BUILDING USE GUIDELINES

A. The Board of Education may allow the use of the facilities by groups and organizations whose purpose and objectives contribute to the development of Ingham ISD operated programs and services and of educational services provided by its constituent districts.

B. Groups and organizations that exist primarily for the benefit of students enrolled in district-operated programs and services and educational/governmental units that are directly affiliated with the district, are entitled to use the facilities at no cost. For example, but not limited to:

- Advisory Committees
- Local administrators of special education/curriculum directors, etc.
- Ingham’s Superintendents’ Round Table
- Michigan Special Olympics
- Michigan Department of Education
- Constituent School Districts

Any costs associated with the activity shall be paid for by the group or organization using the facility. Examples of such costs are custodial services, telecommunications, technical support and equipment usage.

C. Non-school related groups, such as service clubs, religious groups, community and adult education; and other activities not directly benefiting district students must seek permission to use the facilities and will be charged a building use fee. The superintendent or his/her designee will determine whether the group or organization will be allowed to use the facility and whether they will be charged a rental fee. The final decision of approval or disapproval rests with the superintendent, therefore, timelines for requests to use district facilities under this category may need greater advance notice than thirty days.

D. APPLICATION. All requests for use of the facilities must be made, thirty days in advance, on an application form provided for this purpose by the school district. The form is available from the facility scheduler. Any approved application issued may be subject to cancellation if deemed necessary by the superintendent/designee. Activities related to the Ingham ISD have priority over all other functions. Every effort will be made to accommodate the request in case of a conflict with a later scheduled Ingham ISD activity. The facility scheduler is responsible for scheduling the facilities and equipment usage.
E. DAMAGES. Groups using the facilities are responsible, and will be billed for all damages to the Ingham ISD facility. Damages do not include normal wear and tear expected in the regular use of the facility.

F. RESTRICTIONS. Groups using the facilities are expected to operate their program following the restrictions noted below. The Ingham ISD may revoke building use privileges if these restrictions are violated.

1. Use of the facilities by community groups may be allowed provided such use does not interfere with regular programs and services provided at the building.

2. Facilities may not be used to teach or promote any program contrary to the Constitution of the State of Michigan. This restriction does not prohibit the discussion of controversial subjects in a public forum.

3. The facilities shall not be used for money making functions without specific approval of the superintendent or his/her designee.

4. Groups using the certain facilities such as the gym for ongoing activities (3 or more activities in the course of a calendar year) shall provide a “Hold Harmless” liability insurance policy of $1,000,000.00.

5. Smoking is not permitted in any of the Ingham ISD buildings or on its grounds.

6. No controlled substances or weapons will be allowed on school property at any time. This includes alcohol and marijuana.

7. No flammable or potentially dangerous materials/substances shall be used.

8. No activities shall last longer than 10:30 p.m. without prior approval.

9. All decorations shall be approved, in writing, by the building coordinator prior to scheduled programs.

10. No booths, stands, decorations, etc., may be erected that would require nails, screws, or bolts to be driven/screwed into the buildings, floors, or walls.

11. Approved catering vendors may be allowed. Kitchen facilities are not available for food preparation.
12. All activities must be supervised by an adult who remains on site during the activity. Supervision includes the responsibility for the conduct of others who may be present because of the activity but not directly participating in the activity, i.e. parents, relatives, friends, siblings.

13. All fire safety regulations applicable to the building must be followed.

ADMINISTRATIVE REGULATION

Approved: February 18, 1992
Amended: June 27, 2001
         November 27, 2006
         November 19, 2019