

BOARD OF EDUCATION

HUDSONVILLE PUBLIC SCHOOLS

## **Building Use Policy and Regulations**

### **Policy Statement**

The Board of Education recognizes the benefit of granting permission to recognized groups/organizations for the use of district building facilities and/or grounds for educational or recreational use, and may grant such approval upon the submission of a written application. The Board believes that such use of any district facility or grounds shall not interfere with the daily school routine or any school-sponsored student activity. Building and facility use will be governed by Board policy and administered by the Community Education office. The Board further recognizes that a fee may be appropriate in certain circumstances.

The following pages list regulations relating to use of school facilities. Any exception to the regulations must be approved, in writing, before use of the facility or equipment. Please examine this information before completing an application.

Applicants must:

- A. Officially represent the organization listed on the application.
- B. Applicant must be present for entirety of event.
- C. Guarantee orderly behavior while using the facility.
- D. Underwrite any damage due to their use of the premises and agree to make prompt restitution.
- E. Ensure their activity is lawful and in conformity with regulations of the Board of Education.

### **Eligibility of Applicants**

1. Applicant must be at least 18 years of age to be considered for a building use request.

*Responsibility for the use of the facilities in observance of regulations shall rest upon the adult applicant who signs the permit for reserving the facility. If the applicant represents an organization, the applicant is responsible in an official capacity. If the applicant represents a group of individuals, the applicant is personally responsible.*

## **Application**

1. Written application shall be required.
2. Application shall be made at least ten (10) working days in advance of the proposed use.
3. Only facilities requested in the application may be used.
4. Any approved application issued for community use of school property shall be subject to cancellation if deemed necessary by the Superintendent or his/her designee.
5. Approved applications are not transferable.
6. The Board delegates authority to the Superintendent or his/her designee to establish fees associated with facility use.
7. Rental fees shall be paid in advance of the use of the facility unless otherwise approved by school officials.
8. Inaccurate or untruthful statements made in applications or violation of regulations may be cause for denial of future building use.
9. Approval for use of school facilities will be granted for a period not to exceed the school calendar year. Written application must be renewed annually.
10. Users of school facilities are required to bring a copy of their facility use agreement of the building usage to serve as receipt of payment and verification of reservation.

## **Cancellation of Use**

The Board of Education reserves the right to cancel approval for any building use. School district sponsored activities will take precedence over other activities in granting or canceling permission to use school facilities.

## **Facilities Available**

The school district reserves the right to specify the type of room and/or site to be used for a given group or activity, and to limit use to certain areas of the buildings.

Elementary and middle school facilities are not available on holidays or during the summer (July, August), winter or spring school recesses. The high school is available over a 12-month period except for holiday recesses (Christmas, spring), and two weeks in the summer.

### **Use of Equipment**

1. Groups using school facilities shall be responsible for prompt removal of non-school equipment, decorations or properties.
2. Groups using facilities shall be responsible for setting up and taking down tables and chairs.
3. High school lighting equipment may only be operated by Hudsonville High School personnel approved by Community Education.
4. Fees for equipment used will be charged according to the current rental rates available in the community education office.

### **Damages**

1. Any group using school facilities shall be responsible for all damages to the school facilities, normal wear and tear accepted. Failure to make prompt settlement with the school shall result in the forfeiture of future privileges to use the facilities.
2. Special fees may be assessed to re-apply protective floor coating if the activity removes such coating.
3. School personnel on duty shall inspect facilities before and after use. Evidence of damage shall be reported in writing to the community education office. Facilities should be received and left in a clean condition unless provisions for clean-up have been arranged through the community education office.

### **Supervision**

1. All activities must be supervised by a responsible adult or adults. Failure to control the behavior of users may result in the forfeiture of future privileges to use the facilities.
2. In all cases where minors are present, a sufficient number of chaperones must be present, a minimum of one for each thirty minors.
3. Names of supervisors or chaperones must be filed with the application.
4. An authorized school employee shall be on duty when school facilities are in use. She/he shall be responsible for heat, custodian service, and opening and closing of the building. An authorized school employee is normally defined as a member of the district's custodial/maintenance staff. Exception to this requirement must be approved by the Superintendent or his/her designee. In the event that the district is unable to employ an authorized school employee to be on duty, the district reserves the right to withdraw approval of the use.

