

Gaylord Community Schools Building Use Guideline and Charges

Category 1 – School Affiliated Groups

School Affiliated Groups:

A school sponsored event is defined as an event held by a group within Gaylord Community Schools (band, choir, athletic team, organization or club). 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 3 – Nonprofit Community Groups hourly fee schedule (see below), unless all funds are deposited into a GCS internal account.

1. Every event must have an Event Supervisor*.
2. ABM 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 ABM to follow GCS sign in/out procedures located at front entrance of all buildings, and have knowledge of operating the security alarm system.
4. Building use requests must be submitted **at least 7 days prior to request date.**
5. Approval for events may take up to 3 business days.

Category 2 – Gaylord Youth Events

Gaylord Youth Events:

Gaylord youth events are defined as Gaylord community youth groups holding free of charge events that benefit the students at Gaylord Community Schools (youth sports). Such community youth groups will be issued permits for space and facilities on a second priority basis and may be charged to recover costs incurred to Gaylord Community Schools while providing space and facilities.

1. Every event must have an Event Supervisor*.
2. Custodial will be required for all events and charged in accordance to Category 3 – Community Nonprofit Groups hourly fee structure (see below).
3. Group must be primarily Gaylord Community School students.
4. Copy of certificate of liability insurance may be required.
5. A Hold Harmless agreement must be completed and submitted by the event requester for uninsured groups.
6. Building use requests must be submitted **at least 7 days prior to request day.**
7. Approval for events may take up to 3 business days.

Facility Charges	Hourly Rate
Event Supervisor	\$40/hour
Custodial Fee	\$40/hour

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Category 3 – 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 third 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 may be required.
3. A Hold Harmless agreement must be completed and submitted by event requester for uninsured groups.
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 request must be submitted **at least 7 days prior to the request date.**
6. Approval for events may take up to 3 business days.

Category #3 Fee Schedule (maximum facility charge 5 hours)

Facility*	Hourly Rate
Auditorium	\$40
Bio Lab	\$10
Baseball/Softball Field	\$25
Cabin	\$15
Cafeteria/Commons Area	\$20
Classroom/Locker Room	\$5
Computer Lab	\$10
GIS Football Field	\$25
GIS Concession Stand	\$10
Gym	\$25
Media Center	\$15
Practice Field	\$15
Gaylord Community Field	\$50
Additional Charges	
Event Supervisor	\$40/hour
Custodial Fee	\$40/hour

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Category 4 – Community Profit Groups

Community Profit Groups Event:

All groups and organizations that do not meet the criteria listed in categories 1-3 will be granted fourth priority to available space and facilities.

1. Copy of certificate of liability insurance is **required**.
2. A Hold Harmless agreement must be completed and submitted by event requestor.
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 **at least 7 days prior to request date**.
5. Approval for events may take up to 3 business days.

Category #4 Fee Schedule (maximum facility charge 5 hours)

Facility*	Hourly Rate
Auditorium	\$80
Bio Lab	\$20
Baseball/Softball Field	\$50
Cabin	\$30
Cafeteria/Commons Area	\$40
Classroom/Locker Room	\$10
Computer Lab	\$20
GIS Football Field	\$50
GIS Concession Stand	\$20
Gym	\$50
Media Center	\$30
Practice Field	\$30
Gaylord Community Field	\$100
Additional Charges	
Event Supervisor	\$40/hour
Custodial Fee	\$40/hour

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Category 5 - GCS Staff Sponsored Events Adult Participants (Example: Open Gym)

1. A Hold Harmless agreement must be completed and submitted by event requestor.
2. Event Supervisor must be a GCS District Employee.
3. Facility Fees will be charged in accordance to Category 3 fee schedule (see below).
4. Custodial may not be required, however the district reserves the right to charge for custodial if group does not follow cleaning requirements.
5. If group requests the need of GCS equipment, pre-approval is required from the GHS Athletic Director. If damage occurs to GCS equipment, rental group will be responsible for all charges to repair or replace.
6. Building use requests must be submitted **at least 7 days prior to request day.**
7. Approval for events may take up to 3 business days.

Category #3 Fee Schedule (maximum facility charge 5 hours)

Facility*	Hourly Rate
Auditorium	\$40
Bio Lab	\$10
Baseball/Softball Field	\$25
Cabin	\$15
Cafeteria/Commons Area	\$20
Classroom/Locker Room	\$5
Computer Lab	\$10
GIS Football Field	\$25
GIS Concession Stand	\$10
Gym	\$25
Media Center	\$15
Practice Field	\$15
Gaylord Community Field	\$50
Additional Charges	
Event Supervisor	\$40/hour
Custodial Fee	\$40/hour

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***GCS staff members are authorized to be an Event Supervisor with the following requirements:**

- Not be actively participating within the event. Example – coach or referee at event.
 - Attend entire event, including setup and until all event participants have left the building.
 - Be responsible for the safety and security for all event participants by monitoring the rented space during the event.
 - Employee must be knowledgeable of the building and be able to conduct a lockdown, weather, or other emergency plan if needed.
 - Event Supervisor needs to make contact with custodial staff before the start of the event to pick up radio.
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 \$25.00 cancellation fee.
 4. The building use requestor 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 **ONLY** be used to dial 911.
 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.



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Any changes to the above guidelines must be approved by the Superintendent..

Any questions can be directed to buildinguse@gaylord.k12.mi.us or call 989-705-3080.