

APPLICATION FOR USE OF FACILITY AND EQUIPMENT

TEN DAYS ADVANCE NOTICE REQUIRED

BUILDING REQUESTED: _____ ROOM(S) _____

If inclement weather room requested _____

REQUESTED DAYS: M T W TH F SA SU BEGIN AND END DATE(S): _____

TIME BUILDING OPENED AT: _____ AM/PM BUILDING CLOSED AT: _____ AM/PM

PURPOSE OF USE: _____

ORGANIZATION OR ENTITY NAME: _____

RESPONSIBLE INDIVIDUAL: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

EMAIL ADDRESS: _____

EQUIPMENT REQUESTED: **CHECK ALL THAT APPLY**

Student tables: How many _____ Banquet tables: How many _____ Bathrooms _____ Podium _____

Chairs: How many _____ Trash cans _____ Sound booth _____

Kitchen _____ Responsible individual call Food Service Director at (517)410-4033 prior to use

*Licensee Agreement: If facility use is approved, the licensee/responsible individual agrees to comply with the terms herein and any attachments included. **The licensee/responsible individual must be present to have the building opened and must remain at the building during the event.**

Signed: _____ Date: _____
Licensee/Responsible Individual

Signed: _____ Date: _____
Building Administrator

Signed: _____ Date: _____
Food Service Director

Signed: _____ Date: _____
Operations Supervisor

For Office Use Only Usage Category 1 _____ Category 2 _____ Category 3 _____ Category 4 _____

Date Received: _____ Usage Fee: _____ Security Deposit _____

CK # _____ Date: _____

Copy sent to Admin _____

Cassopolis Public Schools Facilities Use Guidelines and Fee Structure

Purpose

Cassopolis Public Schools recognizes that its facilities are an important resource for the community. While the primary purpose of school facilities is to support district-sponsored educational programs, the district permits the use of its facilities by outside groups when such use does not interfere with school operations. These guidelines establish procedures and fee structures to ensure responsible, fair, and consistent use of district facilities.

Facility Use Categories & Definitions

1. School Activities (No Charge)

Activities directly sponsored and supervised by Cassopolis Public Schools.

- Examples: athletic events, concerts, school clubs, plays, staff training
- Responsible Party: Building Principal
- Cost: No charge

2. School-Related Organizations (Cost-Recovery Charges)

Organizations that exist primarily to support district students, staff, or programs.

- Examples: PTO, Boosters, Scouts, youth athletic programs that support existing school-sponsored athletic programs
- Responsible Party: Building Principal
- Cost: Direct costs only (custodial, food service, security, equipment, etc.)

3. Non-Profit Organizations

Local non-profit, civic, religious, charitable, or youth organizations.

Examples: YMCA, sports leagues, churches, Lions Club

- Responsible Party: Building Principal (with district administration approval for extended or recurring use)
- Cost: Tiered fee schedule (see attached)

4. Commercial/For-Profit Groups

Businesses, private individuals, or organizations engaging in activities that generate profit.

- Examples: Private training, sales promotions, commercial events, for-profit sports leagues
- Responsible Party: Building Principal (with district administration approval)
- Cost: Tiered fee schedule (see attached)

Application Process -

- Facility Use Application must be submitted at least ten days prior to requested use.
- Long-term or recurring requests should be submitted at least two months in advance.
- All applicants must acknowledge reading and understanding the attached guidelines via signature of responsible party.
- Requests will be approved based on availability, appropriateness, and alignment with district priorities.
- The district reserves the right to deny any application.

Cancellations -

- Cancellations by users must be made at least 48 hours in advance to avoid full charges.
- The district reserves the right to cancel reservations due to emergencies or district needs.

