



The Lansing Board of Education maintains a policy of encouraging community use of its facilities when it will not interfere with instructional and/or curricular programs.

The following rules, regulations, and procedures are intended to encourage community use of school facilities and to place restrictions only where necessary. The Superintendent of Schools shall have the right to deny the use of district facilities to individuals or groups whose intended usage could produce a clear and present danger to public order, result in damage to school property, or would otherwise be inconsistent with state and federal law.

Under this policy, all buildings and grounds owned by the Lansing School District and all items of equipment or real property loaned or leased to the Board of Education are deemed to be property under this policy.

School buildings and property under control of the Board of Education are provided primarily for the instruction of pupils under the direction of regularly employed teachers and for the consequent and accompanying educational program of the respective schools. No other use shall be granted that interferes with the regular schoolwork or the activities of out-of-school hours associated with the regular school program. The use of facilities for school-related activities shall take precedence over the use of the facilities by non-school-related activities.

GENERAL TERMS AND CONDITIONS FOR USE OF SCHOOL FACILITIES

For the purposes of this policy and the regulations therein, facilities shall be defined to include all school district structures and surrounding district grounds and use of district services, equipment or any permits, copyrights, et al., to which the school district is licensee.

1. All requests for use of school facilities require an online application on the District's website: <https://www.lansingschools.net/departments/facility-rentals/> These requests must be submitted thirty (30) days prior to use.
2. Your request will be approved in consideration of the following guidelines:
 - Board Policy
 - Receipt of required insurance
 - Deposit payment if applicable
3. Administrative staff in conjunction with the Facility rental office shall be responsible for approving the rental request, informing the custodian; public safety and food service team if applicable, and planning for required equipment. The Administrative staff and Facility rental office approvals indicate that the facilities are available and the required equipment is scheduled. In addition, the Custodian will be responsible for inspecting the designated rental areas prior to and following the renter's use. A list of any damage will be reported to the Facility rental office in writing immediately following the rented event.

4. Rental hours of operation:

<i>During School Year</i> Monday - Friday	4:30 p.m. – 9:00 p.m.
Weekend	8:00 a.m. – 11:00 p.m.
<i>Summer Hours</i>	8:00 a.m. – 11:00 p.m.

5. School keys must remain in possession of authorized school district employees. Buildings will be opened and closed by an authorized employee of the District.
6. School equipment and instructional apparatus shall be used only with the consent of the building Administrative staff and Facility rental office. Modifications to electrical and mechanical systems shall be made only by the Physical Plant Office and Chief Operations Officer.
7. The Facility rental office shall maintain a master schedule of building usage.
8. The sale of food items must be stated in the Rental Application and must be approved by the Administrative staff and Facility rental office.
9. You must enter your classification when completing your application:

Class A	District staff holding district events
Class B	Non-profit organizations that hold a 501c3
Class C	Non-school related group or organization

10. Class B & Class C will be required to submit detailed information regarding the scheduled event. Approval will be at the discretion of the Facility rental office.
11. Payment shall be made directly to the Lansing School District, Administration Building, 519 W. Kalamazoo St, Lansing MI 48933.
 - Payment of rental and fees may not be made to custodians, paraprofessionals, stage managers or other on-site employees.
 - All payments must be made to the Facility rental office within fifteen (15) days of receipt of invoice.
12. The use of buildings and facilities shall not directly or indirectly interfere with any school district program.
13. Facility Rentals will not be granted for private use.
14. Events expecting over 100 attendees may require a District Public Safety Officer on site. Fees will apply.

