



BELDING AREA SCHOOLS FACILITY USE GUIDELINES

Belding Area Schools have developed the following guidelines for use of the district facilities. Please read the guidelines carefully prior to requesting facility use. The Board of Education members have approved the following facility use group classifications below and fee structure, which is attached.

Class I:

Any organized group directly connected with Belding Area Schools. Building level programs/groups have priority over other building level Class I groups.

Class II:

Any organized non-profit group or organization within Belding Area Schools whose purpose is athletic, civic, cultural, fraternal, or religious in nature.

Class III:

Any local for-profit company which does business within the Belding Area Schools District and pays taxes to the Belding Area School District.

Class IV:

Any private and/or profit making group whose interests are limited exclusively to the membership of said group.

Assignment of applicant groups to above categories shall be at the discretion of the Superintendent, with input from the Building Administrators and Director of Facilities as needed.

- At any given time, Belding Area Schools may request facility use and will have priority over any non-school related group before, during, or after school hours. The Facilities Department will make every effort to maintain non-school related events as scheduled.
- A Facility Use Application should be completed and sent to the Facilities Department at least 2 weeks prior to the requested event date. An estimate of the facility use fees will be provided.
- Groups requesting to use Belding Area Schools Facilities will be required to have a Criminal History Background Check prior to facility usage.
- Groups may be required to pay a deposit prior to using a Belding Area School's facility location.
- Full payment is due no later than 30 days after the event.
- Misuse of district equipment resulting in damage is the responsibility of the group using the facility.
- Class II-III-IV groups will:
 - be required to pay a security deposit as required on the Board approved fee schedule.
 - sign a statement holding Belding Area Schools harmless for any potential liabilities.
 - based on the nature of the event proposed, the Director of Facilities will determine if a certificate of liability of insurance coverage will be required for the event.
- Belding students requesting to use facilities for their open houses will be class II use, and pay according to the fee schedule, plus any associated custodial costs. We will not require an insurance certificate but will require a hold harmless agreement. Out of district requests will be either class III or IV according to the guidelines and charged accordingly.