

MORENCI AREA SCHOOLS



Facility Use, Rental, and Reservation Information

Policy Committee 06/27/2016
Board Approved 07/11/2016
Board Amended 06/12/2017



Community Use of Morenci Area School District Facilities

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 any and all additional costs associated with such additional use of its facilities and has 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 the 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.

Morenci Area School District Facility Rental

Guidelines:

Morenci Area School District is first and foremost an educational institution. The District develops and maintains human and physical resources to carry on its educational mission. When these resources are sufficient for existing educational needs, the District administration may make them available for public use. Such use must be compatible with the educational and community services goals of the District and in accordance with the public image of the District. They must be compatible with present school operations. The event must be in conjunction with the activities allowed on the campus and not conflict with the offerings of Morenci Area School departments. The use of facilities by all groups shall be scheduled when space is available and after the school calendar is adopted. The policies and guidelines set forth are designed to maintain these facilities for that use. Failure to comply with any of these policies and guidelines may result in revocation of future use of the facilities.

Mission Statement:

It is the mission of Morenci Area Schools to graduate students with excellent academic foundations, character, and an awareness of professional and career opportunities so that they can positively influence society.

Application:

Applications for the use of Morenci Area School Facilities may be picked up at the Board of Education Building, Morenci Elementary School, Morenci Middle School, and Morenci High School.

Reservations:

Reservations can be made up to six months in advance after the school calendar is adopted by calling the Morenci Area School Board of Education Building at (517) 458-7501.

Room Fees:

Fees for using Morenci Area School facilities during non-business hours are as follows (Regular business hours may vary by facility):

- \$25.00 open and close fee
- \$25.00 per hour (2 hour minimum) for classrooms, conference rooms, cafeteria, and gymnasium

Equipment Fees (apply to both use and rental of Morenci Area School facilities):

- \$10.00 flat fee for portable LCD Projector and screen
- \$10.00 flat fee for sound podium

Field Rental

- \$100.00 per hour
- Usage must be prearranged and discussed with the superintendent and Athletic and Grounds Director

Payment:

- Payment is expected prior to use of the facility

Room Types and Locations:

There are a variety of room types available:

- *Classrooms/Small Conference Rooms – Morenci High School, Morenci Middle School, and Morenci Elementary School.*
- *Gymnasium and Cafeterias- Morenci High School, Morenci Middle School, and Morenci Elementary School.*
- Room sizes vary.

Room Set Up:

The Morenci Area School District does not provide room set-up, take down, or clean up services. A vacuum and provisions for trash will be provided. Rooms must be restored clean and organized after each event. Reservations should be made to allow sufficient time before and after event for this purpose.

Food Service:

Food services may be made with local caterers. Only light refreshments such as cookies, donuts, or fruit may be brought in to be served. All drinks shall be served with lids. If rental of equipment, other than the sink or refrigerator is desired, a trained staff member must be on duty during the rental of the cafeteria and kitchen facilities at an additional rate of \$25.00 per hour. Usage must be prearranged and discussed with the superintendent and food service department.

Decorating:

Decorating is restricted to tables and/or self-standing décor. However, there are tack 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.

Parking:

Morenci Area School District has general, non-permit parking.

Smoking/Controlled Substances:

No person, at any time, shall smoke, chew or otherwise use tobacco products of any kind, on district property. Controlled substances including alcoholic beverages will not be permitted on school property at any time.

Climate Control:

HVAC systems are automated and control large zones within a facility, therefore, guests will not have independent room temperature control. Guests are advised to bring a light sweater or jacket as an additional means of comfort.

Emergency Information:

Fire evacuation routes, emergency shelter, and fire extinguisher locations are posted on emergency information maps throughout the building.

Phones:

Morenci Area School District phones are restricted from use.

Building Attendant:

A Morenci Area School District employee will provide access to the building and serve as building attendant during the scheduled use of the facility. (During after hours' facility rental only)

Cancellation Policy:

Notification must be made 5 (five) business days in advance.

Wi-Fi:

The Children's Internet Protection Act (CIPA) requires schools to install filters on their Internet Computers, therefore Morenci Area Schools does not allow guest accounts due to (CIPA) protection measures.

