

DETROIT PUBLIC SCHOOLS

USE OF SCHOOL FACILITIES DURING NON-INSTRUCTIONAL HOURS

School and community groups shall be permitted and encouraged to use school facilities during non-instructional hours for worthwhile purposes when such use will not interfere with the school program and is not dangerous or detrimental to the general welfare. In order to administer building use in a fair, consistent manner, categories have been developed for general use. A schedule of fees, approved by the Chief Executive Officer or his designee, will be established for each building to help defray the cost of using building facilities during non-instructional hours and preserve the educational budget.

The primary objective of the District's facility use program is to allow citizens to benefit from the use of District resources. These benefits fall into three general categories:

1. Facilities made available to students of the District as an extension of educational services
2. Facilities made available at no charge, or at nominal cost, to groups (including certain youth activities); and
3. Facilities made available to the general public (including certain youth activities) to provide a portion of facility use revenue to the District and school sites. The District will develop policies and guidelines consistent with the provisions of collective bargaining agreements for principals to utilize that portion of the revenue derived from the use of their facility.

The District further recognizes that facility use shall not conflict with the requirements of the District's educational program.

I. LIMITATIONS ON FACILITY USE

1. No facility shall be used to hold meetings for the following purposes:
 - a. To advocate social or political change by violence.
 - b. To advocate to advance any doctrine or theory subversive to the Constitution of the United States or to the Constitution of Michigan.
 - c. To organize or convene a secret organization for subversive purposes.
 - d. To assist in raising funds for any of the above purposes.
2. No use of facilities shall be allowed if, in the opinion of the Chief Executive Officer (CEO), Deputy CEO, Executive Director of Accountability or school principal, such use would be in conflict with the school program.

3. No non-school District use of facilities shall be allowed during the regularly scheduled school day. The noon (lunch) period is considered part of the regularly scheduled school day. The only authorized exceptions are partnerships approved by the CEO, Deputy CEO, or their designees.
4. In the event a snow day or other emergency closes the entire District, or part of the District, all facility uses shall be canceled automatically for the duration of the closure.

No use of a designated room or area shall be allowed if in the opinion of the school principal, such use would compromise equipment, personal property, or projects in progress housed within the room or area.

Appeal of the decision may be made through the Executive Director of Accountability.

II. RENTAL CHARGES AND APPROVAL OF USE

All rates for use of District facilities shall be determined, updated, and published by the Chief Operating Officer or designee thereof.

As part of the application for use, the requesting group shall agree to indemnify and hold harmless Detroit Public Schools, its officers, employees, and agents from all claims, demands, judgments, costs, and expenses including attorney fees brought or asserted for injuries to any participant's property or person including death arising out of, related to, or in any way connected with any participant's participation in any activity under the District's facility use program notwithstanding any tortious misconduct or negligent act or omission on the part of the District, its officers, employees, or agents or the condition of the District facilities.

The Office of Risk Management requires that evidence of liability insurance be submitted with the Application For Permit To Use A Public School Facility.

The Certificate must name Detroit Public Schools Board of Education of the City of Detroit as an additional insured.

The limit of General Liability should be no less than \$500,000 per occurrence. The policy period must be current for the dates of usage and/or period of access.

** A request for a waiver of this requirement will be considered by the District for events that are limited to meetings of adults in specified areas of a District facility that do not involve additional activities, i.e., dances, athletics, parties, etc. All such requests must be submitted in writing describing in detail the full and complete nature of the activity, signed by the person listed as the responsible individual on the Request For Permit To Use A Public School Facility. All such requests shall be considered on an individual basis.*

III. PRIORITIZATION OF FACILITY USE

The District recognizes that the primary objective of its facility use program is to provide students, parents and members of the community the optimum benefits of its resources.

The District further recognizes that no facility use shall conflict with the requirements of its educational program; therefore, the following facilities usage priority schedule listing shall be adhered to and used by staff in prioritizing the use of District facilities:

1st Priority: DPS pre-k-12 educational use (including breakfast programs for DPS students)

2nd Priority: DPS pre-k-12 District sanctioned extracurricular and athletic activities (e.g. District team sports).

