

BOARD OF EDUCATION
HUDSONVILLE PUBLIC SCHOOLS

Building Use Policy and Regulations

Policy Statement

The Board of Education recognizes the benefit of granting permission to recognized groups/organizations for the use of district building facilities and/or grounds for educational or recreational use, and may grant such approval upon the submission of a written application. The Board believes that such use of any district facility or grounds shall not interfere with the daily school routine or any school-sponsored student activity. Building and facility use will be governed by Board policy and administered by the Community Education office. The Board further recognizes that a fee may be appropriate in certain circumstances.

The following pages list regulations relating to use of school facilities. Any exception to the regulations must be approved, in writing, before use of the facility or equipment. Please examine this information before completing an application.

Applicants must:

- A. Officially represent the organization listed on the application.
- B. Applicant must be present for entirety of event.
- C. Guarantee orderly behavior while using the facility.
- D. Underwrite any damage due to their use of the premises and agree to make prompt restitution.
- E. Ensure their activity is lawful and in conformity with regulations of the Board of Education.

Eligibility of Applicants

1. Applicant must be at least 18 years of age to be considered for a building use request.

Responsibility for the use of the facilities in observance of regulations shall rest upon the adult applicant who signs the permit for reserving the facility. If the applicant represents an organization, the applicant is responsible in an official capacity. If the applicant represents a group of individuals, the applicant is personally responsible.

Application

1. Written application shall be required.
2. Application shall be made at least ten (10) working days in advance of the proposed use.
3. Only facilities requested in the application may be used.
4. Any approved application issued for community use of school property shall be subject to cancellation if deemed necessary by the Superintendent or his/her designee.
5. Approved applications are not transferable.
6. Rental fees shall be paid in advance of the use of the facility unless otherwise approved by school officials.
7. Inaccurate or untruthful statements made in applications or violation of regulations may be cause for denial of future building use.
8. Approval for use of school facilities will be granted for a period not to exceed the school calendar year. Written application must be renewed annually.
9. Users of school facilities are required to bring a copy of their facility use agreement of the building usage to serve as receipt of payment and verification of reservation.

Cancellation of Use

The Board of Education reserves the right to cancel approval for any building use. School district sponsored activities will take precedence over other activities in granting or canceling permission to use school facilities.

Facilities Available

The school district reserves the right to specify the type of room and/or site to be used for a given group or activity, and to limit use to certain areas of the buildings.

Elementary and middle school facilities are not available on holidays or during the summer (July, August), winter or spring school recesses. The high school is available over a 12-month period except for holiday recesses (Christmas, spring), and two weeks in the summer.

Use of Equipment

1. Groups using school facilities shall be responsible for prompt removal of non-school equipment, decorations or properties.
2. Groups using facilities shall be responsible for setting up and taking down tables and chairs.
3. High school lighting equipment may only be operated by Hudsonville High School personnel approved by Community Education.
4. Fees for equipment used will be charged according to the current rental rates available in the community education office.

Damages

1. Any group using school facilities shall be responsible for all damages to the school facilities, normal wear and tear accepted. Failure to make prompt settlement with the school shall result in the forfeiture of future privileges to use the facilities.
2. Special fees may be assessed to re-apply protective floor coating if the activity removes such coating.
3. School personnel on duty shall inspect facilities before and after use. Evidence of damage shall be reported in writing to the community education office. Facilities should be received and left in a clean condition unless provisions for clean-up have been arranged through the community education office.

Supervision

1. All activities must be supervised by a responsible adult or adults. Failure to control the behavior of users may result in the forfeiture of future privileges to use the facilities.
2. In all cases where minors are present, a sufficient number of chaperones must be present, a minimum of one for each thirty minors.
3. Names of supervisors or chaperones must be filed with the application.
4. An authorized school employee shall be on duty when school facilities are in use. She/he shall be responsible for heat, custodian service, and opening and closing of the building. An authorized school employee is normally defined as a member of the district's custodial/maintenance staff. Exception to this requirement must be approved by the Superintendent or his/her designee. In the event that the

district is unable to employ an authorized school employee to be on duty, the district reserves the right to withdraw approval of the use.

