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OFFICE OF COMMUNITY USE

Rules, Regulations and Fees

(Effective July 1, 2024)

Per district policy, fees will be assessed to organizations based on the identified category and in compliance with the published Schedule of Fees shown below.

Application Fee: \$15.00 (due at time of application)
Non-refundable unless application is denied.

COMMUNITY USE CATEGORIES

For all categories, appropriate costs will be charged. These costs may include any application fee, facility rental fee, labor, and repair of damage incurred by the District.

The following facility user categories are identified for determining rental rates.

Category A

Detroit Public Schools Community District Organizations - Free Rental, No Application Fee, Labor Charges as Appropriate

- PTA/PTSA or other local parent-school organizations
- District school-sponsored pupil organizations
- District after-school programming
- District school employee groups
- District school activities
- District-sponsored childcare programs
- District-sponsored community education programs
- School advisory or governance groups (SIAC, CSC, etc.)
- Organizations subject to a formal, written agreement (Memorandum of Understanding (MOU)) with the District who are solely in the building to service students at no charge to the student with the approval of the Superintendent or his/her designee.

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Category B

Community Rental (Rental Fee, Application Fee, Labor Charges as Appropriate)

- Private athletic organizations (e.g. Amateur Athletic Union)
- Adult recreational groups
- Political meetings
- Other governmental agencies
- Social, civil, and recreational organizations
- Childcare programs
- Faith-based organizations
- Non-profit support groups
- Universities

There will be no waiver or reduction of fees (outside of the reduction of fees described above in Category A for activities sponsored by the District or by district partners with a valid MOU), unless authorized solely by the Assistant Director of Auxiliary Services. In addition, priority for facility use will be given to Category A activities. The Office of Community Use of Schools will coordinate scheduling, collecting and reviewing of insurance requirements for all facilities rentals, and processing payments all invoices.

COMMUNITY USE FEE SCHEDULE

***Building Engineer Hours are 6:00 AM to 3:00 PM Monday – Friday
A ratio of 1 Custodian to 75 Guests is required.***

GDI Buildings

Building Engineer \$46.47
Custodian \$24.70

RNA Buildings

Building Engineer \$49.27
Custodian \$27.48

OSN Kitchen Helper \$20.00 per hour

Overtime Rates:

RNA ONLY Saturday and Sundays 4-Hour Minimum

GDI CUSTODIANS ONLY After 9pm Friday; Saturday-Sunday

GDI BUILDING ENGINEERS Monday-Friday After 3pm Friday; Saturday-Sunday

GDI Buildings

Building Engineer \$69.71
Custodian \$37.05

RNA Buildings

Building Engineer \$73.90
Custodian \$41.22

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COMMUNITY USE FEE SCHEDULE (Continued)

DPSCD Police and Security

- DPSCD, Police Officer \$39.37 per hour*
- Security Officer \$26.32 per hour*

****Note: A four-week advance notice of an event is needed to ensure the presence of DPSCD Police or Security Officer personnel.***

Overtime rates are subject to change according to salary adjustments.

The Office of Community Use of Schools shall determine the appropriate personnel and the hours of work required to support each Community Use activity. Activities that require the use of multiple rooms within a school building, involve dinner meetings of groups larger than twenty-five (25) persons, or are open to community members at-large will require the presence of DPSCD Police Officer(s) and will be charged hourly labor rates in addition to the room rental rate, at **a minimum of three (3) hours.**

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Kitchen Rental

Food Service employees must always be present whenever the kitchen is in use. Labor hourly rates will be charged along with the room rental rate with at least three (3) hours.

Auditorium Rental

School Technician (Audiovisual Technician) employees must always be present whenever the auditorium is in use. An additional hour before and after using the auditorium will also be charged to manage set-up and tear down equipment. Labor hourly rates will be charged in addition to the room rental rate with at **a minimum of three (3) hours for external events.**

Athletic Field Rental

Middle and High School playing fields are available for use when not in use for District sponsored activities and unless closed for repairs/maintenance. **Refunds will not be issued due to inclement weather.**

Elementary Schools

Rooms/Outdoor Fields	External Non-District User	Internal District Users
*Classrooms	\$80.00	NC (Labor Hourly Rates Only)
*Gym	\$58.00	NC (Labor Hourly Rates Only)
*Cafeteria	\$20.00	NC (Labor Hourly Rates Only)
*Media Center	\$25.00	NC (Labor Hourly Rates Only)
*Kitchen	\$50.00	NC (Labor Hourly Rates Only)
*Specialty Rooms	\$20.00	NC (Labor Hourly Rates Only)
*Baseball Field	\$25.00	NC (Labor Hourly Rates Only)
*Soccer/Football Field	\$25.00	NC (Labor Hourly Rates Only)
**Parking Lot	\$25.00	NC (Labor Hourly Rates Only)

