



USE OF BUILDING FACILITIES

Application

A permit is required for the use of District buildings and sites for events that occur outside of the regular school day. Application forms are available on the District's website and at the Office of the Director of Maintenance located at 1601 N. Campbell Road. Applicants must be eighteen years of age or older. Applications 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. Requests for Sunday or holiday use of 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 Director of Maintenance. Addams Elementary School is used for City recreational programs; Royal Oak Middle School gym is used by high school athletic programs; Keller Elementary Facilities and Field are designated for rental use. School events must be submitted by September 1, City programs by September 10, User Group I (groups not charged rental fee) submitted by September 15, User Groups II and III submitted after October 1. Applications for user Groups II and III submitted before October 1 will be dated and priority will be given based on date submitted. Groups with prior use history will be given priority over new users. After Group I, rentals shall have priority for Keller School Use. After October 1, 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 Executive Director of Finance and Operations Maintenance 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 Office of the Director of Maintenance receives the notice of cancellation at least 48 hours prior to the group's scheduled use time. All costs incurred prior to cancellation will be charged to the group canceling the activity. The Director Maintenance or designee may cancel permits at any time if District rules and regulations are violated or if the space is required for another activity deemed to be of a higher priority.

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 of the regular school day. School-related activities shall be added to the building use calendars by building principals or designees in advance of stated deadlines. All other activities extending beyond the school day must be scheduled through issuance of a building permit by the Director of Maintenance. During scheduled days of school, non-school related activities may not be scheduled to begin in elementary buildings before 6:15 p.m.
2. Permit holders may not assign, transfer, or sublet the use of 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 product (waxes, chalk, etc.) on floors, walls or any other part of the building is prohibited. No skateboard, in-line or roller skates 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 or the Director of Maintenance. Arrangements, including timing for installation and removal of decorations and equipment, must be approved by the Director of Maintenance.
7. When use of special school equipment such as stage lighting, scoreboards, audio-visual materials, technology and cafeteria equipment is authorized and deemed necessary, a qualified staff member, approved by the Director of Maintenance must be employed to supervise and/or operate the related equipment. The sponsoring group or organization shall pay all labor and equipment costs, which will be \$35/hour per employee.
8. A permit authorizing use of a school gymnasium or multipurpose facility does not include the use of any 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 of the 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.

10. The permit holder must advise the Director of Maintenance of any special arrangements required when requesting the building 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 Director of Maintenance.
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 time of the scheduled event. Any additional labor costs will be charged to the user for events that extend beyond the established time.
13. 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 Director of Maintenance.
14. 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.
15. If an admission charge or donation is collected for non-school groups, all fees are applicable as set forth in the fee schedules.
16. 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
17. 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.
18. School facilities may not be used for the following purposes:
 - A. Activities that violate city ordinances, state statutes, or federal laws
 - B. Gambling
 - C. Activities that may be hazardous or considered a public nuisance
 - D. Any other purpose deemed inappropriate by the District.
19. Activities or organizations may be required to provide proof of insurance. The Director Maintenance 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.

20. 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 the 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 Board of Education and Superintendent shall be the final arbiter of whether the production company will be allowed to film on a District location.

Labor Costs

1. All labor costs associated with the rental will be billed to user groups. This will include time for added staff beyond that which would be normally present during normal work shifts on Monday – Friday, time beyond the normal work shift Monday-Friday, 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 thirty 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-Saturdays: \$35.00 per hr. per custodian
- 2) Sundays: \$46.00 per hr. per custodian
- 3) Holidays: \$69.00 per hr. per custodian

B. Kitchen Facilities:*

A food service employee shall be present during rental of a kitchen. This labor charge will be a three-hour minimum. This cost will be directly billed to you by our food service vendor.

C. Audio Visual Equipment:*

A School District technician must be present to operate any district owned audio visual equipment.

- 1) Monday-Saturdays: \$35.00 per hr. per technician
- 2) Sundays: \$46.00 per hr. per technician
- 3) Holidays: \$69.00 per hr. per technician

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

USER GROUP CATEGORIES

Group I

The purpose of this group is to provide activities and programs that benefit the District's students and/or staff. Group I categories include the following:

IA: School Activities, Adult and Continuing Education, Board/School Committees, Community Education Activities (e.g. before and after care), Co-Curricular Activities and Extra-Curricular Activities under the direct sponsorship of school/district: Groups in category IA have highest priority for building use and communication regarding such activities shall be considered school communications.

IB: PTA Groups* & School Support Booster Clubs*: These groups have the next priority. Direct district support and oversight is provided to such groups. The priority and level of communications support afforded such groups shall be proportional to the portion of the total student body served.