## **Guidelines and Regulations**

1. No program may be held that will interfere with the regular school district programs or services provided at the buildings.
2. Users of our facilities are subject to the policies of Hudsonville Public Schools. The content of activities, programs, visual, and performing arts must be acceptable for a school-age population. A copy of the school's handbook is available to the Licensee upon request.
3. School facilities cannot be used by any individual, group, or organization for any activity that is intended to overthrow the government by force, violence, or other unlawful means.
4. No enterprise, function, or activity that promotes any commercial product or results in any private profit or commercial gain for any business enterprise may be conducted on school property.
5. No person shall be excluded from rental or use of any Hudsonville Public Schools facilities because of age, race, color, disability, or national origin. Rental organizations may not discriminate against any person, group, or organization, or exclude them from the use of the facility, or participation in rental activities. No rules or regulations may be promulgated by a renting organization that discriminate against any person, group, or organization.
6. The Board delegates the authority to the Superintendent of his/her designees to establish when facilities will be made available.
7. School facilities may not be used for go-cart, motorcycle or motor driven vehicle racing or driving.
8. Nothing shall be sold, displayed or given away without the permission of the Superintendent or his/her designee.
9. No decorations or scenery shall be put up, pianos or furniture moved, unless prior authorization has been granted.
10. No property shall be stored in the school by outside groups unless prior authorization has been granted.
11. School-owned specialized equipment must be operated by a school operator.
12. The use of tobacco/nicotine products of any kind is prohibited at all times on district owned property. The use, possession, or being under the influence of alcohol, drugs or, other controlled substances is prohibited.
13. Elementary facilities must be vacated by 10:00 pm, Middle School and High School by 11:00 pm, unless prior authorization for extension of the available hours has been obtained from the Community Education office. Summer hours for Community Education are 8:00 am – 3:00 pm.
14. Groups planning extended use of school facilities (in excess of 48 hours in a three month period) must provide certification of liability insurance.

15. When Hudsonville Public Schools are canceled because of weather conditions or other emergencies, all Hudsonville Community Education and outside rental groups events are canceled. (Custodial staff is usually not available in the evening of a snow day.) Every effort will be made to reschedule events.
16. There will be a charge for snowplowing for groups using the facilities on a regular basis during the winter at a time when school is not normally in session. A fee will be determined by Community Education by early October of each year. This will be a weekly charge. Other arrangements for snowplow service must be approved by the Superintendent or his/her designee. This will be considered only after proof of liability insurance has been submitted by the snowplow service.
17. No food or beverage shall be taken into or consumed in the junior high or high school gyms. When using gyms for athletic purposes (including elementary), proper gym footwear must be worn.

### **Granting of Approval**

The Superintendent or his/her designee is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with Board rules. Any denied request may be appealed to the Superintendent. The Superintendent may, at his/her discretion, require the approval of the Board before granting such requests.

### **Special Provisions for Pool Use**

#### *a. Granting of Approval*

The Pool Director is authorized to approve and schedule pool use by all school and non-school groups or organizations. Any exception to the following regulations must be approved by the Pool Director, in writing, before use of the pool.

#### *b. Supervision*

All groups using the pool must be supervised by a responsible adult or adults. In all cases where minors are present, there must be at least two adult chaperones and no less than one chaperone per ten minors.

A certified life guard designated by the Pool Director is required. Wages of the lifeguard shall be paid by the user. There must be a minimum of one (1) qualified lifeguard per twenty-five (25) people using the pool.

#### *c. Use of Equipment*

Special pool equipment shall not be used in or around the pool without approval of the Pool Director. Any group using special pool equipment agrees to accept responsibility for repairing or replacement of equipment.