Fee Schedule

Space	School-Related	Non-Profit	For-Profit
Classrooms	Direct Costs Only	\$20/hour	\$40/hour
Cafeteria (No Kitchen)	Direct Costs Only	\$30/hour	\$60/hour
Cafeteria (With Kitchen)*	Direct Costs Only	\$70/hour	\$140/hour
Kitchen Staff	Direct Costs Only	\$40/hour	\$80/hour
Middle School Gym	Direct Costs Only	\$15/hour	\$30/hour
High School Gym	Direct Costs Only	\$40/hour	\$80/hour
Auditorium	Direct Costs Only	\$75/hour	\$150/hour
Elementary/MS Fields	Direct Costs Only		\$30/hour
Soccer Field	Direct Costs Only	\$25/hour	\$50/hour
Baseball/Softball Fields	Direct Costs Only	\$25/hour	\$50/hour
Football Field	Direct Costs Only	\$50/hour	By Quote
HS Track	Direct Costs Only	\$25/hour	\$50/hour
Custodial (if outside normal hours)	Direct Costs Only	\$55/hour	\$110/hour
Additional Equipment (PA system, stage lighting, projectors, etc.)	Cost Recovery	By Quote	By Quote

* Any use of the district's kitchen is under the district's health department license, hence it is required that district food service staff be on site.

Security Deposit of \$100 is required with each application submitted under the Non-Profit or For-Profit categories. In the event of no damage, the deposit shall be returned to the Applicant via first-class mail within 15 days after the Applicant's use of the facilities.

Regulations for Use of Facilities

Any individual or group ("Applicant") wishing to use the school buildings or equipment shall make application on a School District approved application form. The application shall be submitted for consideration a minimum of ten days prior to the date(s) for which the facility is requested.

It is understood that School District activities take precedence over the Applicant's request to use the school buildings or equipment, and that the Applicant's request is subject to cancellation if the requested school building or equipment is needed for a School District activity.

Each applicant that is considered a "For-Profit" group shall present evidence of the purchase of organizational liability insurance, including but not limited to medical coverage for participants, prior to actual usage of the school building or equipment. Such insurance coverage shall have a policy limit of not less than \$1,000,000.

The Applicant must take reasonable steps to ensure orderly behavior and shall be responsible for paying for all damage associated with its use of the facility and/or equipment. A damage deposit of \$100 shall accompany each application, payable by certified check or cash. No interest shall be payable to Applicant on the deposit, and the deposit shall be used by the School District to offset any damage costs not paid by Applicant within 10 days of the use of the facilities. In the event of no damage, the deposit shall be returned to the Applicant via first class mail within 15 days after the Applicant's use of the facilities.

The Applicant agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever which arises from the use of the facilities per the request of the Applicant. The Applicant shall be responsible for the proper supervision, control, and accommodation of any persons attending the facilities while the facilities are being used pursuant to the Applicant's request.

The School District charges a fee for the use of its facilities, as identified in a separate fee schedule. The School District reserves the right to request payment of estimated fees in advance.

Tobacco, Marijuana, Vaping, Alcohol, Illegal Drugs, Gambling of any kind, and unauthorized weapons (per Board policy) are prohibited on School District property. The Applicant is responsible for enforcement of and compliance with this regulation.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the School District's building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The Applicant shall be fully responsible for all loss or damage to real and/or personal property located at or within the School District's school buildings, including, but not limited to, personal property of students and employees.

The use of School District owned equipment is not included in the facilities use charge and shall be subject to an additional charge based on the request and type of equipment. The use of stages, furniture, and equipment must be expressly requested in an application and arranged for in advance. Set-up and clean-up may be performed by the Applicant using the facility, provided the responsible persons are listed on the application. Additional custodial services required for set-up and clean-up not done satisfactorily will be paid for by the Applicant. Arrangements must be made with the School District building administrator for use of any special or extra equipment. Extra compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the Applicant.

The use of any materials on floors or other parts of the building is strictly prohibited without specific prior written approval from the School District building administrator.

Buildings will normally be open one (1) hour prior to the scheduled commencement of the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and are approved by the School District.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

A School District custodian shall be on duty whenever a facility is being used, except as exempted by the School District operations director. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The charge for custodial overtime, including clean-up time and overtime, will be charged per the current rate schedule in effect. Additionally, food service personnel shall be required whenever kitchen facilities are requested.

I HAVE READ AND UNDERSTAND my responsibilities as outlined and agree to comply with said regulations.

Date

Signature of Responsible Party