

**Armada Area Schools  
Facility Use Rules**



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## Use of Facilities Rules

“Facility Use Request Forms” can be obtained online for each building or department. Request forms must be completed and submitted at least 30 days prior to the proposed date of use. Once submitted, the form will be reviewed by the applicable building and superintendent or designee and approved or denied. Please note submission of a facility request form does not guarantee the facility being requested is available. Approval will be given once forms are received and reviewed.

1. All requests are subject to review and cancellation by the Superintendent of Armada Area Schools. The review shall be based on the best interest of the students, the school, and the community.
2. Facility use will not be permitted for activities that interfere with or are incompatible with the instructional purposes or directly related activities of the school district.
3. A custodian or paid school employee shall be on duty whenever any part of the building or facility is used. If the event is 50 or more people a custodian must be there.
4. Proper supervision shall be the responsibility of the group using the facility. If necessary, police protection may be required to ensure protection of the school property and enforcement of these rules.
5. Decorations are permitted only with the approval of the building administrator. Only materials acceptable to the fire marshal may be used. Under no circumstances are any materials to be used on floors or other parts of the buildings without prior approval.
6. Do not block fire doors, means of egress, or block or tamper with any fire protection apparatus.
7. To protect the community’s investment, Armada Area Schools requires the following:
  - a. Return furniture to its original location
  - b. Leave school writing on whiteboards undisturbed
  - c. Erase whiteboards if vacant sections are used
  - d. Be respectful of a teacher’s desk and materials
  - e. Materials and equipment in the area should be left undamaged
  - f. Clean up the area after use, including table tops and floors
  - g. Close windows and turn off lights upon leaving
  - h. Place all waste in the proper receptacle
8. Accidents do happen. If damage occurs, please report it promptly to the custodian on duty. Users are held responsible for damage.
9. The user is not to use or operate any school equipment other than that specified in the contract.
10. Any furniture or equipment that needs to be moved should be done so by custodial staff only.
11. In case of medical or other emergency situations, please notify the custodian or building administrator on duty, and they will take a report of the incident.
12. Groups are responsible for providing all supplies and materials necessary.

13. If schools are closed due to inclement weather, all scheduled building activities and outdoor facility use are also canceled. Please see the District website, social media pages, and/or TV for notification of cancellation.
14. No running or playing in hallways or restrooms. Do not open hallway lockers or enter open classrooms.
15. The use of district telephones is prohibited unless prior permission has been received. If granted, the group agrees to reimburse the school district for any charges incurred.
16. Smoking and vaping in a school building or on school property is strictly prohibited by law.
17. Alcoholic beverages are not permitted on school property. Anyone who appears to be under the influence of alcohol will be denied access to a school facility.
18. Guns, weapons, or guard dogs are not allowed in any school building or on any school property without prior written permission from the Superintendent or his/her designee. (Government law enforcement officers are exempt; private security personnel are not exempt.)
19. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds, or equipment is prohibited.
20. Commercial advertising is prohibited.
21. Sub-leasing or shared use of facilities is prohibited.

### **Prioritization of Users**

Armada Area Schools will make school facilities available to the residents of the school district within established regulation intended for the protection of the interest and property of the school district. School facilities are available via the following priority:

#### **Group 1: School and Government Affiliated Organizations**

The following groups within Armada Area Schools (AAS) may use the school facilities with approval. Any costs incurred by AAS for the event will be billed accordingly, unless the Superintendent or authorized designee waives them. Qualifying groups encompass members of our student body and staff, sponsors, classes, athletics, clubs, etc., including

AAS Staff (for professional use)  
Armada Education Foundation (AEF)  
AAS Employee Associations  
School Committees  
Voting Precincts

## **Group 2: Parent and Student Affiliated Organizations (Parent and Student Affiliated Organizations)**

At least 60% of the members or participants of a parent and student affiliated organization must be students that currently attend Armada Area Schools and/or parents of a student that currently attends Armada Area Schools. Some of these groups include:

ACEP

Booster Clubs

These groups will only be charged for facility use if they are using the facility outside of normal business hours. However, if they are using the facility to raise funds for use by students in the building or school district, the charge may be waived after consultation with the Superintendent or designee. Certificate of Liability Insurance or waivers will be required after receiving approval from the "Facility Use Request Form" and prior to the date of use.