## **Special Provisions for Auditorium Use**

*The Hudsonville Fine Arts Auditorium & Eagle Auditorium are facilities of Hudsonville Public Schools and are made available to the community for cultural and educational events on a limited basis. The District reserves the right to be a partner in all programming at both auditoriums. Organizations seeking to utilize the facilities independently will be reviewed on a case-by-case basis for approval. The Hudsonville Fine Arts Auditorium and Eagle Auditorium are extensions of the Hudsonville High School and Freshman Campus. Users of these venues are subject to the policies of Hudsonville Public Schools. As the auditoriums are located on school property, the content of visual and performing arts must be acceptable for a school-age population. A copy of the school's handbook is available to the Licensee upon request.*

1. **Application:** All parties interested in using either of the Hudsonville Auditoriums must submit a facility use form to the Auditorium Director (herein, AD). The rental fee is determined on a per room basis, and rentals are tentative until application contract, deposit, and insurance rider are received, and all required signatures are obtained. No advertising or promotion is allowed until application contract is complete and approved. All contracts, changes, and additions shall be made in writing.
2. **Contract Termination:** Any contract between Hudsonville Public Schools (herein, District) and the Client/Organization (herein, Lessee) terminates at the Time of Departure on the last date listed on the Contract.  
he District reserves the right to cancel an event due to the Lessee's breach of contract, which may result in forfeiture of the deposit. The Lessee may cancel a contract and forfeit the non-refundable deposit. The Lessee shall be liable for any pre-production expenses related to preparation for the cancelled production.
3. **Rental Priorities:** The following user priorities, as determined by the AD, will govern the scheduling process for the auditoriums:
  - 1) School-related events sponsored by Hudsonville Public Schools.
  - 2) Events sponsored by school-related "booster" organizations.
  - 3) Events sponsored by local non-profit organizations.
  - 4) Events sponsored by regional non-profit groups, commercial users, and for-profit organizations.
4. **Scheduling:** The AD will check events/dates requested for conflicts, appropriateness of events, and ability to meet the needs of the applicant. Facility rental and venue assignment is subject to availability as determined by the AD. The use of the facility shall be denied when such use would interfere with necessary repairs or general maintenance, or sporting events. The District reserves the right to refuse rental to any group, event, or activity if it is reasonably determined that said activity, or response to said activity, may cause damage or unusual risk of damage to the facility or its patrons. Rental may also be refused on the basis of prior disregard of District policy.

5. **Liability:** The Lessee will be required to furnish a certificate of liability insurance coverage of at least \$1,000,000 per occurrence/day for Injury or Death Liability and at least \$1,000,000 per occurrence/day for Property Damage which names the Hudsonville Public Schools as an additional insured. In the event that any group fails to provide satisfactory evidence of said insurance within ten (10) days prior to the date of use, the District may obtain said insurance on its own behalf and the Lessee shall reimburse the District for the cost of same: or at the District's option, it may refuse to permit use of the facilities until evidence of insurance is provided. In addition, a "Hold Harmless" clause absolving Hudsonville Public Schools, district employees, agents, or board members of any liability must be signed by the Lessee.

6. **Subleasing Clause:** The Lessee shall not sublease any District-owned property or equipment.

7. **Supervision:** All groups must have adequate supervision, assessed by the AD. Lessees must name a designated supervisor, aged 21 or older. The designated supervisor will be responsible for discipline, proper use of facility, enforcement of all requirements, and vacating promptly. The Lessee is solely responsible for the behavior of their group

including, but not limited to, performers and audience members. The designated supervisor must be on site and in charge before the doors will be unlocked as per the agreed upon opening time.

8. **Multiple Showings/Events:** An event open to the general public and involving more than one performance on the same date must be scheduled and operated in such a manner that an interval of at least two (2) hours is provided between the end of one performance and the beginning of the next. The District reserves the right to schedule multiple, non-competitive activities in the facility simultaneously.

9. **Force Majeure:** In the event that the Facility, or any part thereof, shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence shall render the Facility unavailable then this agreement shall terminate. Each group shall pay rental for the Facility only up to the time of such termination, at the rate herein specified. Each group hereby waives any claim for damages or compensation should this agreement be so terminated. Events cancelled due to Force Majeure will be rescheduled if at all possible. The AD or designee reserves the right to interrupt any event and evacuate individuals in the event of dangerous conditions due to weather, unruly behavior, or other conditions deemed to endanger life or property. The use of the Facility may be cancelled due to inclement weather subject to the District's cancellation policy.

10. **Final Invoice:** The Lessee will be sent a final invoice within seven (7) days of an event. The non-refundable deposit will be reflected in the final invoice. The District reserves the right to retain any box office receipts up to or equal to the amount outstanding.