3rd Priority: DPS sponsored pre-k-12 student enrichment activities—NON-PROFIT (e.g. tutorial programs, Title I, Section 31A funds, Pre-school and other funding sources)

4th Priority: DPS pre-k-12 school-sponsored association activities (e.g. LSCO, PTO, PTA, student council, staff meetings).

5th Priority: DPS approved partnerships (i.e. Communities In Schools, Skillman Foundation grant funded after school programs)

6th Priority: Emergency crisis situations (e.g. Red Cross).

7th Priority: Before and after school child care programs (District approved)

8th Priority: City of Detroit Parks and Recreation youth activities (limited to elementary and middle schools).

9th Priority: DPS sanctioned athletic feeder groups (i.e. PAL)

10th Priority: NON-PROFIT youth activities

11th Priority: City of Detroit Parks and Recreation youth activities (limited to use of high schools).

12th Priority: DPS sponsored pre-K-12 student enrichment activities—PROFIT

13th Priority: Youth activities—PROFIT

14th Priority: City of Detroit Parks and Recreation adult activities

15th Priority: Community adult activities—PROFIT AND NON-PROFIT

16th Priority: Federal, state, city and county elections.

17th Priority: All other commercial activities-PROFIT

A core time where youth activities have priority will be reserved between the hours of 6:00 a.m. to 9:00 p.m. on school days.

IV. REIMBURSEMENT

The District recognizes that the primary objective of its facility use program is to provide students, parents and community members the optimum benefits from District resources. This includes allocating a portion of facility use revenues to school budgets according to a formula established by the District.

V. SITE SCHEDULING

The District recognizes that the primary objective of its facility use program is to provide students, parents and community members the optimum benefits of District resources; therefore, scheduling of school/site activities must take place on the District's calendar system, and all known school activities must be scheduled not less than four weeks prior to the activity to allow for access to the facilities by the community.

Sites not adhering to this regulation may jeopardize their ability to schedule their normal events and may not receive facility use revenue based on the District formula.

The District reserves the right to cancel or reschedule activities at any time prior to the scheduled date.

In the event that a user desires to cancel or reschedule an activity, any costs incurred by the District as a result of said cancellation shall be deducted from amounts collected for such activity. In the event that such amounts collected do not adequately reimburse the District, such user shall be billed by the District for all such costs.

VI. HOURLY FACILITY USE RATES

For details about the school hourly facility use rates, contact the Office of Community Use for the rates charged at the desired facility.

VII. GENERAL PROVISIONS

Application for facility use during non-instructional hours must be made utilizing the DPS Request for Use Form that is available at any school site or the School Center Building, 5057 Woodward Avenue, Room 776. The application must be submitted at least four weeks prior to the scheduled use. The application must be approved by the principal who will schedule appropriate personnel in accordance with DPS standards and requirements. The requesting party shall be provided with a list of all costs and fees involved in the use of the facility at the time that the application is issued. That list shall include the costs for space, personnel and hours of use at each building. The requesting party shall submit a check for all costs made payable to Detroit Public Schools at the time it submits its completed application.

All groups, organizations, and/or individuals using District facilities are expected to adhere to all the following regulations:

1. There must be an identified adult supervisor who is responsible for administering the activity and ensuring full compliance with all District requirements for use of its facilities. Such adult supervisor shall sign the application for use and submit a clearance from a state or local police agency certifying that the adult supervisor has no previous criminal violations.
2. The user of the facility will indicate the dates and times requested for use.
3. No tobacco products, illegal substances, or alcoholic beverages will be allowed on school property, including parking lots, tennis courts, athletic fields, or in any District facility. Smoking on District property is strictly prohibited. Failure to comply with this regulation will be grounds for immediate termination of the facility use contract and may be grounds for legal action.
4. No weapons of any kind are allowed at any time on District property, including parking lots, tennis courts, athletic fields, or in any District facility without the express written permission of the Office of Risk Management. Failure to comply with this regulation will be grounds for immediate termination of the facility use contract and may be grounds for legal action.

