

## Terms and Conditions

All persons, firms, corporations, organizations or associations using school facilities shall comply with and be bound by the following terms and conditions:

Users must take reasonable steps to ensure orderly behavior and are responsible for all loss or damage to District, student and employee property.

The District retains the right to insist that security personnel be used for certain programs. Costs incurred for such purposes will be the responsibility of the user.

Enforcement of these rules and regulations regarding use of District facilities is the responsibility of the user group. Infractions may be grounds for refusal to grant future requests for use of District facilities

An insurance certificate for a minimum of \$1,000,000 bodily injury and property damage will be required. The certificate must name Battle Creek Public Schools as additional insured and must be filed in our office 10 days prior facility usage. Estimated costs for your program are also due 10 days prior to facility usage. All costs in excess of the estimate will be invoiced. Overpayments will be promptly refunded.

Whenever a facility is being used, a custodian shall be on duty to render custodial assistance in handling furniture and equipment and assure that the facility is ready to use on the next day of school.

Open flames are prohibited including candles. No fireworks or explosives of any nature are permitted in or about any facility belonging to the Battle Creek Public Schools. This includes anything, which will, or is designed to be converted to expel a projectile by any means.

Decorations may be used, however they must be put up and taken down in such a

way as not to damage or destroy District property. The Business Office must approve supplemental lighting.

Use of stages, furniture, and equipment must be preauthorized and listed on the application.

Unless otherwise requested, buildings will be open one (1) hour prior to the activity and for one (1) hour after its scheduled end. Other arrangements may be requested on the application.

The renter shall use no services or equipment other than those specified on the application and pre-authorized in writing.

Sale of tickets may not exceed the seating capacity of the facility being used. No use of the facility shall be made contrary to the laws of the State of Michigan or the City of Battle Creek, or contrary to any ordinance rules or regulation.

Corridors, exits, stairways and aisles must be free of obstructions at all times.

Permission to sell refreshments will require written consent from the Business Office of the Battle Creek Public Schools

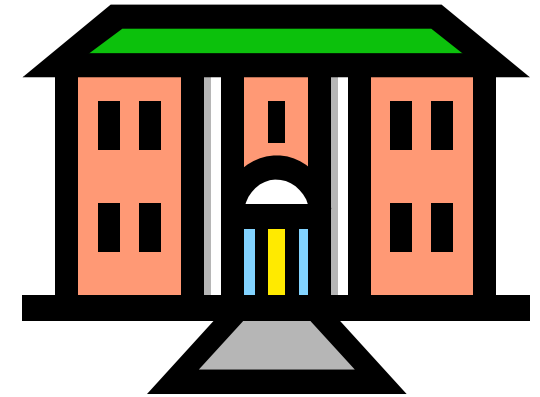
Use of tobacco, alcoholic beverages and controlled substances is not permitted on District property.

Weapons including but not limited to guns including a starting pistol or BB gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles are not permitted on school property.

School property is defined as a school building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. It also includes a vehicle used by the school to transport students to or from school property.

# Battle Creek Public Schools

Administration Offices  
Located at  
3 W VanBuren Street  
Battle Creek, Michigan 49017  
269 965-9501



## Information Guide Terms and Conditions For Facility Rental



**BATTLE CREEK  
PUBLIC SCHOOLS**  
Listening • Responding • Working Together

**BATTLE CREEK PUBLIC SCHOOLS  
RENTAL OF SCHOOL FACILITIES  
SCHEDULING CATEGORIES**

**Category A** – This classification includes groups whose membership and sponsor are members of the student body, School District staff, parent groups affiliated with the school, and/or recognized bargaining units representing School District employees. It also includes Legislative hearings or public information meetings sponsored by other governmental units when no overtime is required.

**Category B** – State or National units of the PTA, Scouts, or similar groups including those located outside the District, parochial schools within the District as well as the Battle Creek Flight Academy, and governmental agencies.

**Category C** – Any local group that has legal non-profit status and whose clientele is comprised of 51% or more residents of the school district.

**Category D** – Other groups including profit-making organizations, will be permitted to use School District facilities when the anticipated use is not harmful to the public image of the School District and will not result in misuse, overuse or abuse of school property. School district facilities may not be used for normal course of business. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or are not authorized by Board policy.

The Battle Creek Public Schools Board of Education is pleased to offer School District facilities for use by members of our community. Battle Creek Public Schools facilities are made available on a non-discriminatory basis.

**Schedule of Fees**

Facility	Category A-B School Hrs.	Overtime Hrs.
School Auditorium	NC	NC*
Classrooms	NC	NC*
Computer Labs	NC	NC*
School Gym	NC	NC*
School Pool	NC (A) \$80 (B)	NC* (A) \$80* (B)
Cafeteria	NC	NC*
Miller Stone	NC	NC*
McQuiston	NC	NC*
Pod Only	NC	NC*
Library Media Ctr.	NC	NC*
Kitchen	NC	NC*
C.W. Post Field	NC	NC*
Central Fieldhouse	NC	NC*

Facility	Category C-D School Hrs.	Overtime Hrs.
School Auditorium	\$100.00	*
Classrooms	\$ 30.00	*
Computer Labs	\$ 60.00	*
School Gym	\$ 50.00	*
School Pool	\$ 80.00	*
Cafeteria	\$ 75.00	*
Miller Stone	\$150.00	*
Pod Only	\$ 50.00	*
McQuiston	\$150.00	*
Library Media Ctr.	\$ 50.00	*
Kitchen	\$ 40.00**	**
C.W. Post Field	\$350.00	*
Central Fieldhouse	\$350.00	*

\*In addition to rental, overtime charges will be assessed at the current rate.

\*\* In addition to overtime charges you will be assessed the current rate for a kitchen supervisor.

**Use of Additional Amenities**

Item	Price
PA System	\$ 25.00
TV/VCR	\$ 25.00
Overhead Projector	\$ 20.00
Piano	\$ 50.00
Spotlights	\$ 20.00
Microphone	
Hand Held	\$ 20.00
Wireless	\$ 40.00
Sound Monitor	\$ 50.00
Risers	\$ 40.00
Sound Shell	\$150.00

*Not all equipment can be moved to all areas*

Generally only one maintenance person is required, however C.W. Post Field and Central Fieldhouse are exceptions. Other exceptions may be made at the discretion of the District

Battle Creek Public School programs have first priority in the use of all facilities.

Those who have been granted permission to use a facility shall not assign, transfer, sublet, or charge a fee to others for the use of school property.

Groups who fall under categories B, C, and D will be required to present a certificate of insurance, which names Battle Creek Public Schools as additional insured.

Groups renting a pool must furnish a certificate of insurance, as well as a current certification of the lifeguard. Both must be on file in the Business Office prior to using the pool.

Estimated costs are to be paid 10 days in advance of using a facility. All reservation require a \$100.00 non-refundable deposit.