

**ADMINISTRATIVE REGULATION NO.1330
(Revised- Effective July 2007)**

(Supersedes Administrative Regulation Nos. 1130 and 1330.1)

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, grounds, and property 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 available in each school building office, the Administration Building (Facility Rental Office), and the District's website: (www.lansineschools.net). These requests shall be submitted thirty (30) days prior to use in order to provide for normal processing.
2. Building principals in conjunction with the Facility Rental Office shall be responsible for issuing building contracts for school-related activities, assigning a sponsor, informing the head custodian, making arrangements for required equipment and maintaining a calendar of permits issued. The principal's and Facility Rental Office approvals indicate that the facilities are available and the required equipment is scheduled. In addition, the Head 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 Physical Plant Office in writing immediately following the rented event.
3. School keys must remain in possession of authorized school district employees. Buildings will be opened and closed by an authorized employee of the District.
4. The building principal shall be responsible for scheduling and supervising all groups or individuals using the school buildings or facilities on his or her campus.
5. School equipment and instructional apparatus shall be used only with the consent of the building principal and Facility Rental Office. Modifications to electrical and mechanical systems shall be made only by the Physical Plant Office and Chief Operations Officer.
6. Preliminary approval of the building principal shall be necessary on all requests for building permits to avoid conflict with school activities. Normal school activities shall terminate at 3:30P.M.
7. The Facility Rental Office shall maintain a master schedule of building usage.

8. The sale of refreshments must be stated in the Building Facility Use Application and must be approved by the Superintendent of Schools.
9. School buildings and grounds may be used by groups approved by the Lansing School District Superintendent of Schools. Groups desiring recognition as approved groups must submit the following information explaining their organization and function as it relates to the school:
 - Must be a non-profit organization.
 - Must be composed of students and/or parents residing within the school district.
 - Must be a non-subversive group.
 - Must submit any other items the Superintendent may deem necessary for review of the organization and its request prior to extending the use of the school facilities without payment of rent.
10. Approved non-school related groups or organizations may use school buildings and facilities. A rental fee shall be charged. Custodial fees and security fees will be billed prior to the event. Payment shall be made directly to the Lansing School District, Administration Building, 519 W. Kalamazoo St, Lansing MI 48933. Payment of rent 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.
11. The use of buildings and facilities shall not directly or indirectly interfere with any school district program.
12. Permits will not be granted for private use or for meetings with subversive issues.
13. Any group or organization holding a meeting in a school shall be responsible for damage to the building or grounds and must have insurance covering \$20,000 in property damage.
14. 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.
15. All tobacco products, alcoholic beverages and controlled substances are expressly prohibited in or on all School District facilities or property.
16. No outside equipment shall be brought into the school without permission of the building principal and/or the Facility Rental Office.
17. Chaperones, attendants, scoutmasters, sponsors, etc. (must be at least 21 years of age) shall remain in the building until all persons have left. The building shall be vacated at the time indicated on the permit.
18. Organizations must confine themselves to the rooms and corridors assigned to their use.
19. Permits for the use of the buildings and facilities shall be issued to the organization when scheduled and approved. Groups who want to meet at regular intervals throughout the year may be issued a permit covering all regularly scheduled meetings. Invoices shall be issued to cover the period of occupancy and the time required for cleaning. Continued use of the school facilities shall be contingent upon the strict adherence of the rules and regulations. Any permit may be summarily revoked for due cause by issuing school district officials.
20. Any use of school equipment must be approved by the Principal and Superintendent of Schools. Equipment is to never leave the school premises. Such equipment could be included in the rental fee.
21. No gasoline, hazardous or toxic substances, explosives, oil, open flames or artificial lights shall be permitted in said buildings or on said grounds without the consent of the building principal, 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 Superintendent of schools.
26. Groups or organizations have the right to cancel the contract by providing in writing, a five (5) 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 contract will also require in writing a five (5) business day notice to change contract. All changes are subject to approval of school principal and the Superintendent of Schools and all requests must be made through the Facility Rental Office.
27. Days when school is closed, cancelled or dismissed early due to any circumstances, all activities, including rentals, are cancelled. Lansing School District officials make this decision.
28. No subleasing of school facilities shall be permitted.
29. Lansing School District will not assume responsibility of liability that may occur from a lessee 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, handicap, age or physical, mental, emotional or learning disability.
31. For events, which the Board 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 them to their original condition. Inspections will be performed by Head Custodian before and after event.
33. Repair of damage will be charged to the particular group concerned and the named adult in charge. Advance bookings of the facilities will be limited six (6) months before the date of the first event.
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. Continual 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 a principal feels the facility is being misused by any organization, it is the duty of the principal to point out the problem to the organization so that misuses will be stopped. If problems continue to occur, the principal 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, brad, or other things shall be driven into any portion of the facility. No changes, alterations, repairs, painting, staining or the doing of anything that will change the finish, appearance or contours of the facility will be permitted without permission.
39. Only stage tape will be utilized in School District facilities. 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 allowed in meeting rooms, with the exception of the cafeteria area.
44. Please be advised that there are no dressing rooms available on the premises. If necessary, both girls and boys lockers rooms can be made available. The School District will not be responsible for items left in locker rooms. If you feel security is needed to protect your equipment, it is your responsibility to provide security.