The District will not assume any responsibility for the health of or injury to individuals or groups who use the facilities, or for lost or stolen personal or group articles.

5. Groups using buildings must confine themselves to the rooms/areas assigned to them. The adult activity supervisor is responsible for enforcing this requirement. Additionally, all scheduled activities must begin and end in accordance with the times listed on the request.
6. No more people will be allowed in a given area than the rated capacity as established by local or state fire codes.
7. All laws, rules, regulations, ordinances, and fire codes established by the District, city, county, or state governing bodies must be observed at all times. Violation will be considered grounds for loss of facility use privileges.
8. All use of facilities will be done in accordance with existing state law.
9. A custodian shall be present at all times when a building is in use. If the use takes place outside of the custodian's regular schedule, the user must pay a predetermined custodial rate. That rate will apply to all time that is actually worked by the custodian beyond his or her regular shift which is required as a direct result of the time and or nature of the use. User fees for custodians will not be paid for activities that take place during a regular custodial shift that do not require extraordinary work that does not permit the custodian to complete regular work duties during the regular shift. The Office of Community Use shall determine whether the nature of an activity requires personnel to work beyond their regular shifts to complete their

assigned work. All groups desiring to utilize school facilities during non-instructional hours may not utilize school telephones other than public pay phones or utilize the services of custodians to bring the group's materials and/or equipment in or out of the building or for any other purpose related to the activity unless arrangements have been made to pay the custodial rate. All activity participants must utilize only the parking area designated on the permit and must only be present in the space designated for the activity, including designated parking. In addition, all groups must make provisions for young people participating in the activity. The school will not be responsible for housing or supervising young people following the completion of an activity. When stage lights or stage production equipment is used, such lights or equipment will be operated and supervised by qualified District personnel. Such operation and supervision requirements will be determined by the District's technical production specialist or designees, and all predetermined rates will apply and be assessed accordingly.

10. In order to protect the District's significant investments in software, networks, and other equipment, specialized rooms (e.g., computer lab, tech center, media center, kitchen, etc.) and specialized equipment (e.g., computers, woodworking equipment, etc.) will be available for use only with the direct supervision of a qualified District employee.
11. In the event that admission is to be charged for any activity, the using organization and adult supervisor must indicate on the application the amount of such admission, the number of persons anticipated to be attending such event, the intended use of the funds, whether refreshments of any kind shall be served and a statement that the using organization shall comply with all applicable federal, state and local statutes, regulations and ordinances relating to such events. The fees for use shall be adjusted based on the event, the anticipated number of attendees and the rates for the particular facility as well as District employee costs.

In addition to the predetermined District employee rates, the actual costs incurred in using specialized rooms and/or equipment will apply and be assessed. Supply charges or additional clean-up charges may be assessed when appropriate.

VIII. SPECIAL REGULATIONS

Users are expected to comply agreeably with all regulations in this manual, including the special regulations below:

A. Certain Specific Operational Regulations

1. The user to whom a permit has been issued may not assign, reassign, transfer or sublet, in total or in part, any of the spaces authorized by the permit.