IC: Scout Program**, City of Royal Oak Recreation Department***, Service Clubs, Royal Oak Foundation for Public Education, Bargaining Units Meetings: These groups have the next priority; level of communications support afforded to such groups shall be proportional to the portion of the total student body served and in most cases shall consist of providing links or directions that assist families in finding the organization's information.

* Limited to affiliated building.

** Limited to affiliated building; use of gym once per month.

*** Designated use at Addams Elementary, ROHS Pool and ROHS Auditorium, ROMS Auditorium, labor charge.

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, where 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. Examples of this group include:

Royal Oak Youth Sport Groups

Group I not using affiliated building

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 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.

Royal Oak Schools
FACILITY RENTAL FEE SCHEDULE
Hourly Rates

		<u>Elementary Schools</u>	<u>Middle School</u>	<u>High School</u>
Classroom	Group I	\$0	\$0	\$0
	Group II	\$10	\$20	\$20
	Group III	\$15	\$25	\$25
Media Center	Group I	\$0	\$0	\$0
	Group II	\$20	\$30	\$30
	Group III	\$25	\$35	\$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
Large Gym	Group I	\$0	\$0	\$0
	Group II	\$25	--	\$70
	Group III	\$65	\$85 2 Hr. Min	\$85 2 Hr. Min
Auxiliary Gym (Small Gym)	Group I	\$0	--	\$0
	Group II	\$25	--	\$70
	Group III	\$35	--	\$80 2 Hr. Min
Locker Room	Group I	--	\$0	\$0
	Group II	--	\$40	\$40
	Group III	--	\$50	\$50
Shop/Ind Arts ROMS Home Ec/ Art Rooms	Group I	--	\$0	\$0
	Group II	--	\$35	\$35
	Group III	--	\$40	\$40
Commons/Glass Hall Great Room Gathering Place	Group I	--	\$0	\$0
	Group II	--	\$30	\$30
	Group III	--	\$35	\$35
Swimming Pool including Locker Rooms	Group I	--	\$75	\$50
	Group II	--	\$85	\$60
	Group III	--	\$100	\$80

Royal Oak High School
ARTIFICIAL TURF RENTAL
Rates and Policies

	Community Athletic Groups* (No Admission Charged)	Community Athletic Groups* (Admission Charged)	All Other Groups
Rental Rate **	\$75 per hour	\$110 per hour	\$135 per hour

District Grounds/
Custodial Services ***

Monday-Saturday	\$35 per hour	\$35 per hour	\$35 per hour
Sunday	\$46 per hour	\$46 per hour	\$46 per hour
Holiday	\$69 per hour	\$69 per hour	\$69 per hour

Optional Items:

Restrooms	--	\$30 per event	\$30 per event
Lights	\$25 per hour	\$25 per event	\$25 per hour
Scoreboard	--	--	\$25 per game
Scoreboard Operator	\$25 per hour	\$25 per game	\$25 per game
Press Box/PA System	--	--	\$25 per game
PA System Operator	\$25 per hour	\$25 per game	\$25 per game

Concession Stand: ****

Space Only	\$50 per event	\$50 per event	\$100 per event
Space & Equipment	\$100 per event	\$100 per event	\$150 per event

* Community Athletic Groups include Royal Oak Youth Soccer Association and Royal Oak Youth Football Association (Chiefs and Chargers)

** Two hour minimum rental

*** A District Groundskeeper or Custodian will be on site one-half hour before the event, will remain during the event and will leave one-half hour after the event is over. The renter will be responsible for all labor costs for this required service. Hourly rates will be adjusted annually to reflect current year 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.

Royal Oak High School
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 Rental rates as outlined above.

Food and beverages are not allowed in the auditorium. Water in plastic bottles may be consumed in the auditorium. All other food and beverages are prohibited.

* Two hour minimum rental

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

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

Royal Oak High School
BASEBALL FIELD RENTAL
Rates and Policies

	Community Athletic Groups* (No Admission Charged)	Community Athletic Groups* (Admission Charged)	All Other Groups
Rental Rate**	\$35 per hour	\$40 per hour	\$45 per hour
<u>District Grounds/ Custodial Services***</u>			
Monday-Saturday	\$35 per hour	\$35 per hour	\$35 per hour
Sunday	\$46 per hour	\$46 per hour	\$46 per hour
Holiday	\$69 per hour	\$69 per hour	\$69 per hour
Supplies	\$20 per game	\$20 per game	\$20 per game
<u>Optional Items:</u>			
Scoreboard	--	--	\$25 per game
Scoreboard/ PA System Operator	\$25 per game	\$25 per game	\$25 per game
Restrooms	\$30 per event	\$30 per event	\$30 per event

* Community Athletic Groups include Royal Oak Sandlot League

** Two hour minimum rental

*** A District Groundskeeper or Custodian will be on site one-half hour before the event, will remain during the event and will leave one-half hour after the event is over. 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.

