

Saginaw Township Community Schools

Community Services Department

Community Use of School Facilities effective July 1, 2022

It is the practice of the Saginaw Township Community Schools (STCS) to encourage the use of school facilities by the residents of the community. Keeping in mind that the primary function of the facilities is the education of students, these regulations have been established.

General Regulations and Requirements

- District school facilities may be made available to the public as is consistent with state and federal law, policies of the Board of Education, and with the original and primary purposes of the schools. An organization located in the district, or a group of at least seven (7) citizens of the school district may be granted use of school facilities.
- An employee of STCS must be on duty whenever a district facility is in use. During regular weekday hours regularly scheduled employees may fulfill this requirement. On weekends or days when district employees are not scheduled, a group or organization will incur costs for qualified personnel who are assigned by the district.
- Applicants must:
 - Be at least 18 years of age.
 - Officially represent the organization or group listed on the application.
 - Guarantee orderly behavior while using the facility.
 - Agree to make prompt monetary restitution for any damage due to their use of the facility.
 - Allow a minimum of **five (5)** working days for approval of request.
- Responsibility for the use of the facility in observance of these regulations shall rest upon the adult applicant who signs the permit for reserving the facility. Approval for the use of any or all school facilities is not transferable to any party.
- The purpose or activity for which approval is given cannot be changed without written authorization from the Community Education Department. Applicants requesting a particular facility or area of the building must restrict their activity to that immediate area.
- Applicants and their organization or group must agree to save and hold harmless STCS and must agree to assume all responsibility for all liabilities and damages arising as a result of facility use. Organizations must supply STCS with a certificate of liability insurance as follows: proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate in the amount of \$1,000,000 per occurrence and having Saginaw Township Community Schools named as “an additional insured” on the policy. Certificates may be submitted electronically or mailed. The District assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals using school facilities.
- Approval of requests for facility use is dependent upon availability of facilities. The school and its organizations have first priority to use all facilities. Any permit for use of a school facility may be revoked where need of the facility for school purposes has subsequently developed. Every attempt shall be made to provide reasonable notice of such revocation or substitution.

- The school district reserves the right to specify the type of facility to be used and to limit use of certain areas of the buildings. Restricted areas include elementary classrooms, media centers, computer labs, science rooms, band and choir rooms, industrial art rooms, art rooms, varsity athletic facilities, swimming pools, kitchens, and concession stands.
- A supplementary agreement for use of kitchens must be completed before authorization to use the facilities will be granted. A kitchen employee must be on duty at all times when kitchens are being used. No outside equipment is permitted into the kitchen.
- Swimming pools and Varsity athletic facilities may be available under special arrangements to groups/organizations whose specific function requires the use of that facility. Special restrictions apply to pool use as follows: all participants must be in the water, other than an instructor or lifeguard (no spectators); activity must be for instruction or exercise; for children, adult supervision must be 1-to-1 in the water; equipment may be used only if approved by the Director of Community Services.
- For catered activities, the Saginaw Township Community Schools Food Service must be contacted and given the right of first refusal for the preparation and serving of that food. The cost of this service will be charged to the applicant. When food is prepared off-site and served in our facilities by another catering service, a separate fixed or temporary license is required, listing the caterer or catering cook as the responsible party.
- If food is prepared and served in our facilities by individuals other than a catering service, the individuals will accept full responsibility for any and all liability resulting from the preparation, serving, and consumption of that food.
- Smoking and use of alcohol is prohibited in all building, sites, and facilities at all times.
- Classroom usage requires that the room be left as it was found. Proper adult supervision must exist to insure that no damage is done to equipment, materials, or the room itself.
- Use of materials on floors, walls, or other parts of the building is strictly prohibited without specific approval from the Community Education Department.
- When submitting a request for facilities, users must include any special requests for equipment, including audio or video devices, and provide a diagram of any specific set-up requests.
- Use of district facilities by STCS employees shall be limited to school functions and school-related functions involving Saginaw Township Community Schools' students. Employee use of school district facilities for activities where a participation fee, tuition, or other fee is charged must be affiliated with the school district. Employees will be assessed fees according to these regulations.
- Personal use of the facilities requires prior written approval and must not be used for personal gain.
- Non-school applications for building use are processed on a first-come, first-serve basis. Non-school applications will be processed only for a current school year period. The processing of non-school permits will begin no sooner than one-week after the start of a new school year.
- Unless otherwise arranged by the district, use of school facilities is automatically cancelled when schools are closed as a result of weather, equipment failures, or unforeseen emergencies.

