



BERKLEY  
SCHOOLS

# FACILITIES HANDBOOK

A GUIDE FOR COMMUNITY USE OF SCHOOL DISTRICT FACILITIES, INCLUDING  
BERKLEY BOARD OF EDUCATION POLICY, ADMINISTRATIVE PRACTICES,  
PROCEDURES AND RULES

DECEMBER 1, 2011

# Index

## **General provisions**

Priority of use .....	3
Securing authorization .....	3
Special requests.....	3
Permit application procedure .....	4
Community access.....	4

## **Rules**

Responsible use.....	5
Termination of permit .....	5
Assignment and transfer .....	5
Hold harmless provision.....	5
Custodial requirement .....	5
Supervisory requirement.....	5
Security requirement .....	5
Insurance requirement .....	5
Destruction of property.....	6
Permit cancellation.....	6
Decorations .....	6
Hazards and flammables .....	6
Alcohol, controlled substances and smoking .....	6
Guns and weapons prohibition.....	6
Personal injury .....	7
Theft, vandalism, etc. ....	7
Tornado safety .....	7
Inclement weather/school closing .....	7

## **Use of athletic facilities**

Gym.....	7
Pool .....	7
Hurley Field.....	7

## **Rental fee schedule**

Room fee schedule .....	8
Custodial fee schedule.....	8
Custodial fee subsidy.....	8

## **Auditorium use**

Berkley High auditorium .....	9
Rental fees .....	10
Preparation.....	10
Damage.....	10
Accident or injury.....	10
Rules and regulations .....	11
Approvals required .....	11

<b>List of District Facilities .....</b>	<b>12</b>
--	-----------

## ***General provisions regarding community use of facilities***

The facilities of the school district shall be available for community use under conditions prescribed by law and in accordance with the adopted policies of the Board of Education and its Administration. (Policy KG)

### ***Priority of use (Policy KGAB)***

Each school shall have priority use of its own facilities. Priority of use thereafter will be in the following order:

1. Berkley School District
2. Educational and youth-oriented organizations serving students of the Berkley School District. Examples include, but are not limited to, the Berkley Area PTSA Council, its affiliated local PTSA organizations, booster clubs and scouts.
3. Municipalities within the school district.
4. Other community organizations, including churches and non-public schools within the school district.
5. Other users are allowed only if sponsored by the district.

Users under Class 5 may seek sponsorship of program activities in cooperation with Berkley School District's Community Education Department, which is the community service agency of the Board of Education.

Activities for co-sponsorship under Class 5 must be consistent with the mission of the school district and the Berkley Community Education program. Users in this category are subject to the same fee schedule as Class 4 organizations.

The priority of use applies only in determining the initial assignment of permits. Once a permit is approved, cancellation because of a request from an organization with a higher priority is not allowed. Permits may be cancelled in unusual circumstances by the Permit Office at the building principal's request.

### ***Securing authorization***

Permission to use facilities shall be granted through issuance of a Facility Access Permit. Permit holders may not assign or transfer a permit, nor may they sublet a facility. No permits shall be issued that extend beyond the end of the current school year. Eligible groups seeking a Facility Access Permit must prepare and submit an online application. Requests for private use will not be considered.

### ***Special requests***

Applications which are exceptions to, or not covered by, the above provisions shall be brought to the attention of the Permit Office for action.

### ***Permit application procedure***

1. All applications for use of school facilities shall originate with responsible adult officers or representatives of organizations (minimum age 21).
2. Eligible groups seeking a Facility Access Permit must submit an online Application for Use of District Facilities form at [www.berkleyschools.org](http://www.berkleyschools.org).

An estimate of charges will be sent to the applicant upon approval.

3. The permit application approval process requires a minimum of five (5) staff working days.
4. The School Administration reserves the right to:
  - A. Demand sufficient time for investigation of the application.
  - B. Make room assignments.

### ***Community access to district facilities***

1. A Facilities Access Permit is issued.
2. If facility use is scheduled for the hours the specific facility is normally open and staffed:
  - A. All activities must be completed and their participants exiting the facility prior to 10:00 PM on weekdays.
  - B. Any permit holder using the facility beyond the closing time of 10:00 PM shall pay the additional custodial salary on an overtime basis.
3. If facility use is scheduled for hours when the specific facility is normally closed:
  - A. A minimum of one hour of custodial time will be charged in addition to the actual time assigned for the use of the facility.
  - B. The minimum building maintenance service charge will be for four (4) hours.
4. A fee for the use of the public address system, stage equipment, lights, piano, scoreboard, etc., may be charged. In the opinion of the administration, if an operator is required a fee for his/her services will also be charged.