2. The user shall institute all precautions necessary to avoid damage to school property and to prevent the disturbing of books, papers, pencils, chalk, furniture other classroom properties, written work on classroom boards, or materials on or in a teacher's desk.
3. The use of school space by members of the community is limited to those areas specifically identified in the permit. Entrance ways, corridors, and toilets always are included.
4. Use of the school telephone is NOT included in the permission to use a school facility. Pay telephones in most school buildings are conveniently available to members of school-using organizations. Using organizations shall make prior arrangements for telephone access in the event of emergencies.
5. Each user is urged to start the meeting promptly, to limit the program to the stated permit hours, and to leave the building or site facility at the permit termination hour. A delay in leaving the building may make a supplementary billing necessary.
6. Playing cards, raffles, bingo, feather parties, darts, throws, the selling of chances on prizes, the issuance or distribution of tickets for lottery purposes, and all games of chance are prohibited.
7. Foods and beverages may be served in such school areas as are approved by the school administration and Office of Community Use. This will increase custodial charges.
8. The use of alcoholic beverages on school property is prohibited.
9. The scattering of wax, resin, cornmeal, shavings, or other foreign materials on floors is prohibited. Water, paints, stains, varnishes, or coloring materials are not to be used on floors or walls at anytime. Leaders should use every precaution against bringing snow, dirt, and water onto gymnasium floors and against walking, running, playing or dancing in shoes with protruding nails, spikes, or metal plates.
10. Special Equipment Provisions
 - a. Certain special installations will require the supervision of specially appointed District service personnel.
 - b. School-owned portable electric equipment, including microphones, flood lights, sewing machines and audiovisual instruments, etc., may be used in a school building or on a site after the proposed use of such equipment is cleared with the Office of Community Use (which will clear with Audiovisual Technical Services) and with the principal of the school. Use of any such equipment will require the services of a District technician.
 - c. Privately owned portable electric equipment may not be brought into a school facility unless approved by the Office of Community Use (which will notify Audiovisual Technical Services), and provided that equal equipment cannot be provided by the District. The applicant must declare in advance the makes and models of the proposed equipment and must certify that the user will provide

fully qualified operating personnel (the District will not provide operating personnel except for its own equipment).

11. All banners, small special scenery, wire, pictures, and other comparable supplies and /or decorations provided by the using organization must be approved for content and specific use in a named school by the Office of Community Use, the principal or the principal's representative, must be placed or attached in such location and manner as to not cause damage to drapes, curtains, walls, or other school equipment. Large exterior signs are prohibited, except specifically approved signs of government agencies and such approved signs must be removed at the conclusion of the activity.
12. All equipment belonging to a user must be removed from the school building immediately following its use. Schools do not have storage space for the supplies and equipment of renting organizations.
13. Use of a school site facility for parking cars is prohibited except in areas specifically designated as parking areas.

B. Certain Applicable State, Municipal, and Local Health Safety Regulations

1. The leader of each group must be able to quickly lead and instruct the group in the event of fire, severe electrical or windstorm, flood, internal or external disorder, or other emergency.
2. Stated capacities of auditoriums must not be exceeded. During any program, persons may stand in an auditorium only behind the last row of seats. Corridors, exits, and stairways must be kept free of obstructions at all times. Exit lights must be turned on when an auditorium or gymnasium is in use.
3. Fire regulations require that chairs set up temporarily for assemblies in auditoriums, kindergartens, gymnasiums, and so forth, must be fastened together in groups of no less than three or no more than four. There can be no more than seven chairs in a row from the wall to the aisle along both sides. Aisles must be approximately four feet wide.
2. No natural tree, wreath, roping, or similar decorations, may be used in schools. Artificial trees classified as slow-burning and approved by the Fire Marshall are permitted. Metallic trees may be used without restrictions, provided no electric lights or wiring are placed on or in contact with any part of them. Only indirect lighting is permitted for such trees. Artificial or metallic trees must be located so they do not obstruct any exits or aisleways. Tree decorations must be of noncombustible materials, such as metal, glass, asbestos, etc. The use of combustible-type materials for decorative purposes is expressly prohibited.

The cord of the electric lights that may be used as a Christmas tree decoration must bear the label of the Underwriters Laboratories or some other legally recognized and approved rating laboratory. When lighted, the decoration must be under the constant supervision of a person designated by the organization.

