

# Gaylord Community Schools Building Use Guideline and Charges

## Category 1-School Affiliated Groups

*Gaylord Community Schools sponsored event:*

*A school sponsored event is defined as an event held by a group within Gaylord Community Schools (band, choir, athletic teams, organizations or clubs). All fees incurred will be waived by Gaylord Community Schools as long as the event is for the primary purpose/activity or in preparation of. Events held for fundraising purposes will be charged Building Use fees in accordance to Category 2-Nonprofit Groups Hourly Fee Structure (see below).*

1. Every event must have an Event Supervisor\*.
2. GRBS will be responsible for all custodial services, including set up and take down, for GCS sponsored events.
3. During non-school hours it is **mandatory** for all staff, coaches and GRBS to follow GCS sign in/out procedures, located at front entrance of all buildings, and knowledge of operating the security alarm system.
4. Custodial staffing may be required if event attendance is over 100 participants.
5. Building Use requests must be submitted 7 days prior to request date.

## Category 2-Community Non-Profit Groups

*Community Non-profit Group event:*

*Community Non-profit groups are defined as governmental agencies, groups primarily comprised of District residents providing civic, educational, or cultural activities and staffed by volunteers. Such community non-profit groups will be issued permits for space and facilities on a second priority basis and charged to recover costs incurred to Gaylord Community Schools while providing space and facilities.*

1. Proof of 501(c)(3) required.
2. Copy of certificate of liability insurance required.
3. A Hold Harmless agreement must be completed and submitted by event requester.
4. Events must have an Event Supervisor and custodial staff; both will be provided by GCS at a cost to the event. Charges for an Event Supervisor\* will be waived if you have GCS staff willing to volunteer their time for the event.
5. Building Use requests must be submitted 7 days prior to request date.

### Category #2 Fee Schedule (\*maximum charge 5 hours)

<b>Facility*</b>	
<b>Auditorium</b>	<b>\$40</b>
<b>Bio Lab</b>	<b>\$10</b>
<b>Cabin</b>	<b>\$15</b>
<b>Cafeteria</b>	<b>\$20</b>
<b>Classroom/Locker Room</b>	<b>\$5</b>
<b>Computer Lab</b>	<b>\$10</b>
<b>GIS Football Field</b>	<b>\$25</b>
<b>GIS Concession Stand</b>	<b>\$10</b>
<b>Gym</b>	<b>\$25</b>
<b>Media Center</b>	<b>\$15</b>
<b>Practice Field</b>	<b>\$15</b>
<b>Gaylord Community Field</b>	<b>\$50</b>
<b>Additional Charges</b>	
<b>Event Supervisor</b>	<b>\$32/hour</b>
<b>Custodial Fee</b>	<b>\$32/hour</b>

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## Category 3-Community Profit Groups

*Community Profit Groups event:*

*All groups and organizations that do not meet the criteria listed in Category 1 or 2 will be granted third priority to available space and facilities.*

1. Copy of certificate of liability insurance required.
2. A Hold Harmless agreement must be completed and submitted by event requester.
3. Events must have an Event Supervisor and custodial staff; both will be provided by GCS at a cost to the event. Charges for an Event Supervisor\* will be waived if you have GCS staff willing to volunteer their time for the event.
4. Building Use requests must be submitted 7 days prior to request date.

### **Category #3 Fee Schedule (\*maximum charge 5 hours)**

<b>Facility*</b>	
<b>Auditorium</b>	<b>\$80</b>
<b>Bio Lab</b>	<b>\$20</b>
<b>Cabin</b>	<b>\$30</b>
<b>Cafeteria</b>	<b>\$40</b>
<b>Classroom/Locker Room</b>	<b>\$10</b>
<b>Computer Lab</b>	<b>\$20</b>
<b>GIS Football Field</b>	<b>\$50</b>
<b>GIS Concession Stand</b>	<b>\$20</b>
<b>Gym</b>	<b>\$50</b>
<b>Media Center</b>	<b>\$30</b>
<b>Practice Field</b>	<b>\$30</b>
<b>Gaylord Community Field</b>	<b>\$100</b>
<b>Additional Charges</b>	
<b>Event Supervisor</b>	<b>\$32/hour</b>
<b>Custodial Fee</b>	<b>\$32/hour</b>

\*GCS staff and coaches are authorized to be an Event Supervisor.

#### **He/she must:**

- Know the GCS Crisis Plan.
- Open and close building; secure building upon exiting\*.
- Attend entire event.
- Be responsible for all students; emergencies and contact numbers.
- \*Notify GRBS prior to exiting, leaving security of building to them.

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1. Requests for use of school facilities must conform to the school calendar.
2. When schools are closed due to inclement weather, facilities will not be available for use.
3. GCS must receive cancellation notification 3 business days prior to event date, late notices or no notification may incur a \$25 cancellation fee.
4. The building use requester or organization will be held liable for the payment of fees.
5. All late payments may be charged a 2% interest charge per month.
6. Building Use fees are subject to change without notice.
7. Smoking is prohibited on Gaylord Community Schools premises.
8. Possession or consumption of alcohol or drugs is prohibited in or on school premises. Evidence of use will constitute immediate action.
9. Rooms must be returned to their original set-up.
10. Copy machines, supplies and secretarial services are not provided.
11. Room phones may be used to receive calls or to dial 911 only.
12. Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the group, organization or person using the facility.
13. You may only use the requested area(s), participants are not allowed to go into other parts of the building.
14. ALL Fire Marshall rules must be strictly followed.

Any questions can be directed to [buildinguse@gaylord.k12.mi.us](mailto:buildinguse@gaylord.k12.mi.us) or call 989-705-3080.