



ADMINISTRATIVE GUIDELINES FOR USE OF SCHOOL FACILITIES

The Board of Education has authorized individuals and groups to use District facilities for educational, athletic, civic, charitable, cultural, social, and commercial purposes so long as their use does not interfere with the District's educational mission or vision.

To use the District's facilities, a responsible group or individual must first submit a written use request to the Superintendent. The Superintendent or his/her designee will grant or deny the request based on the Board's Facilities Use policy and these administrative guidelines.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

The primary intent of school facilities is to provide a quality environment for regular curricular and extracurricular educational programs. The general intent of the Saugatuck Public Schools is to provide for fair and reasonable community use of its facilities.

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by the District.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperone coverage.
- D. The district reserves the right to request payment of estimated fees in advance
- E. In no case will those who have been granted permits assign, transfer, sublet or charge a fee to others for the use of school property.

Any group or individual that uses the District's facilities will indemnify and hold the District harmless from any and all liability related in any way to the group's or individual's use of the facilities.