

## **Building Use Forms and Fees**

Please fill out the attached building use form, make two copies, one for yourself to keep and two to turn into the office of the **building** that you would like to use. Please **do not** turn into the Support Services Building or the Administration offices. This will not confirm your reservation.

If you have any questions please call the building that you would like to use or the building and grounds department at 734-697-9123.

Thank you!  
Building and Grounds Dept.

## SCHEDULE OF BASIC CHARGES

All categories shall be required to pay, in addition to regular charges, the cost of custodial, cafeteria, stage and technical personnel when those services are not normally scheduled in that facility. Use of facilities on Saturday or Sunday are subject to further costs.

Property Used	Category I Per Hour	Category II Per Hour	Category III Per Hour	Category IV Per Hour
Classroom	N/C	\$10.00	\$20.00	\$30.00
Elementary Multipurpose Room	N/C	\$15.00	\$20.00	\$30.00
Elementary Gymnasium	N/C	\$15.00	\$20.00	\$30.00
Elementary Athletic Fields	N/C	\$10.00	\$15.00	\$30.00
High School Pool (max 167) - Contact Buildings & Grounds	N/C	\$25.00	\$40.00	\$80.00
Middle School Athletic Field	N/C	\$10.00	\$20.00	\$50.00
Middle School Gymnasium	N/C	\$20.00	\$35.00	\$60.00
High School Gymnasium	N/C	\$30.00	\$45.00	\$70.00
Locker & Shower Rooms	N/C	\$10.00	\$15.00	\$30.00
Middle School Cafeteria With Kitchen	N/C	\$25.00	\$35.00	\$60.00
Middle School Cafeteria Without Kitchen	N/C	\$20.00	\$30.00	\$55.00
High School Teacher's Cafeteria With Kitchen (max 48)	N/C	\$15.00	\$25.00	\$50.00
High School Teacher's Cafeteria Without Kitchen	N/C	\$10.00	\$15.00	\$30.00
High School Cafeteria - Entire With Kitchen (max 800)	N/C	\$80.00	\$90.00	\$180.00
High School Cafeteria - Entire Without Kitchen	N/C	\$70.00	\$80.00	\$170.00
High School Cafeteria Section A or B w/kitchen (max 400)	N/C	\$40.00	\$50.00	\$100.00
High School Cafeteria Section A or B without/kitchen	N/C	\$35.00	\$45.00	\$95.00
Auditorium (max 907)	N/C	\$150.00	\$200.00	\$300.00
Baseball Field	N/C	\$10.00	\$10.00	\$30.00
Football Field With Lights	N/C	\$40.00	\$50.00	\$100.00
Football Field Without Lights	N/C	\$30.00	\$40.00	\$100.00
Tennis Courts (8)	N/C	N/C	\$20.00 *	\$60.00 *
Parking Lot	N/C	N/C	\$20.00	\$60.00
Track With Lights	N/C	\$40.00	\$50.00	\$100.00
Track Without Lights	N/C	\$30.00	\$40.00	\$100.00

**KEY:**

**Category I** - Sponsored groups and organizations of Van Buren Public Schools and/or Educational Foundations

**Category II** - Community organizations and groups which meet in the public interest and do not charge admission

**Category III** - Community organizations and groups which meet for special interests or charge admission

**Category IV** - Organizations not located in the community

\* Fees subject to change

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**Name of Organization:** \_\_\_\_\_

\_\_\_\_\_ is requesting application for use of school facilities and/or equipment to the Board of Education's established policies and regulations.

School Requested: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Approx Attendance: \_\_\_\_\_

Athletic Facility: \_\_\_\_\_  Profit

Type of Activity: \_\_\_\_\_  Non-Profit

Admission Fee: \_\_\_\_\_ Day and Date to be Used \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Name of Speaker(s) or Performer(s): \_\_\_\_\_

Special Equipment Requested: \_\_\_\_\_

Instructions for Set-Up: \_\_\_\_\_

Name of Person in Charge of Activity: (Please Print) \_\_\_\_\_

\_\_\_\_\_  
(Name) (Address) (Phone)

Are 75% of the Participants Van Buren School District Residents?  YES  NO

I have read and will abide by the Board of Education's established building use policies and regulations on the reverse side of this permit and in exchange for permission to use the facilities and/or equipment, will not hold the Board of Education of the Van Buren Public Schools liable for any loss, damage or injury to property or any person as a result of said use. I will also be responsible for the reimbursement costs of lost or damaged school property or equipment during the period of use.