- Use of school facilities will be denied where it is determined that such use constitutes clear and present danger to personnel and public health, safety, and welfare, including those in attendance, or danger of damage to private and public property.
- Abuse of school facilities, failure to abide by the scheduled time, failure to pay charges, or lack of courtesy to personnel may be cause for cancellation of approval or denial of future requests.
- STCS is not responsible for loss or damage to personal items, equipment, or vehicles.
- Facility users are responsible for full compliance with the Americans with Disabilities Act.
- Users are responsible for complying with all local and state fire and safety regulations. Exits, hallways, and stairways shall be kept free of obstructions at all times. Facilities capacity, as determined by the fire marshal, shall be observed. Open flames, such as candles, are prohibited.
- Bats, hard balls (baseballs, softballs, lacrosse balls, etc.) are prohibited. Use of soft balls is permitted.
- Scoreboards are only available with special permission from the school's Athletic Director.
- Non-Varsity outdoor athletic are not able to be reserved, but can be used on a first-come, first-served basis. Use of outdoor varsity athletic facilities require a special arrangement and fees will be charged for access time from start to end.

Application Process

1. A Facility Use Request form must be submitted at least five (5) days prior to the event or activity. Elementary school requests are processed by the Community Education department. Requests for White Pine and Heritage are processed at the respective school offices. Forms are available at the Community Education office or online at www.stcs.org/comed. STCS staff may assist with the request and provide prospective information about the availability of facilities, dates, and times.
2. Once the form is received, a review of current facility use will be conducted by the school district. The building principal of the school requested may be contacted to make sure the area is available for the date(s) and time(s) requested. Use of facilities will be granted based upon the Priority Classifications (see next page).
3. The applicant may be contacted about alternate arrangements if the original requested arrangement cannot be met.
4. Once approved, the applicant must secure a copy of the approved form.
5. For a rental arrangement, all fees must be paid in full to Community Education at least 3 days prior to the event or activity.

Priority Classifications

Class I: 1st Priority All STCS functions and activities up to the end of the school day on any day school is in session, and school-directed activities after the end of the school day, including, but not limited to, elementary, middle, and high school athletics, music and theater activities, and student club activities.

Class II: 2nd Priority STCS school-affiliated functions and activities such as Community Education, school support organizations, school booster groups, parent councils, and the STCS foundation. School-affiliated is defined as all activities of the group are for the sole benefit of the school district.

Class III: 3rd Priority Saginaw Township Recreation Department sponsored youth athletic teams and youth sports camps. (Granted by joint use agreement)

Class IIIB: 3rd Priority - Employee Wellness Activities

For employee wellness activities held in school district facilities, as approved by the Superintendent of Schools, where there is no participation fee, tuition, or other fee charged, there will be no charge for use of the facilities. For wellness activities for staff where a participation fee, tuition, or other fee is charged by the person or organization providing the activity, employees will be charged for the cost of the activity and assessed a facility use rental fee of 50% of Class IV rates.

Class IV*: 4th Priority Non-profit/non-STCS school organizations and local groups that have a membership of at least seven (7) STCS district residents. This includes local governmental agencies that have jurisdiction over areas within the district, service groups, Homeowner Associations, scouts, recreational teams/clubs, and other local groups. Use is limited during the week for activities that begin no sooner than 1 hour after the end of the school day on days in which school is in session and no later than 1 hour before the end of the building's custodial shift.

Class IVB*: 4th Priority Non-profit/non-STCS school organizations, student groups and local groups that have a membership of at least seven (7) STCS district residents. Provided the activity where there is no participation fee, tuition, or other fee charged, there will be no rental charge for use of the facilities. These groups are charged the actual cost of custodial coverage.

Class V: 5th Priority Local community organizations or groups which have a membership of at least seven (7) STCS district residents that: charge a participation fee/entrance fee/tuition/service fee, request donations, or conduct other revenue generating activity in the facility. Use is limited during the week for activities that begin no earlier than 1 hour after the end of the school day on days in which school is in session and no later than 1 hour before the end of the custodial shift.

Class VI: 6th Priority Commercial user, defined as Non-resident private, for-profit businesses, vendors, or entrepreneurs, shall not routinely be serviced by STCS facilities. Non-STCS resident groups are groups of users composed of a majority of people living outside the District. Approval of all applications in Classification 6 will be based upon the benefits to the District.

Charges for Facility Use

- All fees are subject to the policies and regulations as set forth by the Board of Education and its administration.
- Actual costs will be assessed to all groups for custodial, kitchen, security, audio-visual, and supervisory personnel for work not covered during the regular school district schedule (work created before, during, and/or after an activity). The minimum charge to all groups is \$70 for Saturdays and \$80 for Sunday, which represents two (2) hours of work.
- Rental fees will be assessed for all Class IV, V, and VI. Fees are assessed based upon the requested opening time and the requested closing time of the facility. Additional fees will be charged for extra time.
- There is no rental fee assessed to Class IV groups whose facilities use is limited to designated meeting areas for non-revenue generating activities. The meeting areas will be used as-is and any change of the meeting area setup must be pre-approved in writing and custodial fees may be assessed. Designated meeting areas in the district are: the Arrowwood Cafeteria, Sherwood Cafeteria/Commons, and some White Pine Middle School and Heritage High School rooms/areas available on requested nights.

