



# Morenci Area Schools

<http://www.morenci.k12.mi.us/>

## **Superintendent**

Mike McArán  
788 E. Coomer St.  
Morenci, Michigan 49256  
(517) 458-7501, ext. 203  
E-mail:  
[mcaran@morencibulldogs.org](mailto:mcaran@morencibulldogs.org)

## **Morenci High School**

Kim Irish, Principal  
788 E. Coomer St.  
Morenci, MI 49256  
517-458-7502  
Email:  
[kirish@morencibulldogs.org](mailto:kirish@morencibulldogs.org)

## **Morenci Middle School**

Kim Irish, Principal  
304 Page St.  
Morenci, MI 49256  
517-458-7506  
Email:  
[kirish@morencibulldogs.org](mailto:kirish@morencibulldogs.org)

## **Morenci Elementary School**

Gail Frey, Principal  
517 E. Locust St.  
Morenci, MI 49256  
517-458-7504  
Email:  
[gfrey@morencibulldogs.org](mailto:gfrey@morencibulldogs.org)

## **Athletic Director**

Kay Johnson  
304 Page St.  
Morenci, MI  
Email:  
[kjohnson@morencibulldogs.org](mailto:kjohnson@morencibulldogs.org)

## **Facilities Directory**

Tim Kruse  
788 E. Coomer St.  
Morenci, MI 49256  
Email:  
[tkruse@morencibulldogs.org](mailto:tkruse@morencibulldogs.org)

## **Morenci Area Schools' Mission Statement:**

It is the mission of Morenci Area Schools to graduate students with excellent academic foundations, character, and awareness of professional and career opportunities.

In line with our mission statement the Morenci Area School District Board of Education believes that the public schools play an important part in the intellectual growth and social expression of a community. And to this end the Morenci Area School District Board encourages public use of school facilities.

In providing this opportunity, the Morenci Area School District Board of Education has set forth policies and regulations which provide for fair, equitable, and non-discriminatory use of its facilities. Additionally, and as financial stewards of public monies supporting education, the Board also maintains a responsibility to recover and all additional costs associated with such additional use of its facilities and have likewise established policies for this purpose.

In support of encouraging public use of school facilities, the Morenci Area School District Board of Education maintains the opportunity for the community to use its facilities at no cost (excluding equipment) provided that use is during regular business hours and in accordance with all established policies and procedures. For after hour's community use of Morenci Area School District facilities, fees have been established as a means to recover additional ongoing operational, maintenance, and replacement costs associated with such use. The Morenci Area School District Board of Education will periodically review and adjust these policies and fees as it deems necessary.

## **Facility Policies and Regulations**

### **Reservation and Availability**

The use of the facilities shall be scheduled when space is available around school activities. This will be determined after the school calendar is adopted and may be made up to 6 months in advance, when feasible, by calling the board office at (517) 458-7501. Please note that only school activities will receive preference in scheduling and not to any citizens, employees or organizations.

### **Rooms Available**

- Classroom/Small Conference Rooms- Morenci High School, Morenci Middle School, and Morenci Elementary Schools
- Gymnasium and Cafeterias- Morenci Middle/High School and Morenci Elementary

### **Fees**

Fees for using facilities during non-business hours:

- \$25.00 opening and closing fee (required for all rentals)
- \$100.00 deposit (required for all rentals, and will be returned if all conditions of the agreement are met.)
- \$25.00 per hour for usage of classrooms, conference rooms, cafeteria, or gymnasium. (2 hour minimum)
- \$50.00 per hour for usage of cafeteria and kitchen area. (please make arrangements with the food service director if wishing to use the kitchen area)
- \$100.00 per hour for usages of outside athletic field. (please contact the athletic director to make arrangements)
- \$10.00 flat fee for usage of a portable LCD Projector and Screen
- \$10.00 flat fee for usage o the sound podium

### **Payment**

Payment is due in total, including the \$100.00 deposit, prior to the use of the facility.

### **Room Set Up**

Room set-up, take down, and clean up services are not included in the rental fee. Please allow sufficient time before and after the event for this purpose. Rooms must be restored clean and organized after each event. If this is not done to the satisfaction of the district, the contracted person will be billed the regular hourly rate of the school custodians to do so.

### **Cancellation Policy**

Notification must be made 5 (five) business days in advance. If this is not done the contracted person forfeits their deposit.

