

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565 \* www.richmond.k12.mi.us

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Superintendent

## FACILITY USE AND GENERAL INFORMATION

February 23, 2016

On Monday, February 22, 2016, the Richmond Board of Education voted to adjust the definition of "Groups" utilizing the District's facilities as well as the fee structure applied, retroactive to July 1, 2015. The process to reserve any facility, room or field continues through the online Facility Use system.

As indicated at the Board of Education meeting on February 22, 2016, the Superintendent has scheduled meetings with each current user of the District's facility to explain the changes, review the revised fee structure as well as go over general facility use information. Below you will find the definition and fees approved by the Board of Education, retroactive to July 1, 2015.

### DEFINITION OF GROUPS, RETROACTIVE TO JULY 1, 2015

**GROUP #1 – SCHOOL ORGANIZATIONS.** School organizations directly affiliated and supported by Richmond Community Schools shall not be charged a Facility Fee. Events for school organizations shall have priority over all other events.

**GROUP #2 - NON-PROFIT ORGANIZATIONS WITH DIRECT TIES TO RICHMOND COMMUNITY SCHOOLS.** Non-profit organizations that are directly affiliated with Richmond Community Schools shall not be charged a Facility Fee. "Direct Ties" is defined as organizations whose purpose and mission is to support the students of Richmond Community Schools and the District OR at least 75% of the students participating in the event are enrolled in Richmond Community Schools. The City of Richmond and the Township of Casco, Columbus, Lenox and Richmond shall be defined in this group.

If custodial coverage is required, at the discretion of the Superintendent, a \$15.00 per hour charge may be assessed to cover the cost of personnel assigned to the event. The Superintendent's discretion shall be based on, but not limited to the type of event, the date of the event, the number of people attending the event, the set-up of the event, and the facilities requested. Organizations shall be notified in advance if a custodial fee will be assessed.

**GROUP #3 – ALL OTHER NON-PROFIT ORGANIZATIONS.** All other non-profit organizations shall be charged a Facility Fee of 25% of the Board approved rate.

*Guaranteed Learning for All Students!*

If custodial coverage is required, at the discretion of the Superintendent, a \$15.00 per hour charge shall be assessed to cover the cost of personnel assigned to the event. The Superintendent's discretion shall be based on, but not limited to the type of event, the date of the event, the number of people attending the event, the set-up of the event, and the facilities requested. Organizations shall be notified in advance if a custodial fee will be assessed.

**GROUP #4 - FOR PROFIT ORGANIZATIONS.** For profit organizations shall be charged a Facility Fee of 100% of the Board approved rate. In addition, a \$15.00 per hour charge shall be assessed for the cost of assigning custodial personnel to the event.

### **FACILITY FEE, RETROACTIVE TO JULY 1, 2015**

**Auditorium.** \$100 per hour plus a Technician Fee of \$20 per hour to operate sound booth. However, if one of the pre-identified, District-approved Technicians volunteer their time, then the organization shall not be charged a Technician Fee.

**Main Gymnasium.** \$100 per hour for the high school gymnasium; \$75 per hour for the middle school gymnasium; and \$50 per hour for the elementary school gymnasium.

**\$50 per hour for Auxiliary Gymnasium at the High School and Middle School**

**\$50 per hour for Cafeteria - No access to the Kitchen.** All events in the cafeteria that require the use of the kitchen shall be charged an additional cost of the District-assigned Food Service personnel.

**\$50 per hour for Media Center.** Media Center usage does not include use or access to the computer labs in the media center at the elementary and high school.

**\$50 per hour for Computer Labs.** All events that utilize a computer lab will be provided a District-assigned Network/Computer Technician. This cost is already included in the hourly fee.

**\$25 per hour for Classrooms.** During the school year, except when reserving the Auditorium, only classrooms not used on a regular basis for instruction or vacant classrooms shall be available.

**\$100 per hour for Football/Soccer Field and Track** (e.g. Stadium). All events utilizing the Football/Soccer Field or Track that require lights will be charged an additional \$25 per hour. This field shall be cut, maintained, and striped according to the agreement with the District's lawn contractor, under the approval of the Superintendent.

**\$25 per hour for Football Practice Field** (behind the high school); **Soccer Practice Fields** (behind the middle school and by the elementary school); **Baseball Fields** (next to

athletic stadium and near elementary school); and **Softball Fields** (behind the middle school). This field shall be cut and maintained according to the agreement with the District's lawn contractor, under the approval of the Superintendent. Organizations requesting the District to stripe the fields shall be assessed a fee according to the agreement with the District's lawn contractor.

At no time shall an organizations, regardless of the Group they are assigned, cut the lawn, trim trees or make repairs to the District's facilities without the prior authorization of the Superintendent. An organization who is non-compliant may result in a suspension of current and future use of the facilities.

**GENERAL INFORMATION, RETROACTIVE TO JULY 1, 2015**

If building access is required, the Group 2 and Group 3 Event Coordinator may be issued a swipe card for the date and time of the event listed in the online Facility Use system. The Event Coordinator shall be defined as the individual assigned by the organization to complete the online Facility Use request. All communication and correspondences from the District shall be sent to the Event Coordinator. Swipe cards may be reused for future events. A \$20 fee shall be assessed for lost swipe cards.

For events that occur within the building, the assigned custodian, who may not be scheduled to work within the building where the event is taking place, shall unlock any rooms approved on the online facility use request. A custodian may be assigned to a specific event within a building depending on the type of event, the date of the event, the number of people attending the event, the set-up of the event, and the facilities requested. At no time will keys be issued to non-district employees.

For events that only occur outside of the buildings, the event coordinator shall be given a telephone number to call if they are in need of custodial assistance.

By signing below, the Event Coordinator acknowledges the receipt of group definition, fee structure and general information provided by the Superintendent or designee. In addition, acknowledgment is given that the Superintendent or designee has provided the contact information of the District Custodial Supervisor, should the organization need assistance.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Event Coordinator's Signature

\_\_\_\_\_  
Date