

Responsibility and Facility Use

1. The School District of Milton (District) allows our facilities to be scheduled for use of school-sponsored activities, school-affiliated groups, community groups, non-community groups, and for-profit organizations provided that the use meets the facility use criteria and that the use does not conflict with regularly scheduled programs of the District.
2. The District prioritizes school-sponsored activities. In the event a school-sponsored activity is scheduled in conflict with previously scheduled non-school activity, then the school-sponsored activity will have priority.
3. The primary point of contact for questions in regards to scheduling of District facilities is the Director of Milton Recreation Department (MRec). Each school building will have a designated final approver for all rentals.

Application Process

1. Requests for use of facilities shall be made through the rSchool Facilities Request System.
 - a. All facility requests must be made online through rSchool Facilities Request System at <https://fs-milton.rschooltoday.com/authentication/credential/login>
 - b. A representative of a group wishing to use District facilities must set up an account to request facilities within the rSchool system. Once a request for an account is submitted, it will need to be approved by the District and assigned a classification to determine rental rates before facilities requests can be made.
 - c. After the account has been approved, the representative will receive an email with account information (login and password) and a link to reserve facilities.
 - d. Requesters will have access to a facility user guide which will provide maps, AED locations, and other instructions for use of district buildings.
2. The District reserves the right to deny any facility use request or terminate any agreement at any time with or without cause and for any reason in the sole discretion of the District, including but not limited to building maintenance requirements, operational needs, security, weather conditions, lack of facility supervision being available, or failure to pay previous charges in full.
3. The District facility being requested will not be available for use if the use is in conflict with already scheduled activities, school observed holidays, and school emergency closings.
4. All equipment must be furnished by the organization that is using the facility with the exception of District equipment that is identified at the time of request and approved for use by the District. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. When the District specified, no item of equipment may be used except by a qualified operator.

Liability/Insurance/Damages

1. A certificate of insurance (COI) from the facility user will be required by the District following COI requirements below:
 - a. [SDM COI Requirements & Example.pdf](#)
 - b. When the facilities use contract is signed, or at the sole discretion of the District Administrator, the certificate of insurance must name the School District as an "additional insured" and/or waive the subrogation rights of the insurer. The wording on the COI should be "School District of Milton is listed as an additional insured with respect to general liability on a primary and noncontributory basis. Waiver of subrogation is granted to certificate holders for general liability." Certificate of insurance, when required, will be placed on file with the District.
 - c. If a facility user subcontracts or hires a third party, proof of liability insurance from the subcontractor or third party is to be provided to the sponsoring organization and the school district must be named as "additional insured". Any such subcontract or third party must be approved by the District at the time of the facility user's initial request.
2. Facility users must agree, via the facilities use contract, to indemnify, save and hold harmless, The School District of Milton, its officers, agents, and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the District, its officers, agents or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with, or attributable to rental, use, and occupancy of School District of Milton facilities and equipment.
3. All applicable laws, ordinances, codes, and safety regulations must be observed. It is the facility user's responsibility to be informed about applicable laws, ordinances, codes, and safety regulations and report any unsafe conditions immediately to the appropriate school representative.
4. The facility user is liable for damage to school property over and above normal wear. Failing to reimburse the District for damage will result in denial of future use of school facilities. The District will not be responsible for loss or damage to property of the group or individuals using the facilities, nor for personal injury while on school property being used by the group. The users are expected to provide proper supervision and insurance to protect against such contingencies.
5. No liability shall attach to the District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities by the facility user.

Use of School Kitchens

1. Kitchens must be supervised by school district food service personnel; hours worked will be charged to the facility user.
2. Laws requires the District to maintain food service facilities in conformance with sanitation and health standards.
3. Major Food & Nutrition equipment, as designated by the District, shall only be operated by Food & Nutrition staff or approved trained personnel.
4. The use of school kitchens requires the approval of the Food & Nutrition Director at least three weeks in advance of the facility use.
5. After use by a facility user, the Food & Nutrition staff will be responsible to prepare the kitchen for regular use and such time that it takes will be charged to the facility user.
6. Any lost or damaged incidental equipment will be repaired or replaced and charged back to the facility user.
7. All other facility use requirements shall apply to use of school kitchens.

Use of Lieder Family Pool

1. Swimming Program details specific to swimming programs such as swimming fees, lessons, parties, and adult programming can be obtained through the Director of the Milton Recreation Department.
2. Facility users using the swimming pool will be charged for lifeguard staff. The number of staff required is based on the number of participants and will be determined by the District.
3. All pool rules are to be strictly followed. Pool rules will be provided to the organization renting the pool.

Use of the John C. Platts Performing Arts Center

1. Requests for use of Performing Arts Center facilities should be made with the Director of Milton Recreation and Theater Coordinator.