## ***Rules affecting permit authorized access to district facilities***

Use of property shall be governed by the policies established by the Board of Education.

### **1. Responsible use**

Organizations granted use of a district facility, agree to leave it in its original condition or to compensate the district for any unwarranted destruction of property. The applicant accepts full responsibility for any and all damages to school property resulting from activity or use over and above ordinary wear. The facility administrator or his/her designee shall determine whether property has been damaged.

### **2. Termination of permit due to improper use**

Evidence that the sponsoring organization has failed to use school facilities with proper care shall be considered sufficient grounds to cancel approved permits and to refuse future requests for facility permits. Such determinations shall be made by the facility administrator or his/her designee.

### **3. Assignment and transfer**

Permit holders may NOT assign or transfer a permit nor may they sublet a facility.

### **4. Hold harmless provision**

The licensee (i.e., permit holder) agrees to save and hold harmless the Berkley School District, its Board of Education and individual members thereof, as well as individual employees of the school district, and agrees to assume responsibility for any and all liabilities or damages arising incident to the use of the building; it being understood and agreed that the school district assumes no obligation respecting the use of such premises.

### **5. Custodial requirement**

A custodian must be on duty whenever district facilities are in use.

### **6. Supervisory requirement**

Groups granted access to buildings via permit are required to designate an adult supervisor or sponsor (minimum age 21). Access to facilities will be denied when the designated supervisor is not on the premises.

### **7. Security requirement**

Activities which attract large groups into buildings and/or require substantial access and utilization of a particular school facility will require additional district staff and security services adequate to promote the safety of users and protect the public interest in school facilities.

### **8. Insurance requirement**

School groups, such as PTSA, are covered by the district's liability insurance policy. However, if the group is sponsoring an activity (A) where the general public is invited or (B) that could be deemed hazardous, a hold harmless agreement is necessary. The

applicant's online submission of the Application for Use shall constitute agreement with the Hold Harmless Provision. Plans for such activities should be submitted on the application in sufficient time for action by the Business Office.

Community groups which are connected with state-wide or national organizations such as the Boy Scouts, etc., must provide certificates of liability insurance in the amount of at least \$1,000,000 from their parent organization naming the district as an additional insured. Other community groups *may* be issued a permit for a meeting room without providing insurance. If however, an activity that involves the general public or an activity that could be deemed hazardous is planned, liability insurance in the amount of \$1,000,000 (or amount required by District's insurance risk manager) must be provided naming the district as an additional insured for the particular event.

#### **9. Destruction of property**

Organizations granted a permit to use district facilities shall be financially responsible for all damage or loss that occurs during their use of the facility. This provision includes private property stored on the premises. The facility administrator or his/her designee shall determine what constitutes damage or loss of property.

#### **10. Permit cancellation**

- A. Permit cancellations may be initiated by the school authorities with notice to the permit holder. All permits are granted with this understanding.
- B. Permit holders may cancel permit activity by providing the issuing office at least 24 hours advance notice; 48 hours advance notice is required for Saturday or Sunday permits. Permit holders will be held responsible for all charges when notification of cancellation is not received within these time limits.

#### **11. Decorations**

Decorations shall be erected in a manner consistent with fire regulations and not damaging to the school property. All decorations shall be approved by the custodial supervisor or his/her designee.

#### **12. Hazards and flammables**

The use of any materials, treatment or coverings on the floors or other parts of the building, without advance approval of the custodial supervisor, is strictly prohibited. Gymnasium floors will be prepared for dancing by the custodial staff.

#### **13. Alcohol, controlled substance and smoking prohibition**

Alcoholic beverages, controlled substances or smoking are not permitted on school property at any time.

#### **14. Guns and weapons prohibition**

Guns, weapons or guard dogs are not allowed in any school building or on any school property without prior written permission from the superintendent or his/her designee. Governmental law enforcement officers are exempt. Private security guards are not exempt.

### **15. Personal injury**

Incidents on school property involving personal injury must be reported to the building supervisor or custodian immediately. All personal injury reports are to be documented in writing by responsible school staff members receiving this information. Special injury report forms are available through the custodial office in each building.

### **16. Theft, vandalism, etc.**

Incidents involving personal threats, injury or vandalism which take place on school property typically require intervention by law enforcement officials. Such incidents should be reported to responsible school staff members immediately so that an investigation may be initiated and appropriate reports prepared.

