

Rules and regulations for use of facilities At Harbor Springs Public Schools

Harbor Springs Public Schools has adapted the philosophy that schools belong to the community and to the community groups and organizations in which the majority of the members are residents of the Harbor Springs School District. Such groups and organizations shall be permitted and encouraged to use the school facilities for worthwhile purposes when such does not interfere with the normal K-12 and Community School programs. The original and primary use of the school buildings of the Harbor Springs Schools shall be for the instruction and education of the children and residents in the Harbor Springs School District.

1. **AVAILABILITY:**

All applications for facilities are dependent upon the availability of the facilities. The school and its organizations have prior right to use all facilities. Any contract for use of school facilities may be revoked where use of the facility for school purposes has subsequently developed.

2. **CONTRACT:**

School facilities, other than for the regular K-12/Community School programs, may be used only upon completion of a "Request for Facilities Use" form. The form must be completed and signed by the applicant having authority to assume the responsibilities to which he is subscribing. Requests for Facilities Use forms are located in all school offices and can be sent to the Community Schools Office via inter-office route mail, or the USPS. The completion of the form signed by both the applicant and the Community Schools Coordinator constitutes a contract authorizing use of the school facilities according to the terms stated.

3. **RULES AND REGULATIONS:**

- **Admission:** The organization requesting the use of the school facilities shall have control of those who may be admitted to the activity. Exceptions include school board members, school officials, and designated employees for administrative, supervisory, or custodial purposes. The applicant/organization is responsible for keeping those admitted under control and in the designated use area.
- **Equipment:** The user shall set up all decorations, furnishings, and equipment provided by the Harbor Springs School District. The user shall assume responsibility for the clean up of debris and return of school property to its origin upon completion of the event.

Use of classroom or kitchen supplies is strictly prohibited unless prior arrangements have been made to replace these items.

There shall be no installation of equipment or alterations to existing facilities or equipment by the user without the approval of school officials.

User shall obtain training in any audio/visual or electronic equipment prior to the event.

- **Smoking:** The Harbor Springs School District has adapted a **NO SMOKING** policy in ALL buildings on ALL properties at All functions.
- **Alcoholic Beverages/ Illegal Substances:** Are strictly prohibited at any school function or independent function using the school facilities.
- **Bond/Insurance:** The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to save harmless the school system from any expense or costs in connection with the use of the school facilities under this agreement The Harbor Springs Schools may require an applicant/organization to furnish a bond or certificate of Insurance to guarantee the conditions of this agreement or any liability incurred by it.

The user must agree to accept the responsibility to implement these “ Rules and regulations for use of facilities” of the Harbor Springs Public Schools.

Facility Fee schedule, priority categories and Facilities Use form attached.