## **Group 3: Community Organizations**

To be considered a community organization, at least 60% of the members/participants of the organization shall be residents of Armada Area Schools. The district may require a membership list of names, addresses, and phone numbers of all members as verification. Some of these groups include:

Armada Baseball Association (ABA)

Armada Fast-Pitch

Armada Junior Tigers

Non-Profit Organizations

These organizations will be charged according to the fee schedule. Certificate of Liability Insurance or waivers will be required after receiving approval from the "Facility Use Request Form" and prior to the date of use.

## **Group 4: Non-Community Organizations**

This group includes all other organizations or groups not listed above, except those for profit. However, 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. A fee for use is charged as set forth in the fee schedule. Certificate of Liability Insurance or waivers will be required after receiving approval from the "Facility Use Request Form" and prior to the date of use.

### **Athletic Field Rules and Regulations**

An event manager representing Armada Area Schools and having authority to make decisions on its behalf must be present. The following rules and regulations are set to preserve our stadiums and fields:

1. All organizers or sponsors are responsible for their groups' behavior.
2. Only molded cleats; screw in style football, soccer cleats; turf shoes; or sneakers may be worn on the field.
3. No Gatorade/Powerade or any other drink supplement can be consumed, as it will stain the turf.
4. No gum, sunflower seeds may be used during an event.
5. Smoking and vaping in a school building or on school property is prohibited.
6. No food or drinks will be allowed in the gym or weight room.
7. In no case will alcoholic beverages be permitted on school property. No person shall be permitted on school grounds that appears to have partaken of alcoholic beverages.
8. Any damage, accidental or otherwise of school property, must be reported immediately to the Athletic Director at (586) 784-2416.
9. When leaving, all doors and windows are to be locked and all lights are to be turned off.
10. When submitting to use a field, a team roster and certificate of insurance must be provided prior to the event or approval will not be granted.
11. It is the responsibility of the teams using the fields to ensure that all fields are in the same condition as when the team arrived, including lining, raking, and dragging of the fields.
12. Trash must be removed from the fields prior to departure or the cost of pick up will be allocated to the applicant.
13. Bases are not provided by the school district. All bases must be brought by the teams for their games/practices and removed from school property when done.
14. The district will maintain grass according to district standards.
15. Colleges, universities, and other educational institutions, when using school facilities to teach classes not directly requested by Armada Area Schools for Armada Area Schools employees, will pay a rental charge as listed on the rate schedule.
16. Porta Johns may be brought in with district approval and at the applicant's cost.
17. Use of field lighting will not be permitted.
18. Use of field bathrooms and concessions are by permit only. Additional fees apply if use is requested and granted.
19. Food service personnel, certified food service sanitation manager, or temporary Health Department license must be obtained whenever a user group is serving food.
20. All vehicles must be confined to designated parking areas and are not permitted on or adjacent to fields.

Violation of these rules and regulations or failure to pay an invoice may prevent the approval of future applications for the use of fields and/or may cause existing permits to be revoked.

Armada Area Schools reserves the right to cancel without notice any permit for athletic use due

to snow days, acts of God, school functions, or any circumstances beyond the control of the school district. In the event of such a cancellation, the district will not be liable for any damages or costs incurred by the group as a result of the cancellation.

## **Facility Use Form**

### **Instructions for Completing the Form**

When reviewing these instructions, please reference the “School Facility Use” form example on the next page.

Item #1: Fill in the name of the person who is representing the organization or group. This individual will be used as the contact for the organization.

Item #2: Fill in the date that the request is made for use of the facility.

Item #3: Fill in the name of the organization or group that will be using the facility.

Item #4: Fill in the address of the person who is representing the organization or group.

Item #5: Fill in the phone number of the person who is representing the organization or group. This is the number we will use should we need to make contact in regards to the application.

Item #6: Fill in the email address of the applicant. This is the email address we will use should we need to make contact in regards to the application.

Item #7: Identify the facility or facilities you would like to use. Be as specific as possible.

Item #8: Identify the purpose for using the requested facility or facilities.

Item #9: List the date or dates that the facility is being requested for use.

Item #10: Describe any special instructions or requests that the organization or group may have.

Item #11: Fill in the time of entry being requested or when the earliest the facility will need to be accessed on the date(s) of the request.

Item #12: Fill in the actual start time of the activity.

Item #13: Fill in the time that the activity will end and the facility or facilities will no longer be needed.

Item #14: Fill in the estimated number of participants.

