

Waterford School District Facility Procedures

The following procedures govern the use and rental of school facilities to protect the regular instructional program, those who use the facilities, and the taxpayer who has provided the facilities.

Classification of Users

Group I - No Charge*

This includes school programs whose purpose is to support Waterford School District students such as PTA/PTO Boosters activities, Scouts, Waterford Continuing Education, The Waterford Foundation, the Waterford Senior Center, and other groups directly related to and/or sponsored by the District.

Group II - Minimal Usage Fees

This includes community and school related groups, which have an affiliation with the District. These groups will be assessed minimal usage fees for events and activities, other than general meetings with no additional setup required, in addition to custodial setup and tear down fees, when applicable. These groups include homeowner associations, Waterford Cultural Council, Waterford Coalition, and Waterford Youth Assistance.

All other groups, such as government agencies, Oakland Schools, Media Network, and recreation groups with 75% or more Waterford residents on the roster, will be assessed minimal facility usage fees and custodial setup and tear-down, when applicable. Waterford Parks and Recreation will be assessed custodial setup and tear-down fees only, when applicable.

Group III - Full Usage Fees

This includes groups not listed under groups I and II such as businesses, religious institutions, home school, higher education institutions, recreational groups, and other organizations. Group III users will be required to pay a 50% deposit upon completion of the Building Use Agreement

*If a fee or admission is charged, the school, or sponsoring school organization, will be charged any extra expenses, including custodial charges.

Obtaining use of facilities/sites

The building principal/designee or Building Facility Use Coordinator is responsible for scheduling school facilities consistent with the Master Building Schedule except as indicated in *Special Use*:

Groups II and III must complete the Waterford School's Building Facility Usage Agreement Form, Hold Harmless, and Indemnification Agreement available in the School & Community Services Office, 501 N. Cass Lake Road, 248-682-0386. These forms and certificates of insurance must be submitted to the School & Community Services Office. **No reservation will be processed until a Facility Usage Agreement Form, Hold Harmless, and Indemnification Agreement has been completed and approved by the Facility Use Coordinator. Events will not be scheduled more than 30 days in advance.**

Groups II and III must schedule middle and high school athletic fields through the Community Relations Department at 248.682.0836, throughout the school year and summer. Elementary school

athletic fields are reserved during the school year but are on a first-come, first-serve basis during summer months.

School facilities are not available for rental during regularly scheduled holiday breaks such as Thanksgiving break, Winter, mid-winter & Spring breaks or emergency closings.

General Information

The school program (regular, extra-curricular, or school related) takes precedence over the use of school facilities by a non-school group. Permits for use of indoor or outdoor facilities will only be issued subsequent to receipt by the District of a Certificate of Insurance and/or Hold Harmless and Indemnification agreement as follows:

Group I - These activities are considered school programs and therefore no special insurance or hold harmless requirements are needed.

Group II and III - These activities require the group to provide Certificate of Insurance for workers compensation, if applicable, liability for bodily injury and property damage, or any other type of insurance as the Administration deems necessary. The minimum liability limits of such public liability insurance and property damage shall be in the amounts of one million (1,000,000) dollars per claim, and two million (2,000,000) dollars per occurrence and shall name Waterford Schools as additional insured. **The Certificate of Insurance should be submitted with the Waterford School District Facility Usage Agreement Form.**

The issuing of a contract to use the school facility does not include the use of school property or additional equipment usage such as piano, A-V equipment, copy machines, physical education equipment, etc. unless special arrangements have been made for such use and it is noted on the Facility Usage Agreement Form.

No agreement will be issued to persons under 21 years of age. Student groups using school facilities will require supervision and assumption of responsibility for fees and charges by an adult. The user shall be in attendance and responsible for the conduct and control of both patrons and participants and shall see that all District procedures, including safety, are followed.

Guns, weapons, tobacco products, or non-service pets/animals are not allowed in any school building or on school property.

The user is not to enter any areas other than those areas identified on the contract. Keys shall not be issued to the user. An administrator, custodian, faculty member, or contracted District employee shall open and close all areas to be used.

Subleasing or shared use (not authorized by the School District) is prohibited.

Users will maintain an allergen-free environment where posted. No snacks allowed in classrooms. No allergens or allergen containing products allowed for art or other projects. Must refrain from using allergen-free labeled table if using cafeteria.

No coolers, food, or beverages, except capped bottled water in the Performing Arts Center dressing room. No coolers, food, or beverages of any kind are allowed inside the Performing Arts Center. This applies to all guests, including staff, judges, video, and sound personnel. A break room is provided for consumption of these items.

Food preparation is not allowed. No crock pots, food warmers, or other food appliances allowed in the facility.

Payment

The applicant is responsible for payment of all charges associated with the group's use of facilities/sites. It is preferred that all payments be made to Waterford School District at the time of application but must be paid no later than thirty days after invoicing by the Waterford School District. Checks must be made payable to: Waterford School District, Attention: Chris Luckes, 501 N. Cass Lake Road, Waterford, MI 48328.

Group III users will be required to pay a 50% deposit upon completion of the Facility Usage Agreement Form. **For users renting the performing arts centers, payment is due in full one week prior to the scheduled event.**

Notification of cancellation must be submitted to the School & Community Services Department at least 48 hours before scheduled activity or a two-week notice for those renting the Performing Arts Center or 10% of the deposit will be charged. Non-payment of rental fees within 30 calendar days after facility use will result in the loss of facility uses privileges, unless payment arrangements are made in advance.