

**Hazel Park Schools  
Building Rental Guidelines/ Costs**

The Board of Education recognizes the importance of community engagement and permits the reasonable use of its buildings and grounds by responsible community groups. This section outlines the classifications of users, the application process, regulations, fees, and other important details related to the use of District facilities.

The use of District facilities is classified into four categories:

- Class I – School Groups: Groups affiliated with the District's educational mission.
- Class II – Youth Groups: Non-District youth-oriented groups.
- Class III – Other Non-Profit Community Groups: Community-based, non-profit organizations.
- Class IV – Other Groups: Includes profit-making organizations and other groups approved by the Superintendent.

To utilize District facilities, groups must adhere to a straightforward process. Initially, they submit an application for facility use to on the school district website. Following approval, the application advances for final approval to the district. Upon successful review, approved applications result in the issuance of a permit, granting permission for the requested facility use. This systematic approach ensures transparency, accountability, and the efficient allocation of District resources for community engagement.

Fees are determined by the Superintendent and may vary based on the classification of the user group.

Waivers may be eligible for fee waivers or reduced charges at the discretion of the Superintendent.

Permit holders shoulder several critical responsibilities when using District facilities. They must supervise activities diligently to ensure the safety of participants and prevent any potential injuries or damages. Additionally, holders are required to indemnify the District against any liabilities or costs that may arise during the use of the facilities. Obtaining liability insurance coverage as mandated by the District is also a crucial requirement to mitigate risks effectively. Depending on the nature of the event, additional security measures may be necessary, and the associated costs are borne by

the user. Furthermore, understanding the cancellation terms and conditions, including advance notice requirements and specific circumstances, is essential for permit holders. Moreover, any decorations used must receive prior approval and must comply with legal standards to maintain the integrity of District property.

Certain additional guidelines must be strictly adhered to when using District facilities. Proper licensing is mandatory for any food service activities, and the public sale of materials is strictly prohibited on school premises. Furthermore, alcohol consumption and smoking are strictly forbidden to uphold a safe and healthy environment for all. The use of District equipment and supplies is limited and must be approved in advance to ensure responsible utilization. Lastly, facility usage hours are determined based on the school schedule and specific usage hours to align with the District's operational needs and priorities. These guidelines collectively contribute to the safe, organized, and efficient utilization of District facilities.

The costs for renting various District facilities depend on factors such as the classification of the user group and the specific space needed. For detailed information on hourly rates, please refer to the attached rental space chart. This chart provides a comprehensive breakdown of the costs associated with renting different types of facilities within the District, helping users make informed decisions regarding their budget and space requirements.

In addition to facility rental fees, custodial services are available at an extra cost per hour per person. The cost **and need of** custodial services vary based on the classification of the user group. These services ensure that the facilities are maintained in a clean and orderly manner before, during, and after use, contributing to a positive experience for all users.

For requests involving areas not listed in the rental space chart or specific services not mentioned, individuals or groups are encouraged to reach out to the appropriate District representative. These requests will be carefully considered and evaluated for feasibility and approval. Direct communication with District representatives allows for tailored solutions and ensures that all user needs are addressed effectively and efficiently.

The guidelines outlined here govern the use of District facilities, ensuring responsible and productive community engagement. This includes permitting the reasonable use of buildings and grounds by responsible community groups, with the condition that such use does not disrupt daily school activities or jeopardize the condition of District facilities. Approval for rental or use of District facilities must be obtained in advance from the Superintendent or designated authority. Additionally, the Superintendent issues administrative guidelines that further regulate the use and rental processes for District

facilities, prioritizing the District's educational mission and the well-being of its students and staff.

The Board of Education upholds a policy that allows for the reasonable utilization of its buildings and grounds, referred to as "facilities," by well-organized and responsible community groups. While these facilities are primarily intended for educational purposes and are funded by taxpayers for such use, they may also serve the broader community for activities that enhance educational, recreational, cultural, and civic endeavors for children and the community at large. The allocation of facility usage prioritizes the school program as the first priority, with other uses categorized into four classes. Within each class, facilities are made accessible on a non-discriminatory basis, ensuring fair and equitable access for all user groups.

A. Class I — School Groups

This classification includes groups whose membership and sponsor are members of the student body, District staff, community education, parent groups sponsored by the school, and/or recognized bargaining units representing District employees, or which have been approved by the Superintendent as supporting the educational needs of or promoting readiness for students potentially entering the District.

