

Byron Center Public Schools Facility Use Rules and Regulations

Byron Center Public Schools exists for the education of their students. The Board of Education encourages the use of the facilities for the continuing of the education process after school hours. There are guidelines for the use of these facilities:

1. Any after-hours activities shall not interfere with normal daily school routines.
2. **Cancellations may be issued by the Byron Center Public Schools with or without due notice.**
3. District facilities and equipment shall not be used or made available for political campaigns.
4. No weapons, smoking, alcoholic beverages, and/or drugs are permitted on school property at any time for any reason.
5. The organization or group of citizens applying for the use of properties shall be responsible and pay for any damages done to them over and above ordinary wear and shall be required to pay a use or rental fees as determined by the Board.
6. Requests for use are to be made through the Facility Administrators two weeks prior to the start of the event, with full payment due of the estimated fees prior to usage. Checks are to be made payable to **Byron Center Public Schools**.
7. All groups shall be accompanied by an adult supervisor (over the age of 21) whose responsibilities shall include discipline, proper use of building, vacating properly and enforcement of all stated regulations and policies. Failure of the adult supervisor to report at the scheduled time shall indicate to the Custodial staff, that the activity is cancelled and that he/she is to close the building. A Byron Center School Personnel shall be on duty at all times while the building is in use. This may be an administrator, custodian, coach or teacher.
8. A 48 hour notice of cancellation prior to the event must be received by Byron Center Public Schools to receive a refund of fees. You can email bmuller@bcpsk12.net.
9. **Custodians:** The custodian(s) on duty will render assistance in handling furniture and will be responsible for seeing that the facility is left in good order after the activity is over. The custodian's rate of overtime will be charged to the person/group renting the facility at the appropriate hourly rate if any overtime is required. **Food service personnel shall be required when a kitchen facility or equipment is used.**
10. **Facilities are to be left as they were found. Please clean your area before you leave. Make a final pass and if there is something that is out of place and need of cleaning or repair call the school.**
11. Use of school facilities on holidays and during holiday vacations are prohibited unless special permission is granted by Byron Center Public Schools.
12. Use of open flames and helium tanks are prohibited.
13. Children are not to be left unattended in the buildings. Parents are not to drop off or leave students without a responsible adult in attendance. Adult leaders of children's groups (Scouts, Youth Basketball, etc.) **must** remain at the facility with the children until **all** have been picked up by a parent or guardian. Children accompanying their parent(s) are to remain with that parent at all times; they are not to be in other parts of the facility.
14. Absolutely no pets/animals allowed in the building.
15. **Equipment (balls, rackets, etc.) will not be furnished by the District. Extra compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the**

group using the facility. As a rule, BCPS will not accommodate requests for any technology or school equipment.

16. Fields are maintained at a certain level based on school use. Any organization wishing additional maintenance will be charged for any costs incurred.
17. Any group using the gym must wear tennis shoes! Street and dark-soled shoes are NOT permitted in the gym.
18. When school is cancelled due to weather conditions, the building will **NOT** be open for rentals. BCPS will reimburse or reschedule your event.
19. The BCPS District will not be responsible for loss of valuables of any kind.
20. Rental groups may not set up in any area of the building until the end of the regular school day.
21. Nothing shall be sold, displayed or given away without the permission of the Byron Center Public Schools.
22. Profit groups may use a facility if the Board of Education or its designated committee grants approval.
23. All rental fees shall be charged according to the yearly fee structure.
24. Liability: Any organization using the facility for a competitive nature is required to secure public liability insurance co-insuring the District with limits comparable to basic school policy. The School reserves the right to require the applicant to furnish a certificate of liability and property damage insurance coverage in the amounts listed below naming Byron Center Public Schools as additional insured, before the use of the facilities is permitted.
 - Liabilities and Workman's Compensation — Each Occupancy \$500,000 Property
 - Damage Liability - Each accident \$100,000
 - Optional Single Limit Package - \$500,000
25. District Employees will be charged the going rental rates.

RULES FOR ALL GROUPS;

School functions are given priority over rentals. If a conflict arises, you may be asked to cancel your rental. Advance notice will be given as soon as the information is available.

Please understand that most groups are excellent neighbors and do not cause problems. Groups are not, however, to ignore these rules. Failure to comply may result in the loss of privilege to use the facility: The right to revoke a permit at any time is reserved by the School Principal, Byron Center Public Schools, and/or the Byron Public School Board of Education for any reason.