Guidelines and Regulations

1. No program may be held that will interfere with the regular school district programs or services provided at the buildings.
2. School facilities cannot be used by any individual, group, or organization for any activity that is intended to overthrow the government by force, violence, or other unlawful means.
3. No enterprise, function or activity that promotes any commercial product or results in any private profit or commercial gain for any business enterprise may be conducted on school property.
4. No person shall, on the basis of sex, race, color, religion, national origin, or handicap, be excluded from participation in any of its programs or activities.
5. Due to lack of custodial services, school facilities will not be used on Sundays except for religious services and activities.
6. School facilities may not be used for go-cart, motorcycle or motor driven vehicle racing or driving.
7. Nothing shall be sold, displayed or given away without the permission of the Superintendent or his/her designee.
8. No decorations or scenery shall be put up, pianos or furniture moved, unless prior authorization has been granted.
9. No property shall be stored in the school by outside groups unless prior authorization has been granted.
10. School-owned specialized equipment must be operated by a school operator.
11. Smoking is prohibited at all times in all school facilities and on school property. The use, possession or being under the influence of alcohol, drugs or other controlled substances is prohibited.
12. Elementary facilities must be vacated by 10:00 pm, Middle School and High School by 11:00 pm, unless prior authorization for extension of the available hours has been obtained from the Community Education office. Summer hours for Community Education are 8:00 am – 3:00 pm.
13. Groups planning extended use of school facilities (in excess of 48 hours in a three month period) must provide certification of liability insurance.

14. When Hudsonville Public Schools are canceled because of weather conditions or other emergencies, all scheduled events are canceled also. (Custodial staff is usually not available in the evening of a snow day.) Every effort will be made to reschedule events.
15. There will be a charge for snowplowing for groups using the facilities on a regular basis during the winter at a time when school is not normally in session. A fee will be determined by Community Education by early October of each year. This will be a weekly charge. Other arrangements for snowplow service must be approved by the Superintendent or his/her designee. This will be considered only after proof of liability insurance has been submitted by the snowplow service.
16. No food or beverage shall be taken into or consumed in the junior high or high school gyms. When using gyms for athletic purposes (including elementary), proper gym footwear must be worn.

Granting of Approval

The Superintendent or his/her designee is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with Board rules. Any denied request may be appealed to the Superintendent. The Superintendent may, at his/her discretion, require the approval of the Board before granting such requests.

Special Provisions for Pool Use

a. Granting of Approval

The Pool Director is authorized to approve and schedule pool use by all school and non-school groups or organizations. Any exception to the following regulations must be approved by the Pool Director, in writing, before use of the pool.

b. Supervision

All groups using the pool must be supervised by a responsible adult or adults. In all cases where minors are present, there must be at least two adult chaperones and no less than one chaperone per ten minors.

A certified life guard designated by the pool Director is required. Wages of the lifeguard shall be paid by the user. There must be a minimum of one (1) qualified lifeguard per twenty-five (25) people using the pool.

c. Use of Equipment

Special pool equipment shall not be used in or around the pool without approval of the Pool Director. Any group using special pool equipment agrees to accept responsibility for repairing or replacement of equipment.

ADMINISTRATIVE GUIDELINES FOR USE OF SCHOOL FACILITIES

District facilities shall be available for all users listed below. When there are competing interests for the use of facilities, priority will be given to Hudsonville Public School groups over Non-Hudsonville Public School groups.

- A. Use is directly related to the schools and the operation of the schools.
- B. Meeting of the employee organization.
- C. Uses for voter registration and election.
- D. Uses in groups indirectly related to the school.
- E. Departments or agencies of the municipal government.
- F. Other governmental agencies.
- G. Community organizations formed for charitable, civic, social, or education purposes.

The primary intent of school facilities is to provide a quality environment for regular curricular and extracurricular educational programs. The general intent of the Hudsonville Public Schools Board of Education is to provide for fair and reasonable community use of Hudsonville Public School buildings and outdoor facilities. Community use of Hudsonville Public School properties will be allowed according to its stated policy. All property use will be permitted only when it can be demonstrated that it would allow the Board of Education to maintain 1) proper security, 2) maintain fiscal responsibility and limit liability, and 3) insure that public school facilities will not be used for personal gain. The fee schedule listed below is subject to change by the Board of Education with notification to rental parties. All organizations must file a written application or online request for each rental.

Any deviation from the following schedule of fees may only be granted by the Superintendent or his/her designee. Only extreme financial hardships, all community fund raisers on behalf of a philanthropic event, or an event deemed in the overall best interest of the district will be considered as exceptions.

