



Columbia School District



FACILITY USAGE GUIDELINE AND REQUIREMENTS

Purpose: This guideline is to establish the authority and priority for the usage of the Columbia School District's facilities with respect to the following areas:

Lower Elementary School:

All purpose room (Cafeteria)

Gymnasium

Upper Elementary School:

All purpose room (Cafeteria)

Gymnasium

Baseball Field

Football Field

JR/SR High

Fitness Center Gymnasiums

Fitness Center Classrooms

All purpose room (Cafeteria)

"The Commons Area"

All Non-Varsity – Football, Baseball, Softball, Soccer Fields and Tennis Courts

Options High

Gymnasium

Soccer Field

Note: All Varsity Gyms, Fields and Courts scheduling reside with the Columbia School Athletic Director and Administration and are not considered for this guideline and requirement.

The Fitness Center Director is responsible for managing the scheduling of facilities with the following order of precedence:

No Fees for the following #1-8 (Group 1): 9 (Group 2). 10-11 (Group 3) 12 (Private/Profit)

1. School Related Classroom Activities
2. School Administration Event (Superintendent, Principals, Athletic Director Authority)
3. Varsity – In Season
4. Junior Varsity – In Season
5. Jr High – In Season
6. School Sanctioned Event for Students
7. Out of Season School Sports
8. Community Youth Programs (Greater than 75% Columbia Students)
9. Adult Programs (Equal to or greater than 75% of Adults reside in the District) (Group 2)
10. Community Youth Programs (Less than 75% Columbia Students)
11. Adult Programs (Less than 75% of Adults reside in District) Fees apply for (Group 3):
12. Fully out of District
13. Tournament Request

Note: Activities 7 through 12 are limited to 2 days/nights per week. Additional days/nights maybe granted if additional time slots are available.

Usage Forms and fees (if required) must be submitted no later than the 15th day of the month prior to the desired reservation month. The person "In Charge" is responsible to make payment in full. All payments must be paid prior to activities taking place. All reservations will be approved or declined within 48 hours. If reservation is declined, usage fees will be returned or voided. Any Usage Forms submitted will be considered on a first come first serve basis for any open time slots. Please contact the Fitness Center Director for available forms of payment, if required.



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Facility times are subject to change but requesting person(s) will be informed of any changes in advance. In the event a reservation needs to change, the Fitness Center Director will work to provide an alternative day within the week. If a time slot cannot be established and fees were paid, fees for the cancelled portion of the reservation will be returned or will be credited to the next reservation period.

The person responsible, other than school staff, are required to have an approved copy (electronic or paper) with them while utilizing the facility and can present it upon request. Failing to do so will jeopardize future approvals for facility usage and may result in ending the day's activities.

All adults using the facility during school hours must provide information for background checks or be on file for the current school year.

All facility users are expected to be responsible, courteous, and safe conscientious at all times. Disorderly conduct, abuse or miss use of the facility or its equipment, or disregard for policies will not be tolerated.

If the person "in charge" does not attend all practices/activities there will be no practice/activity for that day but a fee will be charged in or out of district. Parents are not allowed in the facility after hours alone without a coach in attendance. Also, if a coach is more than 10 minutes to the designated practice/activity without prior communication that they will be late the facility will be locked back up and a fee will be charged whether in district or out of district.

If a practice is cancelled, and you have not contacted Brad @517-592-3393 or at Brad.Slusher@myeagles.org, you will be charged for the practice in district or out of district.

The requesting person is only allowed to use the facility stated during the specific time slot requested, if caught using any of the other facilities outside of the reservations without permission the person will be charge for the practice in district or out of district.

The facility is not available during major holidays, snow days or any other times there is no school unless approved by school administration.

There is to be no outdoor cleats, outside hard softball/baseball used in any of the gyms or facilities. If you are caught using any of these items the facility usage will be discontinued. There is a no tolerance rule.

The requesting group is responsible for any damages to the facility, equipment or school grounds during the time of rental.

When fees are required, facility time slots are not reserved until payment has been received in full.

All participants who attend practices/activities are asked to stay in the area that has been reserved other than to use the restrooms.

There will be no playing in the hallways, weight rooms or any other rooms in the facility.

Users who are suspended will not have any portion of their fees refunded. I have read the above and agree to abide by these guidelines and requirements.