15. Once applicant approves set terms/fees, they must obtain a Certificate of Insurance certifying the user has \$1,000,000 in liability coverage and \$20,000 in property Damage in effect at the time of the rental. The certificate must list the Lansing School District as an additional insured and certificate holder.
16. All performances, exhibitions, or clubs connected with the schools shall be under the immediate supervision of someone connected with the school in a professional capacity.
17. All tobacco products, alcoholic beverages and controlled substances are expressly prohibited.
18. No outside equipment shall be brought into the school without permission of Administrative staff and/or the facility rental office.
19. Chaperones, attendants, scoutmasters, sponsors, etc. (must be at least 18 years of age) shall remain in the building until all persons have left. The building shall be vacated at the time indicated on the rental request. Organizations must confine themselves to the rooms and corridors assigned to their use.
20. Any use of school equipment must be approved by the Administrative staff and/or Facility rental office. Equipment is to never leave the school premises.
21. No gasoline, hazardous or toxic substances, explosives, oil, open flames or artificial lights shall be permitted in the buildings or on the grounds without the consent of the building Administrative staff, the Chief Operations Officer, the Facility rental office, and the Superintendent of the Lansing School District.
22. Facility sidewalks, passageways, halls, stairways, seating and exits shall not be obstructed by the group or any other person.
23. No person shall be permitted to bring into the facility or keep therein anything that shall increase the rate of fire insurance on the facility. All decorative material should be flameproof.
24. No animals, excluding seeing eye and drug detecting dogs, shall be brought into the facility or on School District property without the express consent of the Lansing School District, and then only under such regulations as may be made by the School District.
25. Outdoor sports will not be allowed in indoor facilities unless approved by the Staff or Facility rental office.
26. Groups or organizations have the right to cancel the contract by providing in writing, a fourteen (14) business day notice of cancellation. If notice is not received as stated, groups or organizations will be responsible for charges incurred. Requests must be made to the Lansing School District Facility rental office. Any changes to the contract will also require in writing a fourteen (14) business day notice to change contract. All changes are subject to approval of Administrative staff and facility rentals office and all requests must be made through the facility rental office at facilityrentals@lansingschools.net
27. Days when school is closed, cancelled or dismissed early due to any circumstances, all activities, including rentals, may be cancelled. Lansing School District officials make this decision.

28. No sub renting of school facilities shall be permitted.
29. Lansing School District will not assume responsibility of liability that may occur from a renter using the Lansing School District facilities.
30. Lansing School District shall not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, age or physical, mental, emotional or learning disability.
31. For events which the Board of Education determines to be in the broad spectrum of public interest, it may waive the occupancy (rental) and labor charges and/or insurance requirements.
32. Renters are responsible for leaving school facilities in a neat, orderly fashion. The furniture arrangement in the rooms shall be left as originally found. If the facilities are not left in their original condition, the District reserves the right to charge for any additional work needed to return to their original condition. Inspections will be performed by the Custodian before and after event. Repair of damage will be charged to the particular group concerned and the named adult in charge.
33. Non-district events may be booked up to 6 months in advance.
34. The Lansing School District is not liable to the user, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by theft, burglary, water, gas, electricity, fire or for any other cause occurring on or about the property.
35. Potential future use of a school facility by any organization is contingent upon the organization taking proper steps to protect school property, to ensure complete safety, and to reimburse the Lansing School District for expenses. If Administrative staff feels the facility is being misused by any organization, it is the duty of the Administrative staff to point out the problem to the organization so that misuses will be stopped. If problems continue to occur, the Administrative staff shall report this to the Facility rental office, which shall investigate the complaint and determine whether the organization should be prohibited from any further use of the schools.
36. Heating and air conditioning are preprogrammed according to the School District specifications for current conditions and should not be tampered with.
37. No advertising, materials or broadcasts shall name the facility, Lansing School District, or any building or grounds either owned or operated by the Lansing School District, prior to the approval of the use of the facility in accordance with this procedure.
38. No nails, tacks, staples, or other things shall be driven into any portion of the facility. No changes, alterations, repairs, painting, staining or anything that will change the finish, appearance or contours of the facility will not be permitted without permission.
39. The use of duct tape, masking tape, scotch tape or any other type of adhesive is strictly prohibited.
40. Gambling (bingo, raffles, lotteries, etc.) is prohibited in school facilities.
41. No cooking is allowed in school or on school grounds without authorization.
42. No weapons are allowed on school property.