Hudsonville Public School Groups

These groups directly relate to regular or extracurricular K-12/Community Education programs and have first (1st) priority use.

Categories for Use for Non-Hudsonville Public School Groups

To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of board policy governing use of facilities, the following categories are established. These categories have been set up to define types of use and/or users.

A schedule of fees is included for approved users. Requests from Category 1 and 2 have priority. All other requests will be considered on a first come, first serve basis. If a conflict occurs alternate space or dates will be offered when possible.

Category 1 District families or formal, non-profit community groups in organizations comprised of a majority of district residents providing educational, social, cultural, religious, and recreation activities for members of the Hudsonville community at large.

*To be considered for Category 1, a minimum of 80% of group/team participants must reside in the Hudsonville district or attend Hudsonville Public Schools.

Category 2 Activities evolving out of Category 1 where admission is charged. Organizations/ groups outside the district, commercial users, private for profit businesses, or vendors.

HUDSONVILLE PUBLIC SCHOOLS RENTAL CONTACT INFORMATION:

General Rental Inquiries

(616) 669-1740

USE OF SCHOOL FACILITIES

All individuals, groups or organizations desiring the use of school facilities must complete an application for facility rental and/or contact the appropriate office listed above. Applications for Facility rental forms may be printed off or filled out online at www.hudsonvillepublicschools.org website, found under "Community Ed.". Please fill out application completely. All representatives signing the rental form will be held accountable for fulfillment of the terms of the general regulations and responsibilities of user requests.

DISTRICT FACILITY RENTALS

All charges are per hour

Elementary Schools	Category 1	Category 2
Cafeteria/Multi-Purpose Room	15.00	50.00
Gymnasium	15.00	35.00
Classroom (w/ approval only)	15.00	40.00
Middle Schools	Category 1	Category 2
Classrooms (w/ approval only)	15.00	40.00
Media Center (w/ approval only)	15.00	40.00
Music Rooms (w/ approval only)	15.00	20.00
Cafeteria	15.00	50.00
Gymnasium (court A or B)	15.00	60.00
High Schools	Category 1	Category 2
Classrooms (w/ approval only)	15.00	40.00
Media Center (w/ approval only)	15.00	40.00
Band/Choir Rooms (w/approval only)	15.00	40.00
Cafeteria	15.00	50.00
Main Gymnasium	15.00	65.00
Auxiliary Gymnasium/balcony	15.00	65.00
Auditorium	15.00	75.00
**Production	500.00 (non-public)	600.00 (other)
Sound & Lights	20.00	20.00
**Includes: 4 rehearsals, 1 performance, equipment, and custodian		

Outdoor Facilities*	Category 1	Category 2
Eagle Stadium	250.00/day	1500.00/day
Athletic Fields	175.00/day	175.00/day
Baseball/Softball Diamonds	1,000.00/day	1,000.00/day

Tennis Courts – Rental is not required. Courts are available on a first come, first serve basis.

**Additional fees may be applied to outdoor facility rentals based on rental needs and requests, including but not limited to field prep dragging, lining, use of equipment, custodial, lighting, etc.*

All charges are per hour

Custodial Coverage	Category 1	Category 2
Scheduled Working Hours	-----	-----
Evenings per hour (Elementary Bldgs)	40.00	40.00
Weekends per hour	40.00	40.00
Open/Close (2 hours)	80.00	80.00
Holidays per hour	60.00	60.00

Custodial coverage rates apply to all district rentals; facilities, outdoor, auditorium, and pool.

Snow Removal (As needed per rental) 50.00

Extra Dumpster (As needed per rental) 50.00

Lighting at Stadium & Parking Lot 25.00

STAFF USAGE OF FACILITIES FOR PROFIT EVENTS/ACTIVITIES

Staff members interested in hosting an event, offering a class for staff or students, or tutoring a student during non-school hours *must contact their building principal **and** the Director of Community Education* for review and approval prior to scheduling an activity.

HUDSONVILLE POOL RENTALS

All HPS pool rentals must be scheduled with the Community Education and Facilities Coordinator.

HUDSONVILLE POOL

(616) 669-1500, ext #20243

	Residents		
	1 - 2 HRS.	3 - 5 HRS.	6+ HRS.
1 – 25 people	50.00	45.00	40.00
26-50 people	65.00	60.00	55.00
51-75 people	80.00	75.00	70.00
76-100 people	95.00	90.00	85.00
100+ people	110.00	105.00	100.00