Printed Name: _____

Signature: _____ Date: _____



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USAGE FORM

Name of Organization: _____
 Requestor's Information:
 Name of Person Making Request: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____
 Email: _____

Name(s) of Person(s) in charge
 Must attend all facility usages and be able to resent approved form:

Purpose of Request: _____

Bleachers Needed: Yes _____ No _____

Check	Program / Activity
	School Related Classroom Activities
	School Admin. Event (Superintendent, Principal, A.D. Authority)
	Varsity
	Junior Varsity
	Jr. High
	School Sanctioned Event for Students
	Off Season School Sports
	Community Youth Programs (Greater than 75% CC students)
	Adult Programs (Equal or greater than 75% of Adults reside in District)
	Community Youth Programs (Less than 75% CC students)
	Adult Programs (Less than 75% of Adults reside in District)
	Fully out of District
	Tournament Request

Facility and Reservation Information

Name of Facility: _____
 Room: _____
 Start Date: _____
 End Date: _____
 Start Time: _____
 End Time: _____

	Monday
	Tuesday
	Wednesday
	Thursday
	Friday
	Saturday
	Sunday

We, the above organization, agree to the following by signing this form:

- 1) Will Submit a Group Participant Form with names and addresses for participants for all non-school programs/activities.
- 2) To follow the rules and regulations, which govern the use of the school facilities requested.
- 3) To be responsible for any damage to the school facilities, equipment, or grounds.
- 4) To be liable for any and all claims resulting from the use of said school facilities, equipment, or grounds.
- 5) Facility fees must be paid in full by the 15th day of the month prior. In consideration of the use of the facility referenced in this form, the organization or person named on this form, for itself and on behalf of its individual members and guest, hereby expressly relieves discharges Columbia School District, it's Board, officers, agents and employees, from any and all liabilities for any loss, injury or damage to persons or property that may be sustained by reasons of the use or occupancy of facilities used hereunder and the lobbies, corridors, parking lots and any other parts of Columbia School District premises, and waive any claim which it or they may have against Columbia School District officers, agents and employees by reason of any such loss, injury or damage to persons or property arising out of the use or occupancy of the room or facility used hereunder in the lobbies, corridors, parking lots and other parts of Columbia School District premises. Signature of Applicant: _____ Date _____

Fees	Amount	Payment Type	Date Submitted	Notes
Facility				
Custodial				
Technician				
Cafeteria Assistance				
Equipment				
Total				

Approved _____
 Declined _____ School Administration Signature: _____ Date: _____



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Fee Schedule Minimum Reservation Time is ½ Hour

	In District (Group 2)	Out of District (Group 3)	Private/Profit
Lower Elementary School			
Classroom	\$10.00/hour	\$15.00/hour	\$50.00/hour
All-Purpose Room (Cafeteria)	\$25.00	\$35.00	\$50.00
Gymnasium	\$20.00	\$35.00	\$50.00
Kitchen	\$10.00	\$35.00	\$50.00
Upper Elementary School			
Classroom	\$10.00/hour	\$15.00/hour	\$50.00/hour
All-Purpose Room (Cafeteria)	\$25.00	\$35.00	\$50.00
Gymnasium	\$20.00	\$35.00	\$50.00
Kitchen	\$10.00	\$35.00	\$50.00
Columbia Central Fitness Center			
Classroom	\$20.00/hour	\$35.00/hour	\$50.00/hour
Gymnasium Court A	\$20.00	\$35.00	\$50.00
Gymnasium Court B	\$20.00	\$35.00	\$50.00
Columbia Central JR/SR High			
Classroom	\$10.00/hour	\$15.00/hour	\$50.00/hour
All-Purpose Room (Cafeteria)	\$25.00	\$35.00	\$50.00
"The Commons" Area	\$10.00	\$35.00	\$50.00
High School Gymnasium	\$20.00	\$35.00	\$50.00
Kitchen	\$10.00	\$35.00	\$50.00
Auditorium	\$20.00	\$35.00	\$50.00
Columbia Central Options High School			
Classroom	\$10.00/hour	\$15.00/hour	\$50.00/hour
All-Purpose Room (Cafeteria)	\$25.00	\$35.00	\$50.00
Kitchen	\$10.00	\$35.00	\$50.00
All Non-Varsity-Football, Baseball, Softball, Soccer fields and Tennis Courts	\$20.00/hour	\$35.00/hour	\$50.00
Flat Fee Tournament Use	\$2000.00/Tournament	\$2000.00/Tournament	\$2000.00/Tournament