B. Class II — Youth Groups

This classification includes groups not affiliated with or sponsored by the District, but which are youth-oriented and whose membership thus largely consists of District students or youth who reside in the District. Examples include the Boy Scouts and Girl Scouts, the Little League or other youth athletic organizations.

C. Class III — Other Non-Profit Community Groups

This classification includes not-for-profit groups whose membership largely consists of members of the community who are not students of the District or who reside in the District. Examples include civic organizations, local government agencies, and other recreational activities.

D. Class IV - Other Groups

Other groups, including profit-making organizations, will be permitted to use District facilities when the anticipated use is not harmful to the public image of the District, as determined by the Superintendent or designee in his or her discretion, and will not result in misuse, overuse, or abuse of school property.

## General Regulations

To maintain a smooth school day and activities, District facilities are open to Classes II, III, and IV groups at least fifteen (15) minutes after school ends or on non-school days like weekends. However, government units can use facilities during school hours for Federal, State, or local elections.

Using District facilities incurs fees set by the Superintendent. Class I or II groups may receive fee waivers or reductions as decided by the Superintendent or designee.

Before conducting any activities in District facilities, groups must submit an application for approval by District representatives. Applications follow a District-provided form which can be accessed on the website facility availability confirmation. You can submit a facility usage request using our scheduling platform FMX found both on our website and here: <https://myhpsd.gofmx.com/scheduling/requests/new> Upon availability approval, they proceed to the district for final clearance. **The District retains the right to reject applications from groups with groups for the following reason, including but not limited to a history of property damage, violation of usage permits, regulations or laws. An approved application serves as a permit. However, permit holders can't deviate from permit terms unless:**

1. Unforeseen circumstances require the school to use a permitted facility or maintenance work is needed to continue normal school operations. In such cases, the District may cancel the permit and return fees to the permit holder.
2. An organization with a permit can cancel its use by notifying the District in writing at least ten (10) calendar days before the scheduled time. Fees are refunded if cancellation occurs more than ten (10) days before the scheduled use; otherwise, the permit holder is responsible for the full fees.

The following terms and conditions are incorporated into each application and permit:

1. The permit holder is responsible for supervising the activities of persons using the facility for which it has obtained a permit and shall take reasonable steps to prevent injuries or damage to persons and property.
2. The District shall be fully released from and indemnified against any and all liability and costs whatsoever to persons or property for injuries or damages resulting from the use of the facilities described in the permit or any other use to which the permit holder puts the facility.
3. The permit holder will reimburse the District for the full cost of repairing any damage, over and above ordinary wear, to the facility during the permit holder's use of the facility, including damage caused by any member of the public.
4. **Liability insurance coverage, shall be obtained at the user's cost and be in the amount of \$2 million dollars.** Such insurance shall be in a form acceptable to District administrators, and a certificate of insurance coverage shall be furnished to the District before use of the facilities. The user shall provide a reasonable security deposit and/or security measures (including, without limitation, security personnel) as directed, at the user's cost.

5. The District shall be fully indemnified and released from any claim asserted by a municipality for reimbursement of additional expense for fire and/or police protection resulting from the use of a facility by an organization or individual.
6. No permit holder shall assign or sublease its permit.
7. Permit holders shall not use a District facility as their mailing address.
8. The permit holder shall indicate in all literature and other promotional materials in connection with the event to which the permit applies that the permit holder is not affiliated with the District and shall not use an image or the name of the District or facility in materials promoting the event to which the permit applies.

Permits granting use of a facility expire with the close of the school year on June 30. Annual, seasonal, and extended time use applications should be submitted at least two (2) months before the proposed starting date of the use. The District reserves the right to use, for any purpose, any portion of a facility not specifically reserved by the permit at the same time the permit is in effect.

A permit holder shall not serve food during an event unless proper licensing has been secured from the Oakland County Department of Health and approved by the district. The public sale of materials, except as incidental to the program for which a permit has been issued, is prohibited on District premises. The District reserves the right to utilize its in house provider for food services

The District representative must approve any decorations erected in connection with a permitted use. Any such decorations must also satisfy any legal requirements of the State of Michigan and local municipalities. Approved decorations must be erected so as not to damage or destroy District property. Decorations shall be removed from the facility by the permit holder before 8:00 a.m. on the day after the use.