5. Decorative plans must conform to the provisions of Act 207 of the Public Acts of 1971. Costumes or flimsy decorations of flammable materials (paper, cheesecloth, chiffon, straw, corn stalks, leaves, excelsior, cotton batting, etc.) are never authorized, whether flame proofed or not. Drapery over lamps, paper lanterns and paper streamers are forbidden. Artificial leaves, trees, shrubs, flowers, moss, grass or other flammable decorative materials, whether flame proofed or not, are not to be placed along the footlights or near other electric lights.
6. Students are not permitted to assist in the staging of any program unless it is a direct part of a school-sponsored activity. They must neither be called upon nor permitted to assist in the moving of pianos, stage equipment, or other heavy school equipment. Students must be kept at sufficient distance from the object being moved so that any unexpected turn would not become the cause of injury to them.
7. Stage equipment or stage scenery, set up or stacked, is not to be moved unless the movement is approved and supervised by a technician.
8. Swimming Pools
 - a. The Board of Health requires that a hot soap shower in the nude be taken in the school shower room by each person who would use the school pool. Lavatories should be used before entering the water.
 - b. The members of any group that is granted the use of a school pool will enter the water only in the presence of and under the supervision of a qualified water-safety person who has been approved by the Red Cross Supervisor of Water Safety.
 - c. The established capacity for each pool must not be exceeded.

IX. REPORTING BY BUILDING EMPLOYEES

1. It is the responsibility of all permit District employees, particularly the custodian, to observe the nature of the activity.
2. In the event that any irregularity or permit violation occurs, including failure to use the facility by a permit-holding organization or a series of very poorly attended meetings, such permit employee, as part of his/her performance of duty, is required to report his observation of the violation to the principal of the school and to the Office of Community Use as quickly as feasible.
3. If so directed on the permit, or otherwise if he/she observes ticket sales or money collection in progress before, during, or after permit hours, each permit custodian will make a head-count of all persons present during permit hours, or (if this is impractical) will make a careful estimate; and on the first working day after the use, the head

custodian (or one of the custodians if there is no head) will report this number to Community Use.

X. MONITORING USES AND ADJUSTING POLICIES

The District reserves the right to send one or more representatives to attend any meeting or activity held on public school property, and the right to interpret these policies and its schools. Also reserved is the right to modify or change the policies and regulations relative to the use of public school facilities without giving public notice.

XI. CLASSIFICATIONS FOR USE

The District recognizes that diverse groups, organizations and individuals use District facilities for a multitude of activities. The District also recognizes that the use of District facilities by non-District-sponsored groups or activities must not interfere with the District's primary educational program. For these reasons, the District has established the following classifications for facility use during non-instructional hours.

- * Nominal Fee (may include custodial overtime charges)
- * Community facility use rate
- * Commercial facility use rate
- * Negotiated facility use rate

In addition to these specific classifications, the District, through the CEO, Chief Operating Officer or other designees, may negotiate special facility use contracts with various groups or organizations outside the scope of the short-term facility use process.

XII. NOMINAL FEE

The following groups and organizations will qualify for payment of a nominal fee for use of District facilities:

1. DETROIT PUBLIC SCHOOLS GROUPS AND ORGANIZATIONS

The following Detroit Public Schools groups and organizations automatically qualify to pay a nominal fee for use of District facilities:

- a. Detroit Public Schools activities.

- b. Activities defined as pre-K-12 academic, enrichment, athletic, cultural, or other extracurricular activities that directly benefit Detroit Public Schools pre-K-12 age students by enhancing their education or life experiences and where the provider does not derive a benefit, including, by way of example, Communities-In-Schools and other grant funded programs.
- c. Adult groups associated with the school District such as District boards and commissions, parent-teacher organizations and associations, community organizations in support of pre-K-12 public education, adult education, and school District employee organizations.
- d. Detroit Public Schools official student groups which meet the qualifications outlined by the District, whether or not such groups meet during the official school day.
- e. Detroit Public Schools faculty/staff for meetings and activities (Detroit Public Schools employees only).
- f. Detroit Public Schools faculty/staff whose primary work site is the building to be used for organized activities at the discretion of the site manager/administrator when such use does not conflict with any other scheduled use of the facility or with any custodial or maintenance activities. Inclusion of non-employees, friends, or non-immediate family members would require this activity to be charged at the community rental rate. At least one Detroit Public Schools designated representative or adult sponsor must be present at all times during the activity to ensure that District policies and procedures are being followed and that facility use permit guidelines are being followed.

No Detroit Public School employee may charge a fee for or receive remuneration from any such activity.

A Detroit Public Schools employee will be responsible for performing all set-up and cleanup duties for the activity. Adult supervisors will be responsible for collecting all trash that is created as a result of the activity in garbage bags to be placed outside of the activity area for disposal by building custodians.