### **17. Tornado safety**

If a tornado WATCH or WARNING is in effect at 3:00 PM, all after-school activities will be cancelled, including athletic events, adult education activities and parent meetings. Any exceptions would be subject to the decision of the superintendent or his/her designee. In the event of a tornado WARNING, children will be held in school until an all clear is given by the proper authorities. All activity supervisors will stay on duty to care for the children until the all clear is given and children are dismissed.

### **18. Inclement weather/school closing**

When schools are closed due to inclement weather, all co-curricular activities held after school will be cancelled unless prior approval is received from the Superintendent's Office.

## ***Use of athletic facilities***

### **1. Gym**

Gym access, via permit, requires a minimum of 10 persons present at all times.

### **2. Pool**

The pool is not available for private use. The public is invited to use the pool during periods of open swim supervised by the Community Education Department. Use by organizations will be at the discretion of district administration.

### **3. Hurley Field**

A custodial staff member, field attendant, lavatory supervisor and scoreboard operator may be required depending on the nature and size of the activity. If such services are required, the user will be charged the standard board approved rate.

Contact the Hurley Field manager for information (248.837.8221).

**Rental fee schedule**

Class 2 groups (educational and youth-oriented organizations serving students of the Berkley School District) must present the group or team’s roster and 75 percent of the participants must be district residents or students. If not, the rental fee schedule below will apply.

Class 4 and 5 groups and organizations are subject to the following rental fee schedule for use of facilities.

A three hour minimum is required.

Facility/room	elementary	middle school	high school
athletic fields	\$25/hr	\$25/hr	\$30/hr
Avery Board Room	\$30/hr		
BHS Auditorium	See page 10 of this Handbook.		
classrooms	\$20/hr	\$20/hr	\$20/hr
Collaborative Center	---	---	\$40/hr
gymnasiums	\$35/hr	\$45/hr	East - \$50/hr
halls	\$20/hr	\$20/hr	\$20/hr
Hurley Field	Contact field manager at 248.837.8221.		
kitchen	---	\$25/hr	\$25/hr
	<i>A district food service staff member must be engaged to supervise kitchen use (3 hr min).</i>		
lobby	---	\$20/hr	---
media center	\$30/hr	\$30/hr	\$30/hr

**Custodial fee schedule**

A custodial staff member must be present at all times to facilitate building access, set-up, clean-up and security. If a custodian is not normally scheduled at the time of usage, a minimum of four hours of custodial time will be charged to the permit holder at the standard board approved rate. If usage results in the need for additional cleaning or services, the overtime charges will be billed to the user.

Monday – Saturday	\$40	x 4 hours minimum
Sunday	\$54	

**Custodial fee subsidy**

Each year the Board of Education may establish a budget to subsidize custodial costs for activities sponsored by Class 2 organizations. Any organization seeking a subsidy must apply in writing to the Business Office by September 1. Allocated funds will be distributed equally among the applicants, with no group receiving more than one fee subsidy per year.



## ***Use of Berkley High Auditorium***

The Berkley High School Auditorium complex consists of a lobby, seating area with 630 seats, wheelchair accessible, a 40 foot stage, orchestra pit with cover, two dressing rooms, one make-up room and a scene shop.

The complex is equipped with a light board, sound system, acoustical shells, choral risers and podium.

If more rooms are needed, the permit holder must request extra room(s) in advance. Adequate supervision must be supplied by the permit holder.

Auditorium users must submit an online Application for Use of District Facilities form. A deposit of 50% of the projected fee will be due upon approval of auditorium permits from all Class 3, 4 and 5 groups.

Liability insurance of \$1,000,000 (or amount required by District's insurance risk manager), with the school district as an additional named insured, will be required of all groups not covered by the district's liability insurance (Class 1 and 2). A certificate of insurance or a copy of the policy must be provided.

The auditorium will be available to the following groups for performances or presentations attracting audiences of 200 or more persons.

### **Class 1**

All school and school-affiliated organizations administered, sponsored or sanctioned by the Berkley School District.

### **Class 2**

Educational and youth-oriented organizations serving students of the Berkley School District. Examples include, but are not limited to, the Berkley Area PTSA Council, its affiliated local PTSA organizations, booster clubs and scouts.

### **Class 3**

Municipalities within the school district.

### **Class 4**

Civic and other community organizations, including churches and non-public schools within the school district.

### **Class 5**

Other users not directly affiliated with the Berkley School District who do not qualify under Class 1, 2, 3 or 4. Activities under Class 5 must be consistent with the mission of the school district. Users in this category are subject to the same fee schedule as Class 4 organizations.