11. **Binding Effect:** Each and every term of this agreement shall be binding upon the parties, their heirs and assigns, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto, unless the same be in writing and mutually signed by the duly authorized agent or agents who executed this agreement.

## **Auditorium Production Policies**

*Use of the Hudsonville Fine Arts Auditorium & Eagle Auditorium is governed by the following policies:*

1. **Staffing:** The Auditorium Director (herein, AD) shall determine the staffing needs for any and all events held in either Hudsonville Auditorium and shall have sole discretion regarding whom is qualified to operate District-owned or rented tools, equipment, machinery, or hardware which is typically located in the Auditorium spaces. The AD, or an approved designee, shall be present whenever either venue is in use, but shall not be considered responsible for the operation of equipment on behalf of the Client/Organization (herein, the Lessee).
2. **Equipment Damage:** The Lessee assumes all liability for damages to facility and/or equipment. The Lessee shall be charged accordingly for repairs and/or replacement of damaged equipment. Hudsonville Public Schools (herein, the District) shall determine the necessity for repair and/or replacement and the cost.
3. **Copyright:** The Lessee is solely responsible for liability in relation to copyright license for videos, music, theatrical performances, etc., which includes royalty fees, recording permissions, or other arrangements with the copyright holder.
4. **Parking:** Patron and talent parking shall be restricted to areas and times designated by the AD.
5. **Controlled Substances:** Both Auditoriums are extensions of the campus of Hudsonville High School, as such, Michigan State law defines a number of controlled substances. Failure to observe these policies may constitute a criminal offense, which shall be reported by the District to the Ottawa County Sheriff's Department.
  - (a.) Possession or consumption of alcoholic beverages will be determined in the strictest accordance with MCL 436.1904
  - (b.) Possession of illegal drugs (MCL 333.7410) or firearms (MCL 750.237a) in the facility or on the grounds is a prohibited and criminal offense. Performances that required the use, or apparent use, of stage weaponry must be approved in advance by the AD.
  - (c.) The use of any and all tobacco products inside any school property is prohibited (MCL 750.473). This prohibition must be stated in any program. Performances requiring the use, or apparent use of tobacco must be approved in advance by the AD.
  - (d.) The use of open flames, such as candles, is prohibited by the State Fire Marshall, and fire resistant materials shall be used whenever possible. Combustible materials or materials that may incur a highly allergic reaction are not allowed in the facility unless prior approval has been obtained by theatre management.
  - (e.) Helium balloons are not allowed in the theatre without prior arrangements with the AD. A \$500 deposit is required for the use of helium balloons on stage or in the theatre, with the full deposit being returned if balloons are not released in the theatre.



8. **Conflict of Interest:** Nothing shall be sold, displayed, or given away without the prior, express, written permission of the AD.
  9. **Scope of Use:** Only the rooms or designated areas granted in the original request shall be used. All rooms and areas are to be left in an orderly condition after usage. Failure to do so may result in the assessment of a cleaning fee. Lessee must obtain permission from the AD to use any additional technical equipment, stage props, or any other items belonging to the facility.
  10. **Load-In/Out:** Set and scenery should arrive ready to hang and/or set up. Any use of the scenic shop, etc. for set building shall be conducted under the supervision of the AD and invoiced accordingly. Set removal must occur immediately after the final performance; or may be scheduled later at the discretion of the AD. Items may not be stored in the scene shop without prior approval from the AD.
  11. **Food/Beverage:** No food or beverages of any kind are allowed in either venue, whether on stage, the house, or other areas as designated by the AD. An eating area, defined by the AD, may be provided to feed cast/crew/participants if food is to be served back stage.
  12. **Expendable Materials:** No district-owned expendable materials, supplies, or equipment shall be used or borrowed unless specifically named within the scope of this contract. Expendable materials, supplies, or equipment include, but are not limited to: paper and other office supplies, musical instruments and stands, makeup, tools, lighting gels, theatrical lamps, tape, lumber, and recording media.
  13. **Seating Provisions:** Under no circumstances shall the number of individuals in the house exceed the total number of physical seats in the rented venue. In order to be allowed entrance to an event, any person, regardless of age, must occupy a seat. No one shall sit or stand in the aisles, obstruct exits, or otherwise violate state and/or local fire codes. During rehearsals, the seating area shall be restricted to individuals directly connected to the production. Late arrivals shall be seated at the discretion of the Front of House Staff. Except by previous arrangement with the AD, only performers and production staff are to be allowed in any and all backstage areas.
  14. **Stage Policies:** The stages may not be painted. No screws, nails, stage screws, staples, etc., are permitted. Nothing is to be attached to the floors, curtains, or walls of either stage or house. All wagons and similar scenic devices must have castors, skids, or gliders approved by the AD. All deck level cabling must be secured with cable protectors / gaffer's tape. Only gaffer's tape (and gaffer's spike tape) may be used and must be fully removed at the end of the rental period.
- All of these guidelines/regulations shall be incorporated by reference in the contract agreed to and signed by the Lessee.**