The site manager/administrator, or designee, in conjunction with the Office of Community Use, is responsible for qualifying, scheduling, and supervising each use in this category.

2. ORGANIZED YOUTH GROUPS AND ORGANIZATIONS

- a. Organized youth groups and organizations which consist primarily of school-age children residing within the boundaries of the School District, and which are community-based, non-profit organizations that do not charge for admission to the activity or meeting qualify for free facility use if a custodian is on regularly scheduled duty during the time of the requested use. If the use takes place outside

of the custodian's regular schedule, these groups must pay a predetermined custodial rate for Detroit Public Schools custodial services. Appeals of this regulation may be made through the Office of Community Use.

- b. Membership in organized youth groups and organizations must be voluntary and open to all students currently enrolled in the sponsoring school. Organizations may establish academic qualifications for membership where necessarily related to the purposes of the organization.

No student may be denied membership on account of race, color, national origin, disability, or religion. Qualifications based on sex may be imposed only where necessary to preserve the health, safety, or welfare of students or where sex is a bona fide and integral qualification of the activities of the organization.

- c. The following list is representative of such groups and organizations and is not intended to be all inclusive:
 - Scout organizations
 - 4-H clubs
 - Approved child care providers.
 - Organized community youth activities under the sponsorship/sanctioning Detroit Public Schools.
- d. Predetermined District employee payment rates and/or special equipment use rates may apply and will be assessed when appropriate.

3. GOVERNMENTAL ELECTIONS

Facilities will be made available for use as polling places for governmental elections. Such use must be scheduled with the District at least one month prior to the election date.

XII. COMMUNITY FACILITY USE RATE

1. The following types of groups and organizations designed as non-profit adult organizations will be charged the community rental rate for District facilities. This list is representative of such groups and organizations and is not intended to be all-inclusive.
 - a. Adult organizations comprised of Detroit Public Schools employees and non-employees
 - b. Church groups
 - c. Homeowners
 - d. City of Detroit meetings
 - e. Wayne County meetings
 - f. Private education classes
 - g. Non-District sanctioned after-school-year athletic camps and/or clinics
 - h. Other non-profit adult use
 - i. City of Detroit Parks and Recreation

- j. Private, non-profit youth activities

Determination of qualification for use within the community facility use rate will lie with the assistant superintendent of business services, or designee.

In addition to paying the community facility use rate, all predetermined rates for required DPS personnel (i.e. custodians, engineers, food service, audio visual, etc.) and/or special equipment charges may apply and will be assessed when appropriate.

An amount equal to two hours pay for each required DPS employee will be assessed in the event of cancellation of a facility use less than 48 hours prior to the event.

- 2. The following types of groups and organizations primarily designed by an individual, group, or organization to generate profit will be charged the commercial facility use rate for District facilities. This list is representative of such groups and organizations and is not intended to be all-inclusive.
 - a. Tupperware or other typical in-home product demonstrations
 - b. Physical fitness classes or instruction (karate, gymnastics, etc.)
 - c. Fundraising activities for private organizations
 - d. Private lessons (e.g., music, dance, voice)
- 3. Determination of qualification for use within the commercial facility use rate will lie with the COO, or designee.
- 4. In addition to paying the commercial facility use rate, all predetermined custodial rates and/or special equipment charges may apply and will be assessed when appropriate.

XIV. DPS INTERNAL PROCEDURES

All applications for use and checks for fees that are based on the facility rates established for each school are to be collected by the Office of Community Use that will review each application to ensure proper usage and amounts as well as appropriate utilization of personnel in accordance with District policies and procedures. Payment for all activities for which funds are due, including but not limited to, elections and City Recreation activities, are to be collected in advance of the commencement date of the activities. The Office of Community Use will obtain acceptance or rejection of such use by the school principal.