### **Auditorium Rental Fee Schedule**

	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4/5</b>
Facility with Admission Charges	NA	NA	\$300/day + \$75/hr over 4 hrs	\$600/day + \$100/hr. over 4 hrs
Facility no Admission Charges	NA	NA	\$60/day + \$15/hr over 4 hrs	\$150/day + \$40/hr over 4 hrs
Liability Insurance	District	See p. 9, ¶ 5	\$1,000,000 *	\$1,000,000 *

\* or amount required by District's insurance risk manager

- Board approved fees for the services of the custodial staff and auditorium manager will be charged to all users.
- A four (4) hour minimum is applicable to auditorium labor charges.
- The auditorium manager must be on duty at all times that the auditorium facilities are in use. Custodial staff is required to service all permitted uses by providing access, security and clean-up.
- An estimate of rental fees and labor charges will be made based upon permit application information.

### **Preparation**

In order to determine if dates are available for your event and to discuss set up and performance requirements, please contact the auditorium manager (248.837.8159) before submitting a permit request.

You should be prepared to answer the following questions:

- How long is your program?
- How many people are involved in your program?
- How much rehearsal time will you need?
- How do you want the stage set up?
- Do you need the dressing room? Make-up room?
- How many microphones will you need?
- Do you need tables or chairs?
- Do you need to use the choral risers?
- Do you need audio-visual equipment?
- Do you plan to serve refreshments?

### **Damage**

If, in the judgment of the auditorium manager or custodian on duty, damage has been done to equipment or property, the permit holder will be held responsible.

### **Accident or injury**

All accidents or injuries, however slight, require the filing of an Accident or Injury Report. Forms can be obtained from the auditorium manager.

### ***Rules and Regulations***

- Eating, drinking and smoking are prohibited in the auditorium complex.
- No marking on seats; no feet on the seats.
- Users agree to respect the authority of the auditorium manager and custodial supervisor whose responsibility it is to decide what constitutes safe and appropriate usage of the facility. Failure to heed their directions may be cause for canceling the activity.
- Each user is to remember that safety is our most important concern and is to instruct their group accordingly.
- It is the responsibility of users and the Berkley High School custodial staff alike to make certain the facility remains clean and orderly.
- Auditorium keys will not be issued. Doors are to be locked and unlocked by the auditorium manager or a custodian.
- No one is to enter the projection booth on the second floor without the express permission of the auditorium manager.
- The light board and sound equipment are to be operated by the auditorium manager or his designee.
- Permit holders are required to provide supervision for the auditorium, lobby and stage.
- For safety reasons, no power tools are to be used by students without the permission of the auditorium manager.
- No open flames (lighted candles, matches, etc.) are allowed in any part of the auditorium complex.
- Any lights or extension cords must be UL approved and used only with the permission of the auditorium manager.
- The backstage area, consisting of the dressing and make-up rooms, scene shop and storage rooms are to be supervised by an adult whenever students are present.
- Locks cannot be left on lockers after the event is concluded.

### ***Approval from the auditorium manager is required for:***

- Anyone from the audience to be allowed on the stage or backstage
- Anyone to touch any equipment on stage or backstage
- Anyone to enter the catwalk area or ascend the spiral staircase
- Anyone to be allowed in the scene shop
- All scenery used in the auditorium, which must be flame proof
- All rigging of drops, scrims, etc., which will be done under the auditorium manager's direction.

Berkley School District  
Avery Center  
14700 W. Lincoln St., Oak Park, MI 48237  
248.837.8000

Berkley High School  
2325 Catalpa, Berkley, MI 48072  
248.837.8100

Anderson Middle School  
3205 Catalpa, Berkley, MI 48072  
248.837.8200

Norup International School  
14450 Manhattan, Oak Park, MI 48237  
248.837.8300

Angell Elementary  
3849 Beverly, Berkley, MI 48072  
248.837.8500

Burton Elementary  
26315 Scotia, Huntington Woods, MI 48070  
248.837.8600

Pattengill Elementary  
2540 Morrison, Berkley, MI 48072  
248.837.8700

Rogers Elementary  
2265 Hamilton, Berkley, MI 48072  
248.837.8800

Building Blocks/Community Education  
Tyndall Center  
14501 Talbot, Oak Park, MI 48237  
248.837.8900

Permit Office  
Avery Center  
248.837.8006

Monday – Friday  
8:00 AM – 5:00 PM