With respect to fire prevention and safety, smoking on school property is prohibited. The use of open flames at a District facility, except as part of the school curriculum, is prohibited. Exits and corridors must be kept free of obstructions to ingress and egress.

The possession or use of alcoholic beverages on school property is prohibited.

Permit holders shall not use District supplies or materials. Permit holders' supplies and materials may be stored in a District building only with the permission of the building administrator.

Permit holders may use District equipment only if and to the extent stated in the permit.

Appropriate shoes must be worn by participants using gymnasium floors.

NO animals (unless approved by the administration) shall be allowed on the school ground or in the facilities included by not limited to the athletic stadiums.

No bikes, scooters, skateboards or strollers are allowed on the track or football field.

A use permit is subject to immediate cancellation if these regulations or any other requirements imposed by the District are not followed or if there is a violation of the law while District facilities are being used. Violations of the procedures may lead to an organization forfeiting the ability to rent or use the facilities with the school district in the future.

I agree to the terms and conditions set above.

\_\_\_\_\_  
**[Individual Representing]**  
**[Name of Outside Group]**

\_\_\_\_\_  
**Date**

Those wishing to use Camp Hazelwood should contact [ryann.voss@myhpsd.org](mailto:ryann.voss@myhpsd.org) .  
 Discounts for daily or week usage may be available.

<u>Rental Space</u>	<u>Class 1: School Groups</u>	<u>Class II: Youth Groups</u>	<u>Class III Other Non-Profit Groups</u> ( Per hour costs)	<u>Class IV: Other Groups:</u> ( Per hour costs)	<u>Deposit due one week after permit approval</u>
<u>Classroom</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10</u>	<u>\$20</u>	<u>\$100</u>
<u>Media Center</u>	<u>\$0</u>	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$100</u>
<u>Cafeteria</u>	<u>\$0</u>	<u>\$0</u>	<u>\$15</u>	<u>\$30</u>	<u>\$100</u>
<u>Large Gym (HS)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$40</u>	<u>\$80</u>	<u>\$200</u>
<u>Aux. Gym ( HS</u>	<u>\$0</u>	<u>\$0</u>	<u>\$30</u>	<u>\$60</u>	<u>\$200</u>
<u>MS Gym</u>	<u>\$0</u>	<u>\$0</u>	<u>\$30</u>	<u>\$60</u>	<u>\$200</u>
<u>Elementary Gym</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25</u>	<u>\$50</u>	<u>\$200</u>

<u>HS pools w/o lif guards</u>	<u>\$0</u>	<u>\$0</u>	<u>\$40</u>	<u>\$80</u>	<u>\$200</u>
<u>HS pool with life guards</u>	<u>\$0</u>	<u>\$35 per life guards</u>	<u>\$75 with one life guard +\$35 for each guard needed</u>	<u>\$110 with one life guard+\$35 for each after</u>	<u>\$200</u>
<u>Football</u>	<u>\$0</u>	<u>\$0</u>	<u>\$175 an hour</u>	<u>\$250 an hour</u>	<u>\$500</u>

<u>game field</u>					
<u>Turf practice field</u>	<u>\$0</u>	<u>\$0</u>	<u>\$125 an hour</u>	<u>\$200 an hour</u>	<u>\$500</u>
<u>Other fields</u>	<u>\$0</u>	<u>\$0</u>	<u>\$75 a game</u>	<u>\$125 a game</u>	<u>\$200</u>
<u>Board room</u>	<u>\$0</u>	<u>\$0</u>	<u>\$50 an hour</u>	<u>\$75 an hour</u>	<u>\$100</u>
<u>Camp Hazelwood</u>	<u>\$0</u>	<u>\$0</u>	<u>\$75 an hour</u>	<u>\$100 an hour</u>	<u>\$250</u>
<u>Auditorium High School</u>	<u>\$0</u>	<u>\$0</u>	<u>\$80 an hour</u>	<u>\$100 an hour</u>	<u>\$200</u>
<u>Auditorium Junior High</u>	<u>\$0</u>	<u>\$0</u>	<u>\$60 an hour</u>	<u>\$80 an hour</u>	<u>\$160</u>
<u>Custodial per person</u>	<u>\$0</u>	<u>\$0</u>	<u>\$50 an hour</u>	<u>\$75 an hour</u>	
<u>Other areas upon request</u>					