

FACILITY USE RULES AND GUIDELINES

PLEASE READ CAREFULLY

- School functions take precedence. School functions are defined as recognized & funded groups, teams and clubs by the Coloma Community Schools Board of Education.
- **ONLY** Coloma schools baseball/softball teams are permitted to practice in the high school gymnasium.
- All doors and windows must be locked and lights turned off when finished.
- Children must be supervised at all times.
- No alcohol or tobacco use on school grounds.
- No street shoes allowed on gymnasium or multi-purpose room floors.
- No food or drink allowed in the gymnasiums.
- **NO school equipment is to be used.**
- All facilities are to be returned / left in the state they are issued. Any cleaning and/or trash removal is the responsibility of the leasing group prior to leaving the facility. Should additional cleaning be required by the school staff to return the facility to its pre-use condition, the leasing group will be billed a cleaning fee.
- Any damages to school property will be billed to the leasing group. Damages or problems should be reported as soon as possible.
- Only the facility or room(s) requested are to be used.
- If school is closed due to bad weather, your building rental for that evening will be cancelled. You may reschedule your event or request a refund.
- Facilities are scheduled for a period of use not to exceed 4 hours. Special permission for an extension may be granted, with an additional fee, by contacting the Administration Office.
- Auditorium / Multi-purpose room fee includes 1 rehearsal and 1 performance during the same day.
- Gym fees do not include the use of portable bleachers in the high school gym or the bleachers in the Alwood gym. These bleachers are unavailable to outside group use.
- Any leasing group wishing to use a school kitchen shall involve having a paid member of the regular kitchen staff or other approved person on duty in the kitchen.
- In order to reserve a facility, the Application for Use of School Facilities must be received by the Administration Office no later than 2 weeks prior to the event.

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- If a leasing group schedules 10 or more uses annually it may qualify for a lower facility use rate if approved by the Administration Office. Leasing group must contact the Administration Office if interested.
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- The administration shall have the sole authority and right to enter into a partnership with adjusted rates based on a letter of agreement between the leasing group and the school district that involves substantial contributions to Coloma Community Schools.
- Facility use and additional staff fees are to be paid directly to Coloma Community Schools.

Fees for janitorial, food service or other employees assigned by the district will be an additional charge of their district pay rate plus one-half (time and a half).

During the winter months, the leasing group will be responsible to cover the cost for any snow plowing, shoveling sidewalks, etc. after normal school hours.

Benefit dinners – contact the Administration Office for further details.

McDaniels Field - Fee includes having the field lined.

Clean up is the responsibility of the leasing group.

Field can not be used for more than 4 hours at a time.

Field may not be used during a week when there is a home Varsity football game.

CHS Soccer Field – Fee includes having the field lined for soccer.

If it is requested for use for football, it will be lined accordingly.

Clean up is the responsibility of the leasing group.

Field may not be used for more than 4 hours at a time.

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