45. Tent stakes are prohibited to be driven into any asphalt areas on school district property or on the playing fields and stadiums.
46. Vehicles are prohibited on grass and sidewalks.
47. 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.
48. The following days are blackout dates and no facility use shall be granted: (Thanksgiving Day and the day before, Christmas Day and the day before, New Year's Day and the day before.) Principals may declare other dates as blackout dates when the schedule of school and extracurricular activities are heavy. Principals may suspend the scheduling of non-school-related facility use when the combination of scheduled school and extracurricular activities and community use of facilities are so heavy as to impose a burden on the staff and cause conflicts in supporting the proposed facility use. The purpose of this provision is not to deny use, but to postpone the use by a prospective community activity and manage facilities and staff more efficiently.
49. If required for District purposes, lessee understands that the District reserves the right to withdraw, rescind, or terminate an agreement on short notice.

AUDITORIUM

1. The auditorium shall be made available to approved school associated groups free of charge for meetings which are part of their regular program and for which no admission is charged.
2. The auditorium shall be made available to residents of the Lansing School District for entertainment purposes with the following provisions:
 - a) A rental fee shall be charged for each performance. Neither rehearsals nor performances shall extend beyond midnight or 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 21 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 building permit.
 - f) All requests for changes or additions to the contract must be in writing five (5) 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.
 - h) An approved Lansing School District employee shall be in charge of electrical equipment and stage equipment for all performances and rehearsals.
 - i) Groups which wish to use standard and/or additional equipment and lighting to supplement the school lighting and equipment for a performance shall have the approval of the Chief Operations Officer, the Facility Rental Office and stage facilities technician.
 - 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 ten (10) days prior to the scheduled event.

Cost of rules h, i, and j are the responsibility of said organization. Fees can be found in attached Fee Table.

- 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.
- 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) Concert grand pianos are normally used by the school on the auditorium floor level. Rental fees for performances or activities, which require the use of the concert grand piano, may include a charge for tuning that piano or will be included in rental fee.
- n) Tickets to any activity shall not be sold or disposed of in excess of the seating capacity of the

auditorium.

- o) When the facilities are used in such a manner that it may be considered proprietary in the judgment of the Superintendent of Schools and/or Facility Rental Office, and the Chief Operations Officer, then the organization may be denied approval for using requested facility.

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 a ServSave certified district employee to be on duty. 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 their own equipment with the exception of tables and chairs.

GYMNASIUM

1. The gymnasium shall be made available to out of school youths and adults as part of a program, which is available to any person living in the Lansing School District.
2. Dances in gymnasiums are not permitted without approval of the appropriate building administrator.
3. The gymnasium floor shall be covered with the appropriate floor dressing when deemed necessary. School custodians shall place this preparation on the floor before each event.
4. Decorations shall not be installed in the gymnasium without the approval of the building administrator.
5. Use of the gymnasium shall not extend beyond 12:00 A.M., except as previously approved.
6. Concession stands will be available, on request, to school related organizations and auxiliary agencies without additional fee. All outside organizations requesting use of concession stand will be charged a fee of \$50. When an outside organization opts not to use the concession stand, it may be operated by a school related club, activity group or booster club.
7. 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. Groups renting swimming pools must have one qualified lifeguard with a current lifesaving certificate for each 40 guests. This certificate must be presented to the Lansing School District's Facility Rental Office when the pool is rented. All swimmers must be 3-1/2 feet or over in height.
3. 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.
4. Wardrobe type lockers without padlocks may be used by persons renting the pool.
5. Proper swimsuits and caps are required.
6. Diving is not allowed in any of the school district's pools, except the swimming pool at the Hill Center.