MORENCI AREA SCHOOL DISTRICT COMMUNITY USE OF FACILITIES POLICIES

- Educational functions relevant to Morenci Area Schools will have preference in scheduling facilities.
- The use of facilities shall be scheduled when space is available after the school calendar is adopted.
- Groups and/or organizations from the private for-profit sector are permitted 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., an admission charge, a sales transaction or payment of a commissions, 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 fund-raising projects and other activities during which money changes hands (i.e. candy sales, craft fairs, fee-for-services).
- Facilities may not be rented by student organizations to avoid District regulations.
- Partisan or special interest groups using District facilities will not be considered to have District approval by reason of such use.
- Permission to use school facilities shall not be considered an endorsement of an activity or of an organization by the Board of Education.
- The use of all 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 intent of this policy is to provide access to District facilities for all residents of the county on an equal basis. With the exception of official District organizations, classes and activities, all reservations will be on a first-come first-served basis. No other individuals (citizens or employees) or organizations shall have a standing priority.
- The user of the facility may not use the name of the District for any purpose other than publicizing the location of the event without written permission of the Superintendent of the District.
- 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.
- No pyrotechnic devices or materials shall be used at any time in any building or on any property by any person, for any reason.
- Users of district facilities shall hold the district harmless from any loss, damage, or expense that may arise during or be caused in any way by use or occupancy of district facilities.
- Any group 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.)

- As many different groups as possible should be allowed to use Morenci Area School facilities. Therefore, long-term, extended use of Morenci Area School District facilities by one group is strongly discouraged.
- The Morenci Area School District insurance carrier has the right to seek reimbursement from an outside group's insurance company for damages to Morenci Area School facilities and equipment when the outside group is responsible for the damage.
- Kitchen facilities are generally not available for public use. However, special arrangements may be made for their use.
- 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 any/or all other parts of the buildings and or campus.
- Employee use of facilities and/or equipment requires authorization of the 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.
- The Children's Internet Protection Act (CIPA) requires schools to install filters on their Internet Computers, therefore Morenci Area Schools does not allow guests accounts due to (CIPA) protection measures.
- The Superintendent, in consultation with the Building and Site Committee, may offer the use of any Morenci Area Schools' facility for both Visitation and Funeral of a current student who attends Morenci Area Schools and members of the Morenci School Community if the Visitation and Funeral does not interfere with school activities.

Revised 6/12/17

Application/Contract for Use/Rental of Morenci Area School District Facilities

**Morenci Area School District
788 East Coomer Street
Morenci, MI 49256**

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

Application is hereby made for use of school facilities as follows:

Contact Name:	Telephone (day):		
Organization:			
Address:	City:	State:	Zip:
Name of Event:	Date of Event:	Time of Event:	
Type of Event:	Expected Attendance:		
Room Type Requested (see Morenci Area Facility Rental & Reservation Information brochure):			
Equipment Requests & Fees (Equipment fees apply to both use and rental of facilities)			
\$ <u>25.00</u>	Open and Close Fee \$25.00		
\$ _____	LCD Overhead Projector/Screen or Sound Podium \$10.00 flat fee each (laptop not provided)		
\$ _____	Room Fees (see enclosed information) \$25.00 per hour		
\$ _____	Use of Kitchen Facilities/Staff \$25.00 per hour		
\$ <u>100.00</u>	Deposit \$100.00		
\$ _____	Total (including deposit that will be returned if the facility is returned in proper condition)		
Insurance (Certificates of liability insurance are required prior to use or rental of facility)			
_____ Organization is non-profit and will provide certificate of liability insurance with the Morenci Area School District listed as an additionally insured			
_____ Organization is for-profit and will provide certificate of liability insurance with the Morenci Area School District listed as an additionally insured			

The undersigned, who is to be in charge of the use of the premises, is 18 years of age or over. 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 personal loss, damage 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 caused by, arising out of, or in any way connected with the use of the 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.

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.

Applicant's Signature: _____ Date: _____

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 participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity for which it is responsible for or for which it receives financial assistance from the U.S Department of Education.

Signature of Morenci Area Schools Superintendent: _____ Approval Date: _____

<p>For Office Use Only OFFICE DISTRIBUTION: Board Office, Building Principal, Customer</p>	<p>Event # Room #</p>
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