\_\_\_\_\_  
(Signature of Applicant) (Date)

**FOR OFFICE USE ONLY**

Approved By: \_\_\_\_\_

Rental Fees: \_\_\_\_\_ (Building Administrator) (Date)

Operational Fees: \_\_\_\_\_

Terms: \_\_\_\_\_ (District Supervisor of Operations & Services) (Date)

**CUSTODIAL REPORT**

Comments

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

\_\_\_\_\_  
(Custodial Signature) (Date)

## PERMIT

### Policies & Regulations For use of School Facilities

#### "SHORT FORM"

Application forms may be secured from the administrative offices of the Van Buren Board of Education, or the school building Principal. After completing and signing (4) copies, the permit must be returned to the principals office to be processed. If approved, the applicant will receive a copy of the permit within 2 business days and the applicant will use this permit to gain access to the school facility.

Payment of fees and/or deposit shall be requested and paid in advance of the date of the use of the facility or equipment. Payment of costs may be delayed at the discretion of the Building and Grounds office.

All fees and costs shall be paid by checks or money orders made payable to:

Van Buren Public Schools  
555 W. Columbia  
Belleville, Michigan 48111

•

#### No permit will be issued for:

- Use of facilities on Sunday, except the auditorium.
- Use of facilities when a regular employee of the school district is not present.
- Use of facilities during the months of July and August or holidays except with special Building and Grounds Committee approval.

•

#### General Rules:

- Intoxicating beverages or drugs, are not permitted in or on school facilities as well as intoxicated persons.
- All meetings shall be supervised by a responsible adult (21 or older) and approved by the building principal.
- Any form of gambling on school premises is prohibited.
- Putting up of decorations or scenery is prohibited unless permission is granted.
- Sale of goods and services is prohibited unless permission is granted.
- The Van Buren Board of Education or its representatives can revoke a permit at any time if it is determined the facilities are not being used in accordance with these regulations.
- Meals will not be prepared in school facilities, except under the supervision of school cafeteria personnel, unless the School Board approves otherwise.
- The applicant shall be responsible for the preservation of order and extra police protection if deemed necessary for the carrying out of all the rules and regulations.

- Any advertising for any event for which the facilities are to be used must be approved by the principal or School Board prior to distribution.
  - In the absence of any professional employee of the Van Buren School District, school facilities shall be under the district control of the attending custodian.
  - The use or possession of school facility keys is strictly prohibited by anyone other than authorized school employees. Exceptions to this rule can only be approved by the High School Principal and the Building and Grounds Committee.
- A. School buildings and facilities are available for use by charitable or non-profit community organizations at no expense to the organization, provided:
- 1) That such use does not interfere with any school sponsored activity and that the use of the building for the designated purpose is approved by the Principal and /or Buildings and Grounds Committee.
  - 2) That the group consists of at least 75% residents of the Van Buren Public School District. A list of participants names and addresses shall be submitted at request to the Buildings and Grounds Dept.
  - 3) That use of the building is scheduled for hours it is normally opened and staffed with school personnel.
  - 4) That no additional operating costs to the school district are incurred such as extra cleanup, added security personnel or any costs due to the opening and closing of the building for the said organization.
  - 5) That the group is well chaperoned by adults twenty one years of age or older and approved by the building Principal and/or Buildings and Grounds Committee.
  - 6) That necessary employees can be obtained to perform such work as is required during the time requested for the use of the facility.
  - 7) That the organization observe all rules and regulations as established herein by the Van Buren Board of Education and Superintendent of Schools.
  - 8) That the school buildings are not used for private or individual monetary gain or profit.
- B. Any community group that requests the use of a school facility or equipment and does not meet with all the regulations in Part A will be charged per the rental fee schedule VI and the operational cost schedule VII of the building use policy.
- For the entire copy of the Policies and regulations for use of school facilities see the building Principal or office of the Building and Grounds in the administration building.

"The Van Buren Public Schools is compelled by federal law to deny an application from or refuse continued use of school facilities by individuals or organizations found to be illegally discriminating against persons or groups on the basis of race, color, religion, national origin or ancestry, age, sex, or marital status or against otherwise qualified handicapped persons."