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## Other

- Decorating is restricted to tables and/or self-standing décor. However, there are tacks strips available around the walls of the rooms in which tacks may be used to hang certain items. No tape or other materials are allowed on the doors, windows, ceilings or walls.
  - Morenci Area School District has general, non-permit parking.
  - No person, at anytime, shall smoke, chew or otherwise use tobacco products of any time.
  - HVAC systems are automated and control large zones within a facility, therefore, guests will not have independent room temperature control.
  - Fire evacuation routes, emergency shelter, and fire extinguisher locations are posted on emergency information maps throughout the building.
  - Morenci Area School District employee will provide access to the building and serve as building attendant during the scheduled use of the facility.
  - Groups and/or organizations from the private for-profit sector are permitted to use the facilities to use the facilities under the same conditions as those applied to non-profit and/or civic groups. However the use of facilities for profit-making activities shall be limited. Profit-making activities specifically prohibited are those activities during which money changes hands; i.e., and admission charge, a sales transaction or payment of a commission, etc. It should be stressed that non-profit organizations and school sponsored services, activities and events, including those run for the benefit of student organizations, may engage in fundraising projects and other activities and activities during which money changes hands (i.e. candy sales, craft fairs, fee-for-service).
  - Facilities may not be rented by student organizations.
  - Partisan or special interest groups using District facilities will not be considered to have District approval by reason of such use.
  - Permission to use the facilities is subject to all applicable federal, state and local laws and ordinances.
  - Damage to equipment or facilities will be the responsibility of the contact person listed on the reservation application. Reimbursement will be required in the amount of replacement or repair.
  - Fire and safety regulations as required by the District, City of Morenci, the County of Lenawee and the State of Michigan will be observed by all groups using Morenci Area School District facilities.
  - For interpretation purposes within this policy, a non-profit organization shall possess an internal revenue service exemption, non-profit charter or other satisfactory evidence of non-profit status.
  - The user of the facility may not use the name of the District for any purpose other than publicizing location of the event without written permission of the Superintendent of the district.
  - No pyrotechnic devices or materials shall be used at any time in any building or any property by any person, for any reason.
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- User of district facilities shall hold the district harmless for any loss, damage, or expense that may arise during or be caused in any way by use or occupancy of district facilities.
  - Any groups desiring to use the district facilities must designate a “contact person” by name, address, and phone number, and provide such information when making reservations.
  - Use of rooms which extend beyond one period of time may require the removal of equipment, supplies, etc. (Example: If using a room for two continuous days, materials may need to be removed in order to allow the room to be used in the evening.)
  - The Morenci Area School District insurance carrier has the right to seek reimbursement from outside group’s insurance company for damages to Morenci Area School facilities and equipment when the outside group is responsible for the damage.
  - Guests using or renting Morenci Area School District facilities are restricted to only areas of the building including common areas and amenities to which they have been assigned and shall not enter or access and/or all other parts of the buildings and/ or campus.
  - Employee use of facilities and/or equipment required authorization of superintendent. The same fees, regulations, and policies shall apply with the exception that 75% of the total room rental fee be deducted. Employees must be in attendance of the event and may not reserve any rooms on behalf of anyone other than themselves.
  - Should the District Superintendent, in his or her sole discretion, determine that any of the above terms are being violated, the Superintendent, or his or her designee, may terminate the user’s contract for facility use.
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# Application/Contract for Use/Rental of Morenci Area School District Facilities

Morenci Area School District  
 788 Coomer St.  
 Morenci, MI 49256

(517) 458-7501  
 (517) 458-7821 Fax

<b>APPLICATION IS HEREBY MADE FOR USE OF SCHOOL FACILITIES AS FOLLOWS:</b>		
Contact Name:		
Organization:	Telephone (day):	Fax:
Current address:		
City:	State:	ZIP Code:
Name of Event:	Date of Event:	Time of Event:
Type of Event:		Expected Attendance:
Room Type Requested:		
<b>EQUIPMENT REQUESTED &amp; FEES</b>		
_____ \$25.00 _____ Opening and Closing Fee		
_____ LCD Overhead Projector/Screen or Sound Podium (laptop not provided):		
_____ Room Rental Fee (see packet for prices)		
_____ \$100.00 _____ Deposit		
_____ Total (including deposit that will be returned if the facility is returned in proper condition)		
<b>INSURANCE</b>		
(CERTIFICATES OF LIABILITY INSURANCE ARE REQUIRED PRIOR TO USE OR RENTAL OF FACILITIES)		
_____ Organization is non-profit and not covered under any liability insurance		
_____ Organization is non-profit and will provide certificate of liability insurance with the Morenci Area School District listed as and additionally insured.		
_____ Organization is for-profit and will provide certificate of liability insurance with the Morenci Area School District listed as an additionally insured.		
<p>The undersigned, who is to be in charge of the use of the premises, is 18 years of age or older. In the use of District facilities and/or equipment, the applicant shall be responsible for the actions of those in attendance. The applicant also agrees to indemnify Morenci Area School District, its officers, agents, and employees against any property and/or liability that may be suffered or incurred by the District, its employees and save the District harmless against any and all claims, demands and causes of action that may be brought against the District, its officers and employees cause by, arising out of, or in any way connected with the use of Morenci Area School District facility or the exercise of the privilege granted. The District may, at its opinion, require public liability insurance at the applicant's expense.</p> <p>I have read the Morenci Area School District policy covering the community use of facilities and understand that the use of the facility requested must be in accordance with these District policies.</p>		
<b>Signature of applicant:</b>		<b>Date:</b>
<b>Signature of Superintendent:</b>		<b>Date:</b>
<p>It is the policy of the Morenci Area School District that no person shall be discriminated against on the basis of race, color, religion, national origin or ancestry, sex, age, marital status, or handicap, excluded from participating in, denied the benefits of, or otherwise by subject to, discrimination in any program or activity for which it is responsible for or which it receives financial assistance from U.S. Department of Education.</p>		
<b>For Office Use Only</b> <b>OFFICE DISTRIBUTION:</b> Building principal, Board office, Customer		<b>EVENT#</b> <b>ROOM#</b>