



# Owosso Public Schools Facility Use Terms & Conditions

The Board of Education believes that this district's school facilities should be made available for community purposes, provided that such use does not infringe on the property's original and necessary purpose or interfere with the schools' educational program. Please reference board policy "Use of School Facilities" at <https://go.boarddocs.com/mi/owo/Board.nsf/goto?open&id=B4YMF5982C4>.

1. All school activities have precedence over non-school use. All contracts are subject to review and cancellation by district Administration as student events take priority. The review shall be based on the best interest of the students, community, and Owosso Public Schools.
2. Use of school facilities by external groups will only be allowed with prior approval through the online application process. Requests for use of school facilities must be submitted at least seven (7) business days prior to the proposed date.
3. A 25% deposit is required with the signed facility use agreement form, if applicable. This deposit will be applied to the final total amount due at the end of the event. The deposit will not be refunded for events canceled by the renter less than seven (7) business days prior to the beginning of the event.
4. Contact the OPS Technology Department in advance of your event if basic technology tools (subject to availability) are needed. If any district technology tools are damaged, the renter is responsible for the full replacement cost.
5. Fees are subject to change after July 1 of each year.

## Rules

- According to Michigan law, all school buildings and grounds are tobacco, drug, and alcohol-free.
- Renters must adhere to Owosso Public Schools Board of Education policies on weapons:  
<https://go.boarddocs.com/mi/owo/Board.nsf/goto?open&id=D5ZG4M420008>  
<https://go.boarddocs.com/mi/owo/Board.nsf/goto?open&id=BYRGVM45A9A4>
- Flammable substances may not be used within the school facilities.
- No food or beverages, other than water, are permitted in the Owosso Performing Arts Center Auditorium.
- Do not block fire doors, means of egress or block or tamper with any fire protection apparatus.
- The user group will not sub-let the space to another organization or group or merely act as an agent for the building use.
- To protect the community's investment, the district requires the following:
  - Return furniture and equipment to the original location
  - Leave school writing on white/chalk boards undisturbed
  - Erase whiteboards if vacant sections are used
  - Be respectful of a teacher's desk and materials
  - Materials and equipment in the area should be left undamaged
  - Clean up the area after use, including table tops and floors
  - Close windows and turn off lights upon leaving
  - Place all waste in the proper receptacle

## Liability

- Users of school facilities shall agree to indemnify the school district, to the extent permitted by Michigan law, for any damage to school or other property by any person or persons attending the activity.
- External groups must supply a Certificate of Liability insurance policy with Owosso Public Schools listed as an additional insured.
- Renters agree to assume full responsibility for injury or death of activity participants and damages to property that may occur in the facility they are using. Acceptance of these terms & conditions is deemed as responsibility acceptance for such liability.
- If a group brings in its own equipment, the district assumes no liability in connection with the use, loss or damage of that equipment. Any equipment must be removed from the site after the rental is completed.

## Supervision

- All activities must be supervised by a competent and responsible adult, with the organization using the facilities assuming full responsibility for any damage.

- School personnel on duty (custodian or auditorium technician) will supervise the operations of the facilities, but are not required to supervise the group or its activities.
- No running or playing in hallways or restrooms. Do not open lockers or enter open classrooms that have not been expressly reserved.
- Please confine your facility use to the areas reserved in advance. For safety reasons, children need to stay with the group and be supervised at all times.
- Please leave areas of use in an orderly condition. Materials in classrooms are not to be used. If additional hours are required for clean-up, an additional charge for personnel costs will be billed.
- Please report damage to facilities or equipment immediately to authorized school personnel.
- In case of medical or other emergency situations, please notify the custodian or building administrator on duty, and they will take a report of the incident.

### **Cancellation**

- When Owosso Public Schools are closed due to inclement weather or building emergencies, rentals are also canceled. This right will only be used when necessary due to unavoidable circumstances. Consult the district Facebook page or local television stations for cancellation notices.
- Please provide a minimum of 7 days notice for cancellations. Deposits will not be refunded for events cancelled less than 7 days in advance.

### **Pool Rules and Regulations**

1. All pool rental events require a minimum of two (2) certified lifeguards to be on duty at all times during the event. Lifeguard services are secured by the renter and at the renter's expense. A copy of both lifeguards' current certification cards must be on file in the pool office prior to the event.
2. The renter agrees to comply with all pool rules and all directives issued by the attending lifeguards. The lifeguards are in complete charge of the swimming pool and pool area, and have full authority to enforce the pool rules, institute additional rules as conditions warrant, and to expel or exclude any person violating the same.
3. Proof of lifeguard certification must be given to the Communication Director when the event is scheduled.
4. All swimmers with long hair must wear bathing caps; frayed or worn clothing is prohibited in the pool.
5. If spectators will be present at the event, the estimated number must be disclosed to the Communication Director when the event is scheduled.
6. Every swimmer must take a shower before entering the pool.
7. Swimmers with skin irritations will not be allowed in the pool. The lifeguard will thoroughly inspect swimmers before they enter the pool.
8. No diving off the sides of the pool.
9. No running in the shower room, locker room, or around the pool area (floors are slippery when wet).
10. Organizations using the pool must furnish appropriate adult locker room supervision, when applicable.
11. Maximum of 75 swimmers in any one pool area at any time.

**Owosso Public Schools will attempt to satisfy all building use requests. However, due to scheduling conflicts, it may be necessary to move your meeting location to another area within the school or school district.**

**Authorization given for use of school facilities shall not be considered an endorsement or approval of the activity, group or organization nor the purpose they may represent.**

As the Supervising Adult, I have read the Terms & Conditions, inclusive of the board policies, provided. I will abide by, and I will ensure that all permitted attendees abide by the terms of this agreement and the board policies. I understand that submitting this request does not guarantee my requested use of district property. I will not access district facilities related to this request, nor will I allow such access by individuals affiliated with the organization (if applicable) without first obtaining permission from the Communication Director or designee.

I acknowledge that: (1) student groups take priority over non-student groups; (2) I may have to pay a fee to use the requested district facilities; (3) I am primarily responsible to supervise the event, maintain order and safety, and protect district property; (4) I am primarily responsible for any damaged caused to district property related to the event; and (5) I may be required to provide proof of adequate insurance before using district property. Both for myself and the Organization (if applicable), I agree to indemnify and hold harmless the district from any personal injury or property damage incurred because of the use(s) requested herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acceptance of Terms & Conditions serves as your digital signature.**