## **Auditorium Stage Combat & Stage Weapons Policies**

### Stage Combat

This document serves as a clarifying addendum that is superseded by the Hudsonville Public Schools Board of Education's weapons policy and applicable laws of the State of Michigan.

Staged combat or choreographed violence may not be used in any production without first having been approved by the Superintendent of Schools, through the office of the Auditorium Director. Often the requirement is made that a professional trained in stage combat must be brought in to supervise your work. The expense of said professional is the responsibility of the production.

### Stage Weapons

Weapons of any variety may not be used in any production without first having received approval by the Superintendent of Schools, through the office of the Auditorium Director.

Real guns may not be used at any time. Guns that are designed for stage use, and toy guns, may be authorized but not without a thorough understanding of the required procedures and safety training. Blanks or 'caps' may not be used without authorization and not in our smaller theaters. In all situations where a stage gun might be authorized, consideration must be given to using sound effects, recorded or physical, rather than assuming that the use of 'caps' or 'blanks' will be permitted. Many things need to be considered before authorizing the use of a weapon that makes noise. Among the most important issues would be those that relate to how the weapon is to be used and the proximity of other people when it is being used. Please contact the Auditorium Director very early in your production process to determine your ability to use a gun in your production. **Not all requests are granted.**

No knives or swords may be used on stage unless they have been made safe by dulling and blunting. In any case, it should be noted that any knife, real or not, must always be considered to be extremely dangerous either by effect or by appearance.

### **Auditorium Firearms Procedures**

Before the first Technical Rehearsal at which any stage weapon/firearm is introduced into the action of the play, a mandatory safety training session will be held for all cast and crew members. This instructional session will be run by the Auditorium Director with training from the Auditorium Director or appropriately trained personnel. The following procedures will be explained at that time:

1. When a pistol or rifle is used in a production, the firearm will be loaded by the actor who is to be shot or shot at. If no actor is to be shot or shot at, then the actor shooting the firearm will load the firearm. Present at the time of loading the firearm will be the Auditorium Director, Stage Manager or designated agent, the actor shot or shot at, and the actor shooting the firearm.
2. The person loading the firearm will load the firearm and pass it to all members present for inspection.
3. The firearm is then in possession of the Stage Manager or designated agent until the time the actor introducing the firearm carries it onto the stage.
4. The actor who ends up with the firearm after it is fired is responsible for handing the firearm to the Stage Manager or designated agent immediately upon leaving the stage.
5. The Stage Manager or designated agent will secure the firearm until after the production when the firearm is emptied of all blanks and cleaned.

6. At NO point in the action of the play is the firearm to be pointed directly at or fired in the direction of the audience. Proper signage will be provided in the lobby informing the audience of the use of firearms in the production.
7. NO stage weapons/firearms are to be removed from the immediate stage area. Violation of this will result in removal of the violator from the production and could result in further disciplinary measures from the Hudsonville Public Schools Board of Education.

All blanks, full and discharged, will be returned to the Auditorium Director upon the completion of the production. In between performances, all weapons/firearms will be secured in the lighting control booth or another assigned location by the Auditorium Director.

#### ADMINISTRATIVE GUIDELINES FOR USE OF SCHOOL FACILITIES

District facilities shall be available for all users listed below. When there are competing interests for the use of facilities, priority will be given to Hudsonville Public School groups over Non-Hudsonville Public School groups.