Items #15: The applicant, whose name is listed for “Item #1” must sign the contract.

Item #16: The applicant, whose name is listed for “Item #1” must date the contract.



## Sample Form



### Armada Area Schools FACILITY USE FORM

Applicant Name:	#1	Date: #2
Organization Name:	#3	
Address:	#4	
Phone Number:	#5	Email Address: #6

Facilities desired--building and area(s):	#7
Purpose for facility use:	#8
Date(s) of activity:	#9
Special Instructions:	#10
Time of Entry:	#11
Actual beginning time of activity:	#12
Time of Exit:	#13
Estimated number of participants:	#14

Please note that all estimated fees are due 15 business days prior to the event along with Certificate of Liability Insurance. Send all payments to **Armada Area Schools, Attn: Business Office, 74500 Burk Street, Armada, MI 48005.**

In signing this form, I certify that I have read the Armada Area Schools Facility Use document that is attached to this form. I agree to strictly observe these guidelines, and I accept responsibility for the enforcement of them. I agree to protect the premises and indemnify the District for any damage due to occupancy of the building covered by this permit. I understand and agree that this permit may be revoked or canceled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this permit. Liability: As the user, I agree to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement.

Signature of Applicant/Responsible Party: #15 \_\_\_\_\_

Date: #16 \_\_\_\_\_

## **Payment Process**

The person completing the “Facility Use Request Form” is responsible for payment of all charges associated with the group’s use of the facility. Please see “Facility Use Fee Schedule.” Once a “Facility Use Request Form” is approved, the applicant will be notified. Notification will include an estimate of charges. Checks should be made payable to Armada Area Schools.

All fees associated with the event are due upon receipt of the invoice.

Any other special payment considerations must be submitted and approved by the Director of Business and Operations or an appointed designee.

Notifications of cancellations must be submitted to the Business Office.

Non-payment of fees within thirty (30) days after the invoice will result in loss of facility use privileges.

Payments outstanding at the end of the school year are subject to referral to a collection agency.

The Director of Business and Operations may negotiate contracts for large volume users to benefit the school district. Flat fees may apply to certain events in order to cover costs incurred by Armada Area Schools.

All fees charged for facility use are to be remitted to the Business Office.

## **Certificate of Liability Insurance**

The use of district facilities by outside groups may involve meeting rooms, multipurpose rooms, gymnasiums, athletic facilities, or other buildings owned by the district. A Certificate of Liability Insurance is due fifteen (15) business days prior to use for all groups outside of school groups.

The following are the insurance requirements for outside groups using Armada Area Schools facilities:

- The district should be named as “additionally insured” (see below).
- The Certificate of Liability Insurance must include General Liability coverage with a minimum liability of \$1,000,000 per occurrence and/or aggregate for personal injury, bodily injury, and property damage, including products and completed operations and contractual liability.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE	NAIC #	
INSURED	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 1,000,000.00
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/PO/AGG \$ 1,000,000.00
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Armada Area Schools are listed as Additional Insured.

**CERTIFICATE HOLDER****CANCELLATION**

Armada Area Schools 74500 Burk Street Armada, MI 48002	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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### **Hold Harmless Agreement**

The applicant, further known as “the Organization” hereby agrees to hold harmless and indemnify Armada Area Schools, its officer, agents, and employees from any and all claims, losses, actions, suits, judgment, attorney fees, costs, and liabilities regardless of merit, arising from injury to persons, including death, or damage to property which may hereafter be asserted by any person, corporation, or other entity against Armada Area Schools. Any acts, transactions, or occurrences arising during the use of Armada Area Schools facilities by the aforesaid organization to the extent of liability coverages provided under separate cover by said organization and which claims, losses, actions, suits, or judgments arise from negligence, through commission or omission of the Organization, its designated agent, servant, or employees only.

It is expressly agreed and understood that the Organization is not responsible for the acts or failures of action of the employees of Armada Area Schools, defects in design and/or maintenance of the facilities and claims, losses, injuries, actions, suits, or judgments there from, nor is the Organization responsible for Worker’s Compensation benefits or otherwise to the employees of Armada Area Schools, such responsibility remaining with Armada Area Schools.

By signing the contract, the applicant is agreeing that he/she has read the Hold Harmless Agreement, rules, and regulations governing the Use of Facilities at Armada Area Schools, including the payment process, and will abide by them to the best of his/her ability.