43. No food or drink is permitted in Auditoriums, Gymnasiums, Library & Media Centers.
44. Please be aware that dressing rooms or lockers are not included with any rental.
45. The Lansing School District is not responsible for any lost items or belongings.
46. If you feel security is needed to protect your equipment, it is your responsibility to provide security.
47. Tent stakes are prohibited to be driven into any asphalt areas on school district property or on the playing fields and stadiums.
48. Vehicles are prohibited on grass and sidewalks.
49. Where required, all federal, state and local permits must be obtained by the organization and a copy of said documents must be submitted to the Lansing School District.
50. The following district recognized and observed holidays are not available for rentals:
 - New Year's Day
 - Martin Luther King, Jr.'s Birthday
 - President's Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - The Day before Thanksgiving
 - Thanksgiving Day
 - The Day after Thanksgiving
 - The Day before Christmas
 - Christmas Day
 - The Day before New Year's Day
51. If required for District purposes, renter understands that the District reserves the right to withdraw, rescind, or terminate an agreement with no notice.

AUDITORIUM

1. The auditorium shall be made available to residents of the Lansing School District for entertainment purposes with the following provisions:
 - a) Neither rehearsals nor performances shall extend beyond the contracted time.
 - b) A contact person for the organization must be on site during the entire length of the contracted time. (Must be at least 18 years of age)
 - c) The contact person must support and enforce the policies of the Lansing School District with his/her organization and performers, and if deemed necessary by the district representative, close the event.

- d) The contact person will represent the organization and performers to the school district representative. All communication with the district representative must be through the contact person.
- e) All information regarding the performance/activity must be in writing at the time of submission of the rental application.
- f) All requests for changes or additions to the contract must be in writing fourteen (14) business days prior to the first event. **No verbal requests will be honored.**
- g) No smoking, drinking or food will be permitted in the auditorium or other spaces utilized for auditorium events.
- h) An approved Lansing School District employee shall be in charge of electrical equipment and stage equipment for all performances and rehearsals.
- i) Groups that wish to use additional equipment and lighting to supplement the requested space must have the approval of the Administrative staff, the Facility rental office.
- j) When necessary to hook up to school district utilities, only school district employees or their representatives are authorized to complete this work. Arrangements to have this work completed must be made prior to event approval.
- k) The auditorium shall be made available to community groups as long as the program does not interfere with the regularly scheduled school programs and activities. Once your event has been approved, you are guaranteed the space.
- l) Requests for use of the auditorium shall be submitted to the Facility rental office at least thirty (30) days before the date of the first event.
- m) Pianos are used by the school on the auditorium stage level. If tuning is requested, additional fees may apply.
- n) Tickets to any activity shall not be sold or dispersed of in excess of the seating capacity of auditorium.
- o) When the facilities are used in such a manner that it may be considered proprietary in the judgment of the Administrative staff or Facility rental office, and the Chief Operations Officer, then the organization will be moved to Class C – for profit classification and be charged the appropriate rate.

CAFETERIA

1. The cafeteria/kitchen shall not be made available to any groups without district permission.
2. All use of the cafeteria involving preparation or serving of food requires the renter to be ServSafe certified, or may have a ServSafe district employee on duty (fees may apply). See Fee Table for pricing.

3. Food preparation and serving, if desired, shall be confined to that area of the cafeteria, which is adjacent to the serving area.
4. Cafeteria rental will require the renter's own equipment with the exception of tables and chairs.

GYMNASIUM

1. Dances in gymnasiums are not permitted without approval of the appropriate building administrator.
2. The gymnasium floor shall be covered with the appropriate floor dressing when deemed necessary (floor coverings are the responsibility of the renter). School custodians shall place this preparation on the floor before each event.
3. Decorations shall not be installed in the gymnasium without the approval of the building administrator.
4. Use of the gymnasium shall not extend beyond 12:00 A.M., except as previously approved.
5. Concession stands will be available, on request. Renters will be charged based on their classification (See fee table)
6. Only sneakers may be worn on the gymnasium floor.

SWIMMING FACILITIES

1. Proper adult supervision required.
2. The number of people limited to the pools is restricted to the established levels.
3. Groups renting swimming pools must have one certified lifeguard with a current lifesaving certificate for each 40 guests. This certificate must be presented to the Lansing School District's Facility rental office prior to use.
4. All swimmers must be 3-1/2 feet or over in height.
5. All persons entering pools must take a shower before entering. No foreign matter is allowed in pool or pool area. No one in street shoes is allowed on pool deck.
6. Wardrobe type lockers without padlocks may be used by persons renting the pool.
7. Proper swimsuits and caps are required.
8. Diving is not allowed in any of the school district's pools, except the swimming pool at the Hill Center.