



GENERAL REGULATIONS & RESPONSIBILITIES OF USERS

1. Users must take reasonable steps to ensure orderly behavior and provide supervision through duration of scheduled event.
2. Users will remain in designated rental area(s) only.
3. Food and drink may only be consumed in Cafeterias and Middle School Foyers, and other designated locations as specified in the rental agreement
4. Request for District owned equipment is not included in the direct or indirect rental fees and shall be charged based upon specific requests and the type of equipment desired.
5. Users will be responsible for paying for all damage associated with their use of District facilities or equipment, including property of students and employees.
6. Alcoholic beverages, controlled substances, and weapons will not be permitted on District property at any time. Use of tobacco is prohibited on schools grounds and in all buildings as prescribed by Michigan law.
7. Pets/animals are prohibited on district grounds or in buildings, with the exception of service dogs.
8. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the Director of Facilities. The use of open flames, such as candles is prohibited.
9. Gambling of any kind is prohibited
10. The District requires the following:
 - Return of furniture to original locations
 - Leave school writing on white/chalkboards undisturbed
 - Erase whiteboards if vacant sections are used
 - Be respectful of teachers desks and materials
 - Materials and equipment in the area should be left undamaged
 - Clean up after use, including table tops and floors
 - A school custodian shall be on duty whenever a facility is being used except as exempted by the District
 - Food-service personnel shall be required, in addition, when kitchen facilities are requested.
 - Each group shall designate an individual, satisfactory to the administrator, who will serve in a supervisory capacity during the use of District Facilities
 - Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
 - The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.
11. Applications should be submitted at least two weeks prior to the start of your event.
12. Deposit is required to reserve your rental. District reserves the right to request payment in full in advance.
13. Full payment is due within five (5) days after your event. Please do not give cash or checks to attendants or building personnel. Payment is due at Central Office.

Checks are to be made payable to:

Saugatuck Public Schools
Central Administrative Offices
PO Box 818
Douglas, MI 49406

FEE SCHEDULE



FEE ARRANGEMENTS AND PRIORITIES

A. **Category 1: School Affiliated Groups**

School-affiliated groups are defined as those whose activities directly relate to the District.

Fees for Category 1

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean –up, and special services associated with major District wide activities. In such cases, fees will be mutually determined between the requesting parties and school administration.

B. **Category 2: School-Community Groups**

Community groups, defined as those providing educational, recreational, and cultural activities administered by the Board, either solely or jointly, will be granted second priority to available space and facilities.

Fees for Category 2

(SAME AS CATEGORY 1)

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services shall require an additional negotiated fee.

C. **Category 3 : Community Nonprofit Groups**

Community nonprofit groups are defined as governmental agencies; groups primarily comprised of District residents providing civic, educational, recreational or cultural activities and staffed by volunteers. Such community non- profit groups will be issued permits for space and facility on a third priority basis.

Fees for Category 3

(SAME AS CATEGORY 2)

D. **Category 4: Private, Nonprofit Groups**

Private, nonprofit groups, defined as those primarily comprised of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users. Permits for designated facilities, varsity fields, gyms, music rooms, and computer rooms will not be granted to Category 4 users.

Fees for Category 4: All direct and indirect costs will be determined based upon the attached fee schedule.

E. Category 5: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility use. When approval is granted, level five priority will be assigned.

Fees for Category 5: All direct and indirect costs will be determined based upon the attached fee schedule. Fees are subject to change at administrative discretion.

Saugatuck Public Schools Rental Contacts: 269-857-1444

Kim Sharda

General Rental Inquiries
Auditorium/all other

Scott Kierzek

District Athletic Facilities
(Indoor Gyms and Fields)
Recreation Groups (AYBT/AUU)

USE OF SCHOOL FACILITIES

All individuals, groups, or organizations desiring the use of school facilities must complete an application for facility rental and/or contact the appropriate office listed above. Please fill the application out completely. All representatives signing the rental form will be held accountable for the fulfillment of the terms of the general regulations and responsibilities of user requests.

Applications for Facility rental forms may be printed off from the Saugatuck Public schools web site (www.saugatuckps.com), found under **Facility Use** on the homepage.