Middle Schools

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Rooms/Outdoor Fields	External Non-District User	Internal District Users
*Classrooms	\$80.00	NC (Labor Hourly Rates Only)
*Main Gym	\$58.00	NC (Labor Hourly Rates Only)
*Cafeteria	\$35.00	NC (Labor Hourly Rates Only)
*Media Center	\$25.00	NC (Labor Hourly Rates Only)
*Kitchen	\$50.00	NC (Labor Hourly Rates Only)
*Auditorium	\$100.00	NC (Labor Hourly Rates Only)
*Baseball Field	\$25.00	NC (Labor Hourly Rates Only)
*Soccer/Football Field	\$25.00	NC (Labor Hourly Rates Only)
**Parking Lot	\$35.00	NC (Labor Hourly Rates Only)

High Schools

Rooms/Outdoor Fields	External Non-District User	Internal District Users
* Classrooms	\$100.00	NC (Labor Hourly Rates Only)
* Main Gym H.S.	\$80.00	NC (Labor Hourly Rate Only)
* Aux Gym H.S.	\$80.00	NC (Labor Hourly Rate Only)
* Cafeteria H.S.	\$75.00	NC (Labor Hourly Rate Only)
* Media Center H.S.	\$25.00	NC (Labor Hourly Rate Only)
* Kitchen H.S.	\$50.00	NC (Labor Hourly Rate Only)
* Rehearsal Room	\$30.00	NC (Labor Hourly Rate Only)
* Dressing Rooms	\$30.00	NC (Labor Hourly Rate Only)
* Large Conference Room	\$75.00	NC (Labor Hourly Rate Only)
* Premier HS Auditorium	\$250.00	NC (Labor Hourly Rate Only)
* Auditorium H.S.	\$130.00	NC (Labor Hourly Rate Only)
* Black Box Theatre	\$150.00	NC (Labor Hourly Rate Only)
* Pool	\$125.00	NC (Labor Hourly Rate Only)

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		Only)
* Baseball Field H.S.	\$50.00	NC (Labor Hourly Rate Only)
* Soccer/Football Field H.S.	\$125.00	NC (Labor Hourly Rate Only)
* Track H.S.	\$80.00	NC (Labor Hourly Rate Only)
* Stadium	\$125.00	NC (Labor Hourly Rate Only)
**Parking Lot H.S.	\$150.00	NC (Labor Hourly Rate Only)

*Per Hour

** Per Event

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DPSCD does not discriminate based on race, color, national origin, sex, disability and/or religion
 Contact Compliance for more information at (313) 240-4377 or detroitk12.org/admin/compliance.



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Commercial General Liability Insurance

1. An occurrence policy of Commercial General Liability Insurance of One Million Dollars (\$1,000,000) combined single limit per occurrence shall be required of all activities. The policy shall specifically cover any damage to all DPSCD premises and property as well as contractual liability, independent contractor liability, personal injury perils, broad form property damage, completed operations and products liability exposure.
2. **Such policy shall be (a) evidenced by a Certification of Insurance naming Detroit Public Schools Community District, School District of the City of Detroit, its officers, employees and agents as additional insured and (b) bear a restrictive endorsement which provides that the policy applies only to the particular premises to be used by the applicant and for claims arising out of injuries or damage occurring on the specific date(s) of the intended use.**

The Certification of Insurance Policy period must be current for the dates of usage and/or period of access and shall contain the following information:

- a. Name and address of responsible entity.
 - b. Name of insurance carrier(s) and effective date of coverage
 - c. Limits of liability amounts
 - d. Detroit Public Schools Community District (Fisher Bldg., 10th Floor, 3011 WestGrand Blvd. Detroit, MI 48202) shown as additional insured.
 - e. Name, address and phone number of the agent.
 - f. Description of event and location of DPSCD facility
3. Such policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced unless five (5) days prior written notice by certified mail has been given to DPSCD or the School District of the City of Detroit.
 4. The user shall furnish DPSCD with a satisfactory Certificate of Insurance reflecting the required insurance and cancellation notice endorsement no less than five (5) business days prior to the use of the DPSCD's property.

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5. Indemnification Addendum

As part of the Application for Use, the requesting group shall agree to indemnify and hold harmless DPSCD, 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 Community 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 District facilities.

6. The insurance shall be placed with insurers lawfully authorized to do business in the State of Michigan. The user is responsible for informing the School District of any exception. Prior approval must be obtained from the School District for the use of foreign insurers.
7. The company or agency which issues the Certificate of Insurance must provide a complete street address where notice can be served (NO POST OFFICE BOX ADDRESS WILL BE ACCEPTED) and telephone number. The company or agency must certify that it is an agent of the insurance company issuing the policy and that its statement is subject to the penalties of the State of Michigan relating to unsworn falsification to authorities.
8. The School District will not accept any policy (1) written on claims made basis, (2) which is written only on an "excess" or "umbrella" basis or carries any deductible or self-insured retention over \$100.

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