

# **VAN BUREN PUBLIC SCHOOLS**

## **Use of School Facilities**

### **PURPOSE:**

- To establish regulations for the occupancy and use of school facilities by organizations and residents of the community.
- To establish procedures for the fair, reasonable, and impartial use of school properties.
- To establish procedures that will provide some measure of assurance to the community that facilities scheduled for non-curriculum purposes will be available as scheduled and to limit scheduling conflicts.
- To establish regulations that will protect and assure the preservation of school district property.
- To establish use or rental fees where appropriate.

### **APPROVED USES:**

- The school district **may** grant the use of the school grounds, schools, or building facilities for entertainment, education and recreation of organizations and residents.
- The approved use shall not infringe upon the educational mission of the school district.
- The approved use shall not discriminate against any group who wishes to conduct a meeting within a limited open forum on the basis of the religious, political, philosophical, or other content of the speech at the meeting.
- Use will be granted to organizations and residents in a manner consistent with the categories established in these guidelines.
- The school district reserves the right to maintain order on school premises, to protect the well being of staff and condition of its facilities.
- Van Buren Public Schools reserves the right to reject any building use request that is not in the best interest of the school district.

## **CATEGORIES OF QUALIFYING ORGANIZATIONS AND RESIDENTS**

**GROUP A** Organizations and groups sponsored by or closely affiliated with the Van Buren Public Schools.

1. Parent-teacher groups, school clubs, scouting organizations, school advisory committees and employee organizations.
2. Elections held in the City of Belleville, Van Buren Township, Sumpter Township and Ypsilanti Township.
3. School-sponsored continuing education classes. (Community Ed., Adult Ed.)
4. Business/Education Partnerships.

**GROUP B** Community organizations and groups which meet in the public interest and do not charge admission.

1. Recreation programs sponsored by the City of Belleville, Van Buren Township and Sumpter Township.
2. Character-building organizations that operate for benefit and entertainment of children in the school community.
3. Service clubs for community projects.

**GROUP C** Community organizations and groups which meet for special interests or charge admission.

1. Religious organizations located in the community.
2. Associations, groups or clubs located in the community.
3. Fund-raising activities conducted by community organizations.
4. Recreation programs (fees charged).

**GROUP D** Organizations not located in the community.

1. Groups and churches located outside the City of Belleville, Van Buren Township and Sumpter Township.
2. Commercial ventures.

*Categories are used to identify basic rental fees, custodial and kitchen fees are additional charges. A non-refundable security deposit may be required for use of certain facilities.*

## **REGULATIONS REGARDING APPROVED USES:**

- A. The Board of Education and/or its representatives will have free access to all room/facilities at all times.
- B. School-related activities have first claim to the use of all school facilities. School authorities with appropriate notice may order cancellations. All facilities use agreements are granted with this understanding. Whenever possible, alternative locations will be identified before cancellations are implemented.
- C. All student projects and all student equipment will remain undisturbed.
- D. Use of kitchen facilities will be considered on a per use basis.
- E. Putting up decorations or scenery or moving of any furniture is prohibited unless special permission is granted. All decorations must be removed and furniture returned to its original location at the end of activity.
- F. Van Buren Public Schools will **not** store equipment for any activities held in its facilities.
- G. Smoking is prohibited in public school buildings or on school grounds
- H. No alcoholic beverages will be brought to or consumed in the building or on the grounds.
- I. Organizations and residents using facilities will be responsible for loss or damage to school property or equipment, including that belonging to students or school employees.
- J. Custodial fees will be charged for any weekend use at time and one-half.
- K. Van Buren Public Schools may require that Security be hired for management of crowd and security of buildings.
- L. Van Buren Public Schools has the right to request Insurance coverage with the school district named as a “rider” on such policy.