STCS may limit or change the frequency of the use of designated meeting areas, if necessary, in order to maximize the use of these areas by requesting qualifying groups.

- Charges for use by universities and colleges will be negotiated on an individual basis.
- School facilities are available for rent (Class IV, V, VI) most days during the school year. Facilities may not be available for rent on holidays, school vacation breaks, or other days when school is not scheduled. During summer months, facility use shall not conflict with building cleaning and renovations and will depend on the function and the availability of personnel.
- Auditorium rental fees do not include fees for technical assistance. Personnel for assistance with audio-visual, sound, or lighting may be provided at an hourly fee when requested. Availability of use of this equipment is dependent upon available staffing.
- Groups with more than 35 participants may be charged for a district assigned site supervisor to handle the event or activity. Fees assessed will be the current hourly rate of the supervisor.
- For weekend use in winter months, a snow removal charge may be assessed if it is required for an activity to be held in a safe manner. The Supervisor of the Building and Grounds Department will be responsible for the decision about snow removal.
- Any and all charges must be paid 3 days prior to the use date. Additional charges for extra time or assessed damages to facilities must be paid within 2 weeks from the date of the invoice. All appeals must be directed to the Director of Community Services.

Class IV* Rental rates are listed below.

RENTAL RATES		Weekday*	Saturday**	Sunday**
AUDITORIUM (may require additional charge for AV technician and use of sound system)				
	Arrowwood (capacity-250)	\$25/hour	\$ 90/hour	\$120/hour
	Sherwood (capacity-250)	\$25/hour	\$ 90/hour	\$120/hour
	White Pine (capacity-630)	\$70/hour	\$ 115/hour	\$160/hour
	Heritage - air conditioned (capacity-480)	\$100/hour	\$145/hour	\$160/hour
	Science Lecture (capacity 65)	\$50/hour	\$ 95/hour	\$110/hour
CAFETERIA (kitchen not included)				
	Elementary (capacity 150)	\$45/hour	\$ 75/hour	\$ 90/hour
	White Pine (capacity 300)	\$55/hour	\$ 90/hour	\$105/hour
	Heritage (capacity 500)	\$100/hour	\$145/hour	\$160/hour
CLASSROOMS/MEDIA CENTER (non-elementary)		\$30/hour	\$ 65/hour	\$ 80/hour
COMMONS (Arrowwood/Sherwood)		\$30/hour	\$ 70/hour	\$ 85/hour
CONFERENCE CENTER - ARROWWOOD		\$100/hour	\$145/hour	\$160/hour
GYMNASIUMS				
	Elementary Schools	\$30/hour	\$ 60/hour	\$ 85/hour
	Heritage and White Pine			
	with bleachers	\$110/hour	\$145/hour	\$160/hour
	without bleachers	\$90/hour	\$125/hour	\$140/hour
	Heritage Small Gym	\$55/hour	\$ 75/hour	\$ 90/hour

* Plus any additional cost for work performed by school personnel beyond regular work day/week.

** This charge includes custodial fees. Any additional cost for cleanup/breakdown time assigned beyond the closing time of the event will be charged in addition to these fees.

KITCHEN facilities are only available during the school year. For specific arrangements and rates for kitchen use, applicants must contact the Supervisor of Food Services at **793-9713**.

Limited use of pools by outside groups/organizations is handled through special arrangements and only to groups/organizations whose specific function requires the use of that facility. Basic Rental fee is \$100 per hour. Special restrictions apply (see Facility Use Regulations). Minimum rental is 1 hour.

ADDITIONAL FEES (if applicable)

Lining Fields	\$30/hour
Snow Removal	\$50/hour
Lifeguards	\$30/hour
Site Supervisor	\$25/hour
Audio/Visual	\$30/hour
Scoreboards (with special permission)	\$10/hour

Payments must be made payable to Community Education and are due 3 days prior to the event. Permits not paid in full will be cancelled.

Class V Rental rates are listed below.