PARKING AND POLICE PROTECTION

1. Parking facilities are provided at all schools. All restrictions and direction of campus security shall be observed. When necessary, personnel will be employed by the Lansing School District and charges will be made to the group using the parking facilities.
2. There will be a school custodian or a school representative on duty at all times when school facilities are in use.
3. Conduct detrimental to the public interest or abuse of the building is not permitted. It shall be the duty of the organization sponsor to enforce this regulation. Sponsoring groups are responsible for the proper use of all school equipment and facilities. The building and the equipment must be left in a clean, orderly condition. Failure to do so will result in extra charges as determined by the Superintendent's office. The school representative will report any wrong conduct or damage to the Superintendent of Schools in writing.

BUILDING/FACILITY USE APPLICATION PROCEDURE

This online format is used to make an application for a building use permit (contract). **This form itself is not the permit.** *School sponsored activities take precedence over outside events, and then earlier approved events take precedence over later requests.*

PROCEDURE FOR REQUESTING USE OF SCHOOL FACILITIES:

1. All outside organizations will first need to create an online profile by going to the Lansing School District website, lansingschools.net or <https://mi2.mlschedules.com/Login.aspx>

An email will go to the districts Facility Rental Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

Additional help is also available on the Lansing School District Website. Facility Rentals, under the links section on the homepage.

2. User will be required to read and accept the Terms and Conditions before proceeding.
3. Once an organizations profile has been accepted, the user can return to the System login page and begin requesting use. **Requests should be submitted sixty (60) days prior to use in order to provide ample amount of time for processing.** If you do not have access to a computer, they are available to use at the following locations:
 - a. Lansing School District Administration Building
 - b. Any school building office
2. User will submit system requests by going to our website and logging in to the ML Schedules page. There is additional help available on the website to help request facility use. **User must fill out all required areas in order for the Lansing School District to move on with the approval process.**
3. Once application is successfully submitted, the application will be sent to the appropriate Administrator for approval.
4. The Administrator will approve/deny, and send back for final processing. **(If Denied:** the user has the option to try another location if available/ **If approved:** email will be sent and invoice sent via email with the quoted fees that was given during the request process.
5. 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.
6. Once the Facility Rental Office has approved application and certificate of insurance, an email notification will be sent with invoice. Full payment and insurance are required before use of facility is approved.
7. **Payment is required within fifteen (15) days prior to the first event and should be sent directly to the Facility Rental Office in the form of check or money order. Please make out to the "Lansing School District".**
8. Any changes must be communicated to the District's Physical Plant Office in writing five (5) business days prior to the first event.

APPROVAL:

Your request will be approved in consideration of the following guidelines:

- Board Policy.
- The Lansing School District Facility Rental Office obtains 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.
- School sponsored activities take precedence over outside group events, and then earlier approved events take precedence over later requests.

FOLLOW-UP PROCEDURES:

Contact the Facility Rental Office to follow-up your request, or make changes. Disapprovals may be appealed to the Facility Rental Office, Chief of Operations Office and then to the Superintendent.

RENTAL FEES:

Rental fees for the use of district facilities by outside groups shall be determined and reviewed annually by the Superintendent or an appropriate designee. Such fees shall be paid directly to the Lansing School District Facility Rental Office, 519 W. Kalamazoo St., Lansing, MI 48933

INFORMATION:

If you have questions, check the Lansing School District Rental Policy at any of the district's facilities or website (www.lansingschools.net), or telephone the Lansing School District Facility Rental office at

Office: (517) 755-3014

Fax: (517) 755-3019

519 W. Kalamazoo St., Lansing, MI 48933