

Holly Area Schools

Use of Facilities and Parking Lots Regulations

The following regulations govern the use and the rental of school facilities and parking lots and are meant to protect Holly Area School District (the District's) regular instructional programs, those who use the facilities, and the taxpayers who have provided the facilities.

A. Groups Eligible for a Facility or Parking Lot Reservation:

1. **Class I:** Any organized group directly connected with the District including, but not limited to: athletic teams, band, school clubs, P.T.O., band, and athletic boosters. These groups shall have priority over all other groups. These groups may incur fees for additional staffing outside of the normal operating hours.
2. **Class II:** Any organized non-profit group or organization within the District whose purpose is civic, cultural, or fraternal. These groups may use school facilities for a minimal charge if usage occurs during regular building service hours and involve no unusual or excessive staffing services. Should activities be held at times other than those when custodians are normally employed, these groups shall be responsible for staffing services in addition to the minimal usage fee.
3. **Class III:** Any private group that is operated for the primary purpose of making a profit. In addition to the established fees, Class III groups who use school facilities will be charged a rental fee based on the schedule plus the cost of personnel required to service the desired facility prior to, during, and after the event.

B. General Procedures for Facility or Parking Lot Application:

The administration of each school building will schedule all Class I activities. All Class II and Class III groups need to submit applications to the Director of Community Connection at:

Mail - 920 Baird Street, Holly, MI 48442

Email - community.connection@hask12.org

The District's instructional programs and its other activities take precedence over the use of school facilities by any non-school group. The building administrator (i.e., the building's principal) will determine the degree to which the building site will be used before and after school.

1. An applicant must complete the respective application to use a school facility or parking lot before their scheduled use of the same. Both a facility application and parking lot application may be obtained from the building/site being requested or the Community Connection Office. An application should be submitted at least thirty (30) days in advance of the proposed activity. The Director of Community Connection will provide a quote.

2. Upon approval, a copy of the application shall be returned to the applicant. Receipt of the processed application denotes approval of the rental agreement. Groups should only use the District's facilities or parking lots on the dates approved by the District.
3. The applicant is responsible for payment of all charges associated with the group's use of school facilities and complying with the terms of their application.
4. A reservation fee of 50% of the estimated cost is due at time of reservation. The full amount due must be paid prior to the date of the event. Checks are to be made payable to Holly Area School District and must be sent to 920 Baird St., Holly, MI 48442.
5. Notification of cancellation must be submitted to the same entity that received the group's application at least forty-eight (48) hours before the scheduled time of use to avoid a cancellation fee.
6. Facility and parking lot reservations shall be subject to the availability of space and staffing. The cost for staffing services shall be based upon current wage rates in accordance with the District's Master Contract.
7. Kitchens shall only be used under the direction of regularly employed members of the school district's food service staff. Foodservice costs shall be established based upon the current wage rates of individual cooks in accordance with the District's Master Contract.

C. General Guidelines and Restrictions for the use of School Facilities:

1. The District shall reserve the right to refuse any groups the use of its facilities and/or parking lots, revise fee rates without notice (to groups not under reservation at the time of the change), cancel reservations, and/or revise these provisions at its discretion. Regulations not specifically mentioned in the preceding passages shall be subjected to the direction of the District's Superintendent.
2. Sponsoring organizations shall provide a sufficient number of competent adults to assume responsibility for control of the activity agreed upon at the time of an application's approval.
3. Arrangements for special equipment or facilities shall be made at the time the application is processed. Extra compensation shall be required to cover charges for supervision, transferring equipment, setting up equipment, etc.
4. Using materials on floors, walls, or other parts of the District's property is prohibited without specific approval of the building administrator.
5. Decorations shall be fireproof and shall be erected in a manner that will not be destructive of school property.
6. All advertising and sale of merchandise, printed matter, or other materials is forbidden on the District's premises, except with prior approval.

7. Groups shall assume all liabilities for damages, which may occur in, on, or about any District facility or parking lots while said persons or groups are using those facilities or parking lots, respectively. Damages attributed to your use of facilities may result in additional fees, and future requests for facility use may be denied.
8. No contract will be issued to persons under 21 years of age. All groups with participants that are minors will require supervision by an adequate number of adults over the age of 21 when using the District's facilities.
9. The premises are made available with the understanding that direct payment to District employees is not permitted. Employees shall not accept under any circumstances direct payments in lieu of fees, labor charges, or other services.
10. Groups must comply with all applicable laws and local ordinances. A group shall be responsible for the conduct and control of both patrons and participants and shall ensure compliance with the District's board policies, the terms and conditions set forth in the group's application, and all local, state, and federal laws, rules, and regulations.
11. Signs or other materials may not be posted without the approval of the District building administrator.
12. Keys shall not be issued to the group. District staff shall open and close all areas to be used.

D. Facilities Open to Reservation:

Facilities that may be reserved include auditorium, classrooms, cafeterias, kitchens, multipurpose rooms, media centers, and gymnasiums. Parking lots may be reserved pending availability and/or approval by the District.

Food is to be served only in school cafeterias and gymnasiums upon prior approval. If hot food is to be served, a kitchen must be rented in addition to the cafeteria.

A District committee may enter into long term contracts concerning the use of the District's facilities, which are outside the hourly fee schedule to benefit the community. However, the District will not enter into long term contracts concerning the use of the District's parking lots.

Facility Hourly Rate Schedule
(Room Use Cost Plus Employee Service Charges If Applicable)

	Class II	Class III
<i>High School</i>		
Auditorium	\$ 250 for 1 st 4 hours \$ 40 every hour after **	\$ 600 for 1 st 4 hours \$ 100 every hour after **
Commons or Kiva	\$ 30 per hr	\$ 60 per hr
Classroom	\$ 20 per hr	\$ 30 per hr
Gymnasium	\$ 200 for 1 st 4 hours/ \$ 25 every hour after	\$ 350 for 1 st 4 hours/ \$ 50 every hour after
Kitchen	\$ 50 per hr **	\$ 80 per hr**
Project Rooms	\$ 30 per hr	\$ 60 per hr
<i>Middle School</i>		
Cafeteria	\$ 30 per hr	\$ 60 per hr
Classroom	\$ 20 per hr	\$ 30 per hr
Gymnasium	\$ 100 for 1 st 4 hours/section \$ 25 every hour after	\$ 150 for 1 st 4 hours/section \$ 60 every hour after
Kitchen	\$ 40 per hr **	\$ 60 per hr**
<i>Karl Richter Campus</i>		
Cafeteria	\$ 30 per hr	\$ 60 per hr
Classroom	\$ 25 per hr	\$ 35 per hr
Gymnasium	\$ 40 per hr	\$ 75 per hr
Kitchen	\$ 40 per hr **	\$ 60.00 per hr**
<i>Elementary School</i>		
Cafeteria	\$ 30 per hr	\$ 60 per hr
Classroom	\$ 25 per hr	\$ 35 per hr
Gymnasium	\$ 40 per hr	\$ 75 per hr
Kitchen	\$ 40 per hr **	\$ 60 per hr**
Media Center	\$ 20 per hr	\$ 40 per hr

** Requires District Staff and additional fees

Parking Lot Rate Schedule
(Parking Lot Cost)

	Class II	Class III
Cost per Space	No Charge	\$2.00

Additional costs will apply for snow removal

Updated 02.2020