence at the School District.

The User agrees to indemnify and hold harmless the School District, its boards, employees, and representatives from any and all claims, actions, suits, and judgments and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners associates or employees, or any portion of the School District.

The User 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 School 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 the School District names as an Additional Insurance 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. The User agrees to provide proof of such insurance to the School District at least 24 hours in advance of the scheduled activity.

WITNESSES:

User Name

Authorized Representative

Title

Date

Madison District Public Schools

Authorized Representative

Title

Date

Madison District Public Schools
 Facility Rental Fee Schedule
 Hourly Rates

	Elementary Schools	Middle School	High School
Classroom			
Group I	\$0	\$0	\$0
Group II	\$10	\$20	\$20
Group III	\$15	\$250	\$25
Media Center			
Group I	\$0		
Group II	\$20	\$0	\$0
Group III	\$25	\$25	\$30
		\$30	\$35
Kitchen			
Group I	\$0	\$0	\$0
Group II	\$20	\$50	\$50
Group III	\$25	\$75	\$75
Cafeteria			
Group I	\$0	\$0	\$0
Group II	\$50	\$60	\$60
Group III	\$60	\$70	\$70
Gym			
Group I	\$0	\$0	\$0
Group II	\$25	\$70*	\$70*
Group III	\$65	\$85*	\$85*
		*2 hour minimum	
Baseball/Softball Fields**			
Group I	\$0	\$0	\$0
Group II	N/A	\$40*	\$40*
Group III	N/A	\$45*	\$45*
		*2 hour minimum	

** Bathroom facilities
 not available

Madison District Public Schools
Auditorium Rental
Rates and Policies

	Community Athletic Groups* (No admission charged)	Community Athletic Groups* (Admission charged)	All Other Groups
Rental Rate**	\$100 per hour	\$175 per hour	\$200 per hour
District Supervisory/Custodial Services***	\$23 per hour \$35 per hour (Sat.) \$46 per hour (Sun.) \$69 per hour (Holiday)	\$23 per hour \$35 per hour (Sat.) \$46 per hour (Sun.) \$69 per hour (Holiday)	\$23 per hour \$35 per hour (Sat.) \$46 per hour (Sun.) \$69 per hour (Holiday)
<u>Optional Items</u>			
Theatrical Lighting System***	\$50 per event	\$75 per event	\$100 per event
Sound System***	\$45 per event	\$60 per event	\$75 per event
Follow Spot***	\$20 per event	\$30 per event	\$40 per event
Stage Monitor System***	\$20 per event	\$30 per event	\$40 per event
Additional Monitor			
Speakers***	\$10 per event	\$15 per event	\$20 per event
Microphones***	\$10 per event	\$15 per event	\$20 per event
Portable Sound			
Lectern	\$15 per event	\$20 per event	\$25 per event
Laptop with Data Projector with Screen***	\$40 per event	\$50 per event	\$75 per event
Dressing Room***	\$15 per event	\$20 per event	\$25 per event

* Two hour minimum rental

** Additional staff will be required for groups in excess of 200 people. Hourly rates will
adjusted annually to reflect current year labor rate.

***Technician(s) required. All costs to be charged to the renter.

Madison District Public Schools
Auditorium Rental
Rates and Policies

	Community Athletic Groups* (No admission charged)	Community Athletic Groups* (Admission charged)	All Other Groups
Rental Rate**	\$100 per hour	\$175 per hour	\$200 per hour
District Supervisory/Custodial Services***	\$23 per hour \$35 per hour (Sat.) \$46 per hour (Sun.) \$69 per hour (Holiday)	\$23 per hour \$35 per hour (Sat.) \$46 per hour (Sun.) \$69 per hour (Holiday)	\$23 per hour \$35 per hour (Sat.) \$46 per hour (Sun.) \$69 per hour (Holiday)
<u>Optional Items</u>			
Theatrical Lighting System***	\$50 per event	\$75 per event	\$100 per event
Sound System***	\$45 per event	\$60 per event	\$75 per event
Follow Spot***	\$20 per event	\$30 per event	\$40 per event
Stage Monitor System***	\$20 per event	\$30 per event	\$40 per event
Additional Monitor Speakers***	\$10 per event	\$15 per event	\$20 per event
Microphones***	\$10 per event	\$15 per event	\$20 per event
Portable Sound Lectern	\$15 per event	\$20 per event	\$25 per event
Laptop with Data Projector with Screen***	\$40 per event	\$50 per event	\$75 per event
Dressing Room***	\$15 per event	\$20 per event	\$25 per event

* Two hour minimum rental

** Additional staff will be required for groups in excess of 200 people. Hourly rates will
adjusted annually to reflect current year labor rate.

***Technician(s) required. All costs to be charged to the renter.

**MADISON DISTRICT PUBLIC SCHOOLS
Football Field Rental
Rates & Policies**

	<u>Community Athletic Groups*</u> (No admission charged)	<u>Community Athletic Groups*</u> (Admission charged)	<u>All Other Group</u>
<u>Rental Rate**</u>	\$200 per game	\$225 per game	\$250 per game
<u>District Grounds/Custodial Services***</u>	\$23 per hour \$35 per hour (Sat) \$46 per hour (Sun) \$69 per hour (Holiday)	\$23 per hour \$35 per hour (Sat) \$35 per hour (Sat) \$69 per hour (Holiday)	\$23 per hour \$35 per hour (Sat) \$35 per hour (Sat) \$69 per hour (Holiday)
<u>Supplies</u>	\$175 per event	\$175 per event	\$175 per event
<u>Optional Items</u>			
Restrooms	N/C	\$30 per event	\$30 per event
Lights	\$25 per hour	\$25 per hour	\$25 per hour
Scoreboard	N/C	N/C	\$25 per game
Scoreboard Operator	\$25 per game	\$25 per game	\$25 per game
PressBox/PA System	N/C	N/C	\$25 per game
PA System Operator	\$25 per game	\$25 per game	\$25 per game
<u>Concession Stand***</u>			
Space Only	\$50 per event	\$50 per event	\$50 per event
Space & Equipment	\$100 per event	\$100 per event	\$100 per event

*Community Athletic Groups include Madison Heights Little League Football (Wolverines)

** A District custodial will be on site six hours before the event for set up, will remain during the event and will leave two hours after the event. The renter will be responsible for all labor costs for this required service. Hourly rates will be adjusted annually to reflect current year labor rate.

***Mandatory training is required before the planned use of the concession stand and equipment. Groups using the concession stand and equipment will be responsible for the cost to repair or replace any equipment damaged while being used by their workers. Security deposit may be required