- A. Use is directly related to the schools and the operation of the schools.
- B. Meeting of the employee organization.
- C. Uses for voter registration and election.
- D. Uses in groups indirectly related to the school.
- E. Departments or agencies of the municipal government.
- F. Other governmental agencies.
- G. Community organizations formed for charitable, civic, social, or education purposes.

The primary intent of school facilities is to provide a quality environment for regular curricular and extracurricular educational programs. The general intent of the Hudsonville Public Schools Board of Education is to provide for fair and reasonable community use of Hudsonville Public School buildings and outdoor facilities. Community use of Hudsonville Public School properties will be allowed according to its stated policy. All property use will be permitted only when it can be demonstrated that it would allow the Board or Education to maintain 1) proper security, 2) maintain fiscal responsibility and limit liability, and 3) insure that public school facilities will not be used for personal gain. The fee schedule listed on subsequent pages is subject to change by the Board of Education with notification to rental parties. All organizations must file a written application or online request for each rental.

Any deviation from the following schedule of fees may only be granted by the Superintendent or his/her designee. Only extreme financial hardships, all community fund raisers on behalf of a philanthropic event, or an event deemed in the overall best interest of the district will be considered as exceptions.

## **Hudsonville Public School Groups**

These groups directly relate to regular or extracurricular K-12/Community Education programs and have first (1st) priority use.

### **Categories for Hudsonville Public School & Non-Hudsonville Public School Groups**

To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of board policy governing use of facilities, the following categories are established. These categories have been set up to define types of use and/or users.

A schedule of fees is included for approved users. Requests from Category 1 have priority, and Categories 2 and 3 have subsequent priority. All other requests will be considered on a first come, first serve basis. If a conflict occurs, an alternate space or date will be offered when possible.

**Category 1** This level applies to any HPS school event or HPS school sport practice/competition. It also applies to Community Education events and classes. Early Childhood Care, School based PTA/PTO, Booster group organizations, and local Scout groups are also considered in this level.

**Category 2** District families or formal, non-profit community groups in organizations comprised of a majority of district residents providing educational, social, cultural, religious, and recreation activities for members of the Hudsonville community at large.

\*To be considered for Category 2, a minimum of 80% of group/team participants must reside in the Hudsonville district or attend Hudsonville Public Schools.

**Category 3** This level applies to not-for-profit use by private citizens, community based groups including non-school sponsored sports teams. Users in this level are defined as groups of community residents who are interested in using school facilities for a particular use such as recreational, educational, and cultural activities. A group or organization under this category may conduct training or meeting sessions for employees related to their business, but may not actually generate revenue or profit from the activity.

This level includes, but, is not limited to: private citizens and businesses that provide opportunities for District students, private schools who are hosting events/activities, neighborhood associations, and driving schools. This applies regardless of whether or not the person requesting use is a District employee.

Any for-profit use must be coordinated through the Community Education office so any applicable charges are considered within the total cost of the program.

**Hudsonville Public Schools**  
**DISTRICT FACILITY RENTAL FEES**  
*All charges are per hour*

| <b>Early Childhood Center</b> | <b>Category 1</b> | <b>Category 2</b> | <b>Category 3</b> |
|-------------------------------|-------------------|-------------------|-------------------|
| Gymnasium                     | No Charge         | 30.00             | 60.00             |

| <b>Elementary Schools</b>    | <b>Category 1</b> | <b>Category 2</b> | <b>Category 3</b> |
|------------------------------|-------------------|-------------------|-------------------|
| Cafeteria/Multi-Purpose Room | No Charge         | 20.00             | 50.00             |
| Gymnasium                    | No Charge         | 20.00             | 50.00             |
| Classroom (w/ approval only) | No Charge         | 20.00             | 50.00             |

| <b>Middle Schools</b>           | <b>Category 1</b> | <b>Category 2</b> | <b>Category 3</b> |
|---------------------------------|-------------------|-------------------|-------------------|
| Classrooms (w/ approval only)   | No Charge         | 20.00             | 50.00             |
| Media Center (w/ approval only) | No Charge         | 20.00             | 50.00             |
| Music Rooms (w/ approval only)  | No Charge         | 20.00             | 50.00             |
| Cafeteria                       | No Charge         | 20.00             | 60.00             |
| Gymnasium                       | No Charge         | 40.00             | 60.00             |

