

# Eaton Regional Education Service Agency Administrative Guidelines

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## **7510R – USE OF DISTRICT FACILITIES**

The use of facilities by community or other outside groups shall be managed through an application process. Requestors shall submit a Facility Use Request Form to the Superintendent or his/her designee for review/approval. A schedule of fees for facility usage shall be established annually and shall be included with Facility Use Request Forms as well as posted on the District's web site. Such fee shall include the costs of custodial coverage.

### **The following regulations shall apply to the Supervision of Rented Facilities:**

- A. Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services unless otherwise approved. The custodian on duty shall be directed not to open the facility until the supervisor for the sponsoring group is present. Keys will not be issued to outside groups.
- B. Each group requesting the use of District facilities must identify an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
- C. If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the cost shall be charged to the sponsoring group above the regular rental fee.
- D. Supervisors are responsible to sign the group in on the day of the event and for the enforcement of all rules and procedures regarding the use of District facilities and must be present for the entire period of use.
- E. Supervisor shall complete and submit the Facility Use Follow-Up Form along with a list of names of all attendees.

### **ATTACHMENTS:**

2016-17 Facility Information  
Facility Use Request Form  
Facility Use Agreement  
Facility Use Follow-Up Form