Upon receipt by the Community Use Office, all checks will be submitted to Accounting for appropriate allocation to DPS and individual school funds. Copies of all approvals shall be submitted to Payroll. All requests for payment of school personnel for such uses must be received by Payroll within seven days of each such use in order for such personnel to receive payment therefore. All payments to be paid to school personnel for working such events shall be submitted by Accounting to Payroll that will issue checks to the personnel within 45 days from the date of submission consistent with the approval of the event.

The Office of Community Use will be responsible for billing all users, tracking all uses, ensuring that District policies and procedures are enforced and maintain data on the amount and type of use on a monthly basis for each school. Additionally, Community Use and Accounting will be responsible for identifying and maintaining current records regarding all funds from which payments for these activities are made (i.e. school accounts, Title I funds, etc.). Accounting will issue monthly reports that include the date of each activity, amounts received and amounts spent on personnel for each event at each school. The reports from Accounting and the Office of Community Use will be submitted to the CEO, Deputy CEO and COO each month.

A list of suggested forms and rates are attached.

ATTACHMENTS

1. **FORMS 392 (REQUEST FOR PERMIT TO USE A PUBLIC SCHOOL FACILITY)** short form for **Internal** users, can be obtained at the school or from the Community Use of Schools office, Room 776 Schools Center. Listed below only naming a few, are the Departments that have after school activities in the schools and pay for the activity with their twenty-two (22) digit charge number:

Math and Science Department
Fine Arts Department
All School Functions approved by principal
Boy Scouts of America
Metropolitan Girl Scouts
Adult Education
Health and Physical Education Department
Guidance Department
Curriculum Department
Social Studies
Specialized Student Services
Grant Procurement
Gifted and Talented Education
Food Service Department
Early Childhood
Communication Arts
Career and Technical
Bilingual Department

Form 384 (PRINCIPALS APPROVAL OF COMMUNITY USE REQUEST) obtained from the school also must be attached to Form 392. Form 384 is filled out by the principal and signed if the activity is approved

Forms 393 & 384 are attached and sent to the Community Use of Schools office Room 776 Schools Center four (4) weeks prior to the activity for processing. Charges are computed and charged to the twenty-two (22) digit charge number that is on the Request or a twenty-two (22) digit charge number is assigned if the money is taken out of the Community Use of Schools budget.

2. **FORM 395 (APPLICATION FOR PERMIT TO USE A PUBLIC SCHOOL FACILITY)** long form, for **External** users only can be obtained from the Community Use of Schools office. The user can call to have a form mailed or can pick the form up in Room 776 Schools Center. The user can take the Form 395 to the school for the principal's approval. The principal will approve or not approve the activity and give the form back to the user for them to mail or bring the form to the Community Use of Schools office four (4) weeks prior to the activity. Some External users are:

Churches
Private Companies
Block Clubs
Boys & Girls Bible Club
Police Athletic League
Fire Department
Educational Testing

3. **(Form 384a)** new form- **attached to Form 395 for External Users)** completed and signed by principal if activity is approved.

Form **(395 & Form 384a)** are attached and sent to the Community Use of Schools office Room 776 School Center to be processed four weeks prior to activity.

Form **(384a)** is for Community Use of Schools and School use only. This form will be Fax'd to the Community Use of Schools office from the school.

4. Form 392 (internal) charges are computed and charged to twenty-two (22) digit charge number provided by internal organization.
 - a. Form 395 (external) charges are computed and a bill is sent to the user for all charges.
 - b. **Payment must be received 7 days prior to activity before** a permit is issued to **outside users** by the Community Use of Schools office.
5. A **permit** and **worksheet** is generated with the appropriate personnel that is needed for the activity.
6. The permit is sent to the individual responsible and fax'd to the **School Office** to be distributed to the personnel that will be working the activity, as well as the **Audio Visual Public Safety Departments** and other department that may need to be notified.
 - a. All **worksheets** are sent to the Community Use Payroll Section Room 1402
7. Form 397 (Service Report) is completed by all personnel that worked the activity. The permit number must be included on the Form 397.
8. Form 397 should be signed by Engineer and Principal before going to the Payroll Dept.
9. All time will be paid at time and a half.
10. Checks are issued by the Payroll Dept.