

Pewamo-Westphalia Community Schools District Facility Usage Policy

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such does not infringe upon the original and necessary purpose of the property or interfere with the educational program of the schools, and is in keeping with the mission of the district. The usage of district facilities shall not be granted for any purpose prohibited by law. Facilities will typically only be available during non-school hours.

Submission of Request

- An application for use of school facilities shall be submitted at least 10 business days in advance of the event through the Central Office. Requests may be delivered, mailed or emailed to centraloffice@pwschools.org.
- The granting of a request for use of one part of the building or grounds confers no privileges for the use of any facilities other than those stated in the application. It does not include any other time, or times, for preparation or rehearsal unless specifically stated on the request.

Responsibilities

- The adult person and/or organization requesting use of the facilities shall be responsible for the actions of those using the facilities, damages resulting from the use of the facilities, fees as listed and reimbursement of wages, if any.
- A responsible adult (must be at least 18 years old and graduated from high school) MUST be in attendance the entire time.
- The adult in charge of the activity is responsible for notifying participants and their parents when the activity is planned and if the event is canceled. School materials should not be used in the advertisement of such.
- All users may be required to present evidence of organizational liability insurance for the named event, with a minimum of at least \$1 million insured and Pewamo-Westphalia Community Schools named as additionally insured.
- The District assumes no responsibility for the property for any organization or group or any of their agents, employees, invitees, or licensees.
- All organizations and groups release and discharge the district from any and all liability for loss, injury or damage to a person or property sustained during the use of school facilities and shall hold the district harmless from all claims and dangers resulting from the acts or omissions of any organization or group or any of their agents, employees, invitees, or licensees.
- The organization/group will be responsible for any additional costs incurred, including set-up and clean-up time before and after the event. P-W will bill accordingly.
- District facilities may be available for usage by non-school groups when available and the following request has been approved. When there are competing interests for facilities, approval will be given according to the following:
 1. Uses directly related to the schools and the operations of the schools (curricular and school-sponsored extracurricular groups) with those “in season” being granted first priority.
 2. Use by units of government (i.e. election activities)

3. Use by groups affiliated with district activities and those groups whose primary goal is to benefit students (PTO, boosters clubs, etc.). Current collegiate athletes who are alumni of P-W may be given access to facilities based on prior approval.
 4. Meetings of employee associations and organizations.
 5. Non-profit community organizations or groups formed for charitable civic, social, educational, political, recreational, or religious purposes.
 6. Commercial or for-profit organizations and groups.
- During the week the using group must leave by 10 pm to allow custodians to complete their work and close the buildings. Any group using the facilities past 10:00 pm will be charged for custodial services.
 - Unless custodial services have been confirmed for your event, the event organizer must stay in their designated area and must remove all trash (food containers, drink containers, etc.) and place trash bags in the dumpsters outside the cafeteria.

Unallowable Items

- Use of alcohol products, tobacco products, and illegal substances are not permitted on school property.
- Weapons and firearms are also not permitted on school property.
- A group's privileges will be revoked if any use of unallowable items is discovered and legal action may be taken.

Food Service

- The sale of pop, hot chocolate, flavored water, sugary drinks, etc., are not allowed in the Field House or areas surrounding the Field House. Water is allowed. (this is for inside events only)
- Any concession items sold must be in prepackaged form.
- Requests for use of the concession area are to be noted and require approval from the P-W Band Boosters due to their State of Michigan food license.

Athletic Programs

- District facilities may be used up to three dates per year by a sports program for the purpose of fundraising.
- Additional dates will be charged in accordance with the facilities usage fee schedule.

Weekend Use

- Sunday requests will be granted if we can obtain custodial coverage. Please see increased hourly prices for Sunday custodial coverage.

Inclement Weather

- On snow days all activities are typically canceled.
- Exceptions are sometimes made in case of school activities when roads are passable and cancellation of the activity would create increased hardships.
- For non-school groups, exceptions would only be made if the sponsoring organization is willing to pay for the additional costs/custodial services needed to open the facilities.

Facilities Usage Fee Schedule

| Facility Requested | Category 1 School Sponsored | Category 2 School Affiliated | Category 3 Non Profit Resident | Category 3 Non Profit Non-Resident | Category 4 Commercial Resident | Category 4 Commercial Non-Resident |
|--|-----------------------------|------------------------------|--|--|--|--|
| Pirate Stadium (football/track area), Baseball/Softball Competition Fields, Fieldhouse, Weight Room, Kitchen | No Charge | No Charge | Requires BOE or Superintendent Approval; rate to be determined | Requires BOE or Superintendent Approval; rate to be determined | Requires BOE or Superintendent Approval; rate to be determined | Requires BOE or Superintendent Approval; rate to be determined |
| Baseball/Softball Fields | No Charge | No Charge | \$75 per game | \$150 per game, or \$600 per day | \$250 per hour, \$1500 per day | \$300 per hour; \$1800 per day |
| Practice Football Field | No Charge | No Charge | \$75 per game | \$200 per hour, or \$1200 per day | \$250 per hour, \$1500 per day | \$300 per hour, \$1800 per day |
| Auditorium | No Charge | No Charge | \$30 per hour | \$100 per hour | \$100 per hour | \$150 per hour |
| Cafeteria | No Charge | No Charge | \$30 per hour | \$50 per hour | \$75 per hour | \$100 per hour |
| MS/HS or Elementary Gymnasium | No Charge | No Charge | \$30 per hour | \$50 per hour | \$100 per hour | \$150 per hour |

Personnel Costs, Which May Be Charged in Addition to the Rental Fees:

| Personnel | Category 1 School Sponsored | Category 2 School Affiliated | Category 3 Non Profit Resident | Category 3 Non Profit Non-Resident | Category 4 Commercial Resident | Category 4 Commercial Non-Resident |
|---|-----------------------------|--|--|--|--|--|
| Custodial Personnel | No Charge | \$40 per hr Regular \$60 per hr Sundays | \$40 per hr Regular \$60 per hr Sundays | \$40 per hr Regular \$60 per hr Sundays | \$40 per hr Regular \$60 per hr Sundays | \$40 per hr Regular \$60 per hr Sundays |
| Kitchen Personnel | No Charge | No Charge | \$30 per hr Regular \$50 per hr Sundays | \$30 per hr Regular \$50 per hr Sundays | \$30 per hr Regular \$50 per hr Sundays | \$30 per hr Regular \$50 per hr Sundays |
| Student Auditor/Visual Assistant for Auditorium Use | No Charge | No Charge | \$20 per hr Regular \$30 per hr Sundays | \$20 per hr Regular \$30 per hr Sundays | \$20 per hr Regular \$30 per hr Sundays | \$20 per hr Regular \$30 per hr Sundays |