

## Grosse Pointe Public Schools User Regulations Agreement

The Board of Education offers school buildings, equipment and the site for use by the public. In order to insure minimum inconvenience and maximum satisfaction for all concerned, it is imperative that there be mutual understandings and that users comply with certain rules and regulations.

1. Organizations will not be permitted to use any building without application approval. A Certificate of insurance is required, naming Grosse Pointe Public Schools as certificate holder. Liability for accidents that occur as a result of the event shall be assumed by the organization renting the facility.
2. Groups will be billed for rentals and may be required to pay in advance.
3. All approved applications granting use of a facility for a year automatically expire with the close of the school year in June. In no case, will those who have been granted facility use, assign, transfer, sublet, or change a fee charge a fee to others for the use of school property.
4. Rental arrangements are subject to change whenever there is a conflict with public school programs, either during the regular school day or during evenings and weekends. The Board of Education reserves the right to cancel a rental or change the date of any rental granted with 10 working days notice except in unforeseen circumstances.
5. In the event of cancellation, it is necessary for the user to contact the school and the Department of Support Services at least 10 working days prior to cancellation. Failure to comply will result in denial of future rental requests.
6. A \$15 non-refundable fee is required when a rental group (Class III or Class IV) submits an application.
7. The building use application agreement is subject to cancellation, and future applications will be denied, in the event the applicant organization engages in activity in violation of the law, or advocates the willful violation of the law, while occupying school facilities.
8. The Board of Education reserves the right to use, for any purpose, any portion of a building or the grounds, not specifically reserved by the applicant organization at the same time the that their application is in effect.
9. The use of any material on the floors or other parts of the building without approval is forbidden.
10. All advertising, except that incidental to programs, and all sale of printed matter or other material, is forbidden on public school premises in connection with any meeting.
11. Groups using school gyms must wear soft-soled shoes on gym floors. Failure to comply with this regulation will result in the immediate cancellation of building use. Use of gym equipment is not permitted, unless authorized prior to use.
12. Buildings will be opened one-half hour before the scheduled time of the program and closed on the half hour after scheduled end of the program. Any extra time will be charged at the appropriate rate.
13. Any decorations/signage shall be approved by building administrator prior to placement and placement shall be done in a manner that will not be destructive of school property.
14. The use of alcoholic beverages, controlled substances, smoking and vaping in school buildings and on school sites is prohibited.
15. Site users are expected to collect, contain and dispose of litter and debris accumulated as a result of their activity.
16. The use of school sites is limited to appropriate activities in keeping with site size and function. Excessive noise or disturbances will not be tolerated.
17. Grosse Pointe Schools have at least one AED (automated external defibrillator) in each of our buildings. We have Emergency Cardiac Protocols posted across most of our buildings in each classroom, next to the AED and in the office. It is your responsibility to familiarize your group with the building that you will be occupying. The school specific Cardiac Response Plan can be found on the Schools website under the health tab.

**Failure to comply with these regulations will result in immediate cancellation of school site use.**

### User Regulations Agreement:

The signature below affirms the fact that I, the Applicant/Organization, understand that I am responsible for lost, stolen, and/or damaged equipment as well as the conduct of the reserving group. I understand that I must abide by all rules, regulations, policies, and procedure as they apply to my reservation/rental. My signature on this request form further indicates that I have read and understand the User Regulations Agreement and all the information contained herein is true.

**Applicant must sign \_\_\_\_\_ that they have read and agree to the above regulations.**

**Applicant Printed Name \_\_\_\_\_**

**Business Office Acceptance \_\_\_\_\_ Helen O. Johnson, Coordinator**