Royal Oak High School
SOFTBALL FIELD RENTAL
Rates and Policies

	Community Athletic Groups* (No Admission Charged)	Community Athletic Groups* (Admission Charged)	All Other Groups
Rental Rate**	\$25 per hour	\$30 per hour	\$35 per hour
<u>District Grounds/ Custodial Services***</u>			
Monday-Saturday	\$35 per hour	\$35 per hour	\$35 per hour
Sunday	\$46 per hour	\$46 per hour	\$46 per hour
Holiday	\$69 per hour	\$69 per hour	\$69 per hour
Supplies	\$20 per game	\$20 per game	\$20 per game
<u>Optional Items:</u>			
Scoreboard	--	--	\$25 per game
Scoreboard/ PA System Operator	\$25 per game	\$25 per game	\$25 per game
Restrooms	--	\$30 per event	\$30 per event

* Community Athletic Groups include Royal Oak Sandlot League

** Two hour minimum rental

*** A District Groundskeeper or Custodian will be on site one-half hour before the event, will remain during the event and will leave one-half hour after the event is over. 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.

Royal Oak High School
TRACK RENTAL
Rates and Policies

	Community Athletic Groups* (No Admission Charged)	Community Athletic Groups* (Admission Charged)	All Other Groups
Rental Rate**	\$25 per hour	\$30 per hour	\$35 per hour
<u>District Grounds/ Custodial Services***</u>			
Monday-Saturday	\$35 per hour	\$35 per hour	\$35 per hour
Sunday	\$46 per hour	\$46 per hour	\$46 per hour
Holiday	\$69 per hour	\$69 per hour	\$69 per hour
Supplies	\$20 per game	\$20 per game	\$20 per game
<u>Optional Items:</u>			
Scoreboard	--	--	\$25 per game
Scoreboard/ PA System Operator	\$25 per game	\$25 per game	\$25 per game
Restrooms	--	\$30 per event	\$30 per event

* Community Athletic Groups include Royal Oak recreational track associations

** Two hour minimum rental

*** A District Groundskeeper or Custodian will be on site one-half hour before the event, will remain during the event and will leave one-half hour after the event is over. 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.

Royal Oak Middle School
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 Rental rates as outlined above.

Food and beverages are not allowed in the auditorium. Water in plastic bottles may be consumed in the auditorium. All other food and beverages are prohibited.

Subject to availability, the rental fee for ROMS Auditorium may be waived by the Superintendent of Royal Oak Schools affiliated and City of Royal Oak based community performing arts groups in which most members are Royal Oak residents – including the Royal Oak Community Band, the Royal Oak Community Orchestra, and the Royal Oak Children’s Choir. Such use shall be limited to recognized and registered non-profit (501c3) organizations. Use of ROMS Auditorium under this provision (i.e. with the possible fee waiver) shall be limited to four times per year per organization. Users shall be required to use district designated employees for production needs and 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. Such fees may not be waived.

* Two hour minimum rental

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

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

Royal Oak Middle School
FOOTBALL AND SOCCER FIELD RENTAL
Rates and Policies

	Community Athletic Groups* (No Admission Charged)	Community Athletic Groups* (Admission Charged)	All Other Groups
Rental Rate ** (not to exceed 3 hours)	\$200 per game	\$225 per game	\$250 per game
<u>District Grounds/ Custodial Services ***</u>			
Monday-Saturday	\$35 per hour	\$35 per hour	\$35 per hour
Sunday	\$46 per hour	\$46 per hour	\$46 per hour
Holiday	\$69 per hour	\$69 per hour	\$69 per hour
Supplies	\$175 per event	\$175 per event	\$175 per event
<u>Optional Items:</u>			
Restrooms	--	\$30 per event	\$30 per event
Lights	\$25 per hour	\$25 per event	\$25 per hour
Scoreboard	--	--	\$25 per game
Scoreboard Operator	\$25 per hour	\$25 per game	\$25 per game
Press Box/PA System	--	--	\$25 per game
PA System Operator	\$25 per hour	\$25 per game	\$25 per game
Concession Stand: ****			
Space Only	\$50 per event	\$50 per event	\$100 per event
Space & Equipment	\$100 per event	\$100 per event	\$150 per event

* Community Athletic Groups include Royal Oak Youth Soccer Association and Royal Oak Youth

** A District Groundskeeper or Custodian 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 is over. 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.