| <b>High Schools</b>                | <b>Category 1</b>                                      | <b>Category 2</b> | <b>Category 3</b> |
|------------------------------------|--|-------------------|-------------------|
| Classrooms (w/ approval only)      | No Charge  | 20.00             | 50.00             |
| Media Center (w/ approval only)    | No Charge  | 20.00             | 50.00             |
| Band/Choir Rooms (w/approval only) | No Charge  | 20.00             | 50.00             |
| Cafeteria                          | No Charge  | 20.00             | 60.00             |
| Main Gymnasium                     | No Charge  | 65.00             | 120.00            |
| Auxiliary Gymnasium/balcony        | No Charge  | 65.00             | 120.00            |
| Auditorium                         | Per Case Basis to be determined by Auditorium Director |                   |                   |
| **Production                       | Per Case Basis to be determined by Auditorium Director |                   |                   |
| Sound & Lights                     |  | 20.00             | 20.00             |

**\*\*Includes: 4 rehearsals, 1 performance, equipment, and custodian**

| <b>Outdoor Facilities*</b> | <b>Category 1</b> | <b>Category 2</b> | <b>Category 3</b> |
|----------------------------|-------------------|-------------------|-------------------|
| Eagle Stadium              | No Charge         | 250.00/day        | 1500.00/day       |
| Athletic Fields            | No Charge         | 175.00/day        | 350.00/day        |

| <b>Baseball/Softball Complex*</b> | <b>Category 1</b> | <b>Category 2</b> | <b>Category 3</b> |
|-----------------------------------|-------------------|-------------------|-------------------|
| Practice                          | No Charge         | 25.00/hour        | 50.00/hour        |

Non-tournament (two teams) No Charge 100.00 (single or DH) 175.00 (single or DH)  
 Includes field prep before each game, basic raking in between games if DH, and standard post-game maintenance.

Tournament (multiple teams) No Charge 175.00 350.00  
 Includes field prep before each game, standard-post game maintenance, and custodial services

Tennis Courts – Rental is not required. Courts are available on a first come, first serve basis.

*\*Additional fees may be applied to outdoor facility rentals based on rental needs and requests, including but not limited to field prep dragging, lining, use of equipment, custodial, lighting, etc.*

**All charges are per hour**

| <b>Custodial Coverage</b>            | <b>Category 1</b> | <b>Category 2</b> | <b>Category 3</b> |
|--------------------------------------|-------------------|-------------------|-------------------|
| Scheduled Working Hours              | -----             | -----             | -----             |
| Evenings per hour (Elementary Bldgs) | 50.00             | 50.00             | 50.00             |
| Weekends per hour                    | 50.00             | 50.00             | 50.00             |
| Open/Close (2 hours)                 | 100.00            | 100.00            | 100.00            |
| Holidays per hour                    | 100.00            | 100.00            | 100.00            |

*Custodial coverage rates apply to all district rentals; facilities, outdoor, auditorium, and pool.*

**Snow Removal** (As needed per rental) Varies depending on parking lot.  
Contact Community Education Director for current pricing.

**Extra Dumpster** (As needed per rental) 50.00

**Lighting at Stadium & Parking Lot** 25.00 per hour

**Lighting at FC Turf Field** 15.00 per hour

**HUDSONVILLE POOL RENTALS**

*All HPS pool rentals must be scheduled with the Community Education Director or Aquatics Director.*

| <b>Instructional Pool</b> | <b>Category 1</b> | <b>Category 2</b>        | <b>Category 3</b>        |
|---------------------------|-------------------|--------------------------|--------------------------|
|                           | *                 | 50.00 + 20.00 per guard  | 65.00 + 20.00 per guard  |
| <b>Competition Pool</b>   | <b>Category 1</b> | <b>Category 2</b>        | <b>Category 3</b>        |
|                           | *                 | 100.00 + 20.00 per guard | 130.00 + 20.00 per guard |

\*Per Case Basis to be determined by Aquatics Director.