

# Anchor Bay School District Facility Use Guidelines



1. All facility use permits are subject to cancellation or denial by the Superintendent or the Superintendent's designee. The decision shall be based on the best interest of the students, community and school district while staying within the constraints of available funds.
2. A school employee shall be on duty whenever any part of a building or facility is used. The building principal or designee may deny use of a facility if a regularly assigned building custodian is not available to work on the requested date.
3. Decorations are only permitted with approval from the building administrator. Only materials acceptable to the local fire marshal may be used. Decorations shall be removed before 7:00 a.m. the next day. Exits must be kept clear at all times.
4. Under no circumstances are any materials and/or substances to be used on floors or other parts of the building without the approval of the custodian on duty.
5. Smoking in a school building, or on school grounds is strictly prohibited and is a violation of Public Act 140 of 1993.
6. Under no circumstances will alcoholic beverages be permitted on school property. No person shall be permitted in a building that appears to be under the influence of alcoholic beverages.
7. Proper supervision shall be the responsibility of the group using the school facility. If necessary, police and/or guard service of a school employee may be required to ensure protection of persons as well as school property and the enforcement of these rules and regulations. The building principal and Superintendent or designee will determine if the need exists. The cost of this supervision will be assessed to the user group.
8. No permits will be issued for activities during normal school hours, unless completely compatible with the primary instructional purpose and a directly related activity of the school district. Use of school buildings as voting precincts are exempt from this paragraph.
9. Certificates of insurance will be required by Group 2, 3, & 4 users for workers' compensation if applicable, liability for bodily injury and property damage, or any other type of insurance as the Superintendent deems necessary. Certificate of liability insurance shall be in the specific and aggregate amounts of not less than \$50,000 and shall name Anchor Bay School District as additionally insured.
  - a. A Group 3 Community Organization will be exempt from this paragraph provided that (1) the organization is using the building for a general meeting of the organization and (2) the organization does not use the buildings more than 2 times in a school year.
  - b. If the building is to be used for a purpose other than a general meeting of the organization or the organization wishes to use the building more than 2 times during the year, then the insurance requirement specified above will be enforced.
10. Applicant organizations or individuals shall provide sufficient, competent, adult supervision. Applicant will be responsible for attending the scheduled function. The applicant signing the application shall be at least 18 years of age and will be responsible for all damages to the building/grounds. All advertising except items incidental to the program, and all sales of merchandise, printed matter or other materials are forbidden on Board of Education owned premises for Group 2, 3 & 4 users in connection with any meeting or use except with the prior approval of the Superintendent or designee.
11. The building administrator shall not approve use of a building by a group 2, 3 or 4 user when school is not in session. School is not considered in session during Winter/Spring break, Christmas/Easter break and any other legal holiday. Anchor Bay High School & Middle School South auditoriums shall not be scheduled for more than 4 continuous weeks by one specific group.
12. Use of district telephones by user groups is prohibited unless permission is granted by the building principal in writing on the building use form. If granted a nominal fee will be charged for use of the phone.
13. Only school personnel may move or direct movement of equipment and furniture. In addition, if stage curtain, projection equipment, lighting and public address systems are to be used arrangements will be made with the building administrator to provide technically qualified personnel at established wage rates.
14. Use of district wide gyms will be permitted for baseball practice/conditioning, however the Facility Use Permit must clearly state "only tennis balls are to be used in the building for baseball practice/conditioning purposes. Bats, hardballs, softballs and other balls are prohibited from use in the school building. Use of building in violation of this condition will cause permission for use to be revoked.
15. For group 1 & 2 users serving food utilizing kitchen facilities to district students and/or parents, the following must be arranged through the Food Service Department. A district food service employee must be present during the scheduled event. This includes the set-up and clean up times. When serving food, whether utilizing kitchen facilities or not, during fund raising activities that will include serving the general public one of the following must be arranged through the Food Service Department:
  - Option 1: A district food service employee must be present during their scheduled event. This includes the set-up and clean up time.
  - Option 2: A temporary Health Department License must be issued for the scheduled event. The application must be applied for in advance to the Health Department. The Food Service Department should be contacted one (1) month in advance of the scheduled event for assistance.
16. For group 3 & 4 users serving food whether utilizing kitchen facilities or not, one of the following must be arranged through the Food Service Department:
  - Option 1: A district food service employee must be present during their scheduled event. This includes the set-up and clean up time.
  - Option 2: A temporary Health Department License must be issued for the scheduled event. The application must be applied for in advance to the Health Department. The Food Service Department should be contacted one (1) month in advance of the scheduled event for assistance.
  - Option 3: Utilize the catered services of a licensed food service establishment without using school district kitchen facilities.

For option 2 & 3 above, user groups must also provide a certificate of insurance with Anchor Bay School District named as an additionally insured and indicating the group has products liability endorsement on the policy.

**Violation of these rules and regulations or failure to pay invoiced amounts may prevent approval of future facility use applications or may cause existing permits to be revoked.** The Anchor Bay School District reserves the right to cancel without notice any permit for facility use due to employee strikes, snow days, act of God days, school functions, or any circumstances beyond the control of the school district. In the event of such cancellation, the district will not be liable for any damages, which may result, and it will refund any fees paid in advance in such amount that may remain after any costs incurred up to the time of cancellation. If the building principal or designee decides the use of a building by a Group 2, 3, or 4 user requires that staff of the school district be used for snow or ice removal from its parking lots and/or outside walkways, the wage and benefit cost will be assessed to the user group at the actual time incurred for the grounds staff plus a 20 percent service fee for equipment/supplies for ice/snow removal.

Applicant Signature: \_\_\_\_\_ Building: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_