RENTAL RATES		Weekday*	Saturday**	Sunday**
AUDITORIUM (may require additional charge for AV technician and use of sound system)				
	Arrowwood (capacity-250)	\$ 70/hour	\$100/hour	\$140/hour
	Sherwood (capacity-250)	\$ 70/hour	\$100/hour	\$140/hour
	White Pine (capacity-630)	\$135/hour	\$160/hour	\$210/hour
	Heritage - air conditioned (capacity-486)	\$188/hour	\$215/hour	\$220/hour
	Science Lecture (capacity 70)	\$100/hour	\$125/hour	\$150/hour
CAFETERIA (kitchen not included)				
	Elementary (capacity 150)	\$ 75/hour	\$ 88/hour	\$115/hour
	White Pine (capacity 300)	\$100/hour	\$124/hour	\$160/hour
	Heritage (capacity 400)	\$140/hour	\$168/hour	\$195/hour
CLASSROOMS/MEDIA CENTER (non-elementary)		\$ 45/hour	\$ 70/hour	\$ 95/hour
COMMONS (Arrowwood/Sherwood/Heritage)		\$ 55/hour	\$ 80/hour	\$105/hour
CONFERENCE CENTER - ARROWWOOD		\$170/hour	\$193/hour	\$220/hour
GYMNASIUMS				
	Elementary Schools	\$40/hour	\$ 80/hour	\$100/hour
	Heritage and White Pine			
	with bleachers	\$170/hour	\$205/hour	\$225/hour
	without bleachers	\$135/hour	\$175/hour	\$190/hour
	Heritage Small Gym	\$ 70/hour	\$100/hour	\$120/hour

* Plus any additional cost for work performed by school personnel beyond regular work day/week.

** This charge includes custodial fees. Any additional cost for cleanup/breakdown time assigned beyond the closing time of the event will be charged in addition to these fees.

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Limited use of pools by outside groups/organizations is handled through special arrangements and only to groups/organizations whose specific function requires the use of that facility. Basic Rental fee is \$100 per hour. Special restrictions apply (see Facility Use Regulations). Minimum rental is 1 hour.

ADDITIONAL FEES (if applicable)

Lining Fields	\$30/hour
Snow Removal	\$50/hour
Lifeguards	\$30/hour
Site Supervisor	\$25/hour
Audio/Visual	\$30/hour
Scoreboards (with special permission)	\$10/hour

Payments must be made payable to Community Education and are due 3 days prior to the event. Permits not paid in full will be cancelled.

Class VI Rental rates are listed below.

RENTAL RATES		Weekday*	Saturday**	Sunday**
AUDITORIUM (may require additional charge for AV technician and use of sound system)				
	Arrowwood (capacity-250)	\$170/hour	\$195/hour	\$220/hour
	Sherwood (capacity-250)	\$170/hour	\$195/hour	\$220/hour
	White Pine (capacity-630)	\$210/hour	\$245/hour	\$270/hour
	Heritage - air conditioned (capacity-486)	\$215/hour	\$245/hour	\$270/hour
	Science Lecture (capacity 70)	\$120/hour	\$170/hour	\$210/hour
CAFETERIA (kitchen not included)				
	Elementary (capacity 150)	\$ 90/hour	\$150/hour	\$180/hour
	White Pine (capacity 300)	\$110/hour	\$180/hour	\$210/hour
	Heritage (capacity 400)	\$160/hour	\$230/hour	\$260/hour
CLASSROOMS/MEDIA CENTER (non-elementary)		\$ 60/hour	\$130/hour	\$160/hour
COMMONS (Arrowwood/Sherwood/Heritage)		\$ 70/hour	\$150/hour	\$170/hour
CONFERENCE CENTER - ARROWWOOD		\$200/hour	\$270/hour	\$300/hour
GYMNASIUMS				
	Elementary Schools	\$95/hour	\$150/hour	\$200/hour
	Heritage and White Pine			
	with bleachers	\$200/hour	\$270/hour	\$300/hour
	without bleachers	\$160/hour	\$230/hour	\$260/hour
	Heritage Small Gym	\$ 80/hour	\$150/hour	\$180/hour

* Plus any additional cost for work performed by school personnel beyond regular work day/week.

** This charge includes custodial fees. Any additional cost for cleanup/breakdown time assigned beyond the closing time of the event will be charged in addition to these fees.

KITCHEN facilities are only available during the school year. For specific arrangements and rates for kitchen use, applicants must contact the Supervisor of Food Services at **793-9713**.

Limited use of pools by outside groups/organizations is handled through special arrangements and only to groups/organizations whose specific function requires the use of that facility. Basic Rental fee is \$100 per hour. Special restrictions apply (see Facility Use Regulations).

ADDITIONAL FEES (if applicable)

Lining Fields	\$30/hour
Snow Removal	\$50/hour
Lifeguards	\$30/hour
Site Supervisor	\$25/hour
Audio/Visual	\$30/hour
Scoreboards (with special permission)	\$10/hour

Payments must be made payable to Community Education and are due 3 days prior to the event. Permits not paid in full will be cancelled.