Use Regulations/Limitations

1. The District reserves the right to request payment of estimated fees in advance.
2. Sale or consumption of alcoholic beverages in or on school premises is strictly prohibited unless prior approval from the District Administrator is obtained.
3. Smoking and the use of tobacco substitute products is prohibited in accordance with the law.
4. Except for "service animals" used by a person with a disability, no other animals may be on school premises at any time except when expressly approved by the District.
5. No unauthorized or illegal methods of obtaining funds, including any illegal form of gambling, is permitted in District buildings or on District grounds.
6. No food, beverages, or gum are allowed in gymnasiums, the PAC or other areas designated by the District. Any exception must be approved by the respective building administrator.
7. The District is not responsible for any personal items of the applicant or other persons using the facility that are lost, stolen, or broken.
8. During inclement weather, school buildings may be closed regardless of any facility usage agreements.
 - a. In the event of a school cancellation, the SDM administration will work with the facility user to determine if the school buildings will be open for events.
 - i. Due to the safety of the public and its employees, SDM administration has final say over the operation of school buildings.
 - ii. If SDM closes the school facility being requested by the facility user, rental charges received by the District from the facility user will be refunded for the period of closure.
 - iii. For events occurring on days where some school facilities are closed, the District receives the right to require the facility user to pay for any additional labor costs that would otherwise be incurred by the District due to normal staff not being present.
 - b. If the facility is open during inclement weather, it is the responsibility of the facility user to determine whether or not to use school facilities. If the facility user cancels its facility usage, the facility user may still be responsible for some or all of the costs of facility usage as determined solely by the District.
 - c. The District will charge the facility user for costs incurred by the District.
 - d. SDM shall not be liable for any loss of income due to inclement weather, public emergencies, acts of nature, or from any other reason whatsoever. In the event of any fault or neglect by the SDM or its failure to satisfy any obligations under the usage

agreement, the liability of the SDM shall be exclusively limited to the refund of any amounts paid by the facility user.

9. Facilities used during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning, maintenance schedules, and renovating programs. Availability may be limited in the sole discretion of the District.

Who May Rent School Facilities

1. School or School-affiliated groups and the Milton Recreation Department (MRec) without cost.
2. Other organizations or groups may rent facilities in accordance with the fee schedule below.
3. School employees may be allowed to use the facilities within their own buildings; with prior authorization from building administrators. For organized activities, school employees will be subject to this entire policy, except as provided by building administrators. Any district employee who is charging for an activity will be classified as a Tier 2 rental and comply with this entire policy.

Supervision

1. A school district employee must be on duty whenever a District facility is being used unless determined otherwise by the District. Each facility user must designate an individual who will serve in a supervisory capacity during the use of the District facility.
2. The facility user shall have a person designated as in charge of the facility who will be present the entire time the facility is in use.
3. If the supervisor, as designated on the facilities use request, is not satisfactory to the District in its sole discretion, the District shall appoint a supervisor and the expenses incurred by the District for doing so shall be charged to the facility user. In the District's sole discretion, the District may choose to work with the facility user to designate a different individual as supervisor that is satisfactory to the District, but will not incur expenses to the District.

Parking

1. The group or organization will be responsible for maintaining legal parking during events. A person(s) should be designated as in charge of communicating and enforcing district parking expectations.

User Group Tiers

1. **Tier 1:** School-Sponsored Activities and School-Affiliated Groups; Milton Recreation Department;. Civic groups, Non-profit groups, and Community youth groups, including:
 - a. District Athletic, Curricular, Co-curricular, inservice activities.
 - b. Student school groups, school affiliated groups and local community service groups.
 - c. Milton Recreation Department (MRec) and Recreation Department affiliated youth sports organizations.
 - d. Local community youth groups, inclusive sports organizations, local civic groups, local non-profits. The District, in its sole discretion, will determine whether a facility user is local for purposes of this policy.
2. **Tier 2:** Private Use by Local Organizations or Groups. The District, in its sole discretion, will determine whether a facility user is local for purposes of this policy.
 - a. Individual, private local groups
 - b. Exclusive or private sports organizations
 - c. Local adult education groups
 - d. Government agencies (no charge if event is used for a public, or limited public forum)
3. **Tier 3:** Non-Local Groups and For-Profit Organizations
 - a. Activities charging fees or admissions for private gain or profit
 - b. Activities for the benefit of their own members
 - c. Individual, private non-local groups
 - d. Local for-profit organizations
 - e. Non-local Civic organizations, and non-local non-profit organizations

Facility Use Fees

1. Deposit
 - a. Facility users may be required to post a minimum security deposit of \$250.00 which will be applied toward expenses incurred by the District as a result of the facility usage. This amount will be refunded if the facility use does not result in the District incurring expenses.
2. Rental Fees per the chart below:
 - a. Setup/Teardown: One hour of setup and one hour of teardown time for the facility user if needed, will incur no additional charge. If more time is required for setup and teardown, the regular hourly rental rate will apply and be added to the facility user's total rental fee.

The School District of Milton Facility Rental Fees (Hourly Rates)

Location	Tier 1	Tier 2	Tier 3
MILTON HIGH SCHOOL			
Athletic Perf. Center	No Charge	\$45.00	\$90.00
Cafeteria	No Charge	\$40.00	\$80.00
Classrooms	No Charge	\$30.00	\$60.00
Event Commons	No Charge	\$45.00	\$90.00
Fieldhouse/Gym 1/Gym 2	No Charge	\$60.00	\$120.00
Kitchen	No Charge	\$45.00	\$90.00
Library	No Charge	\$40.00	\$80.00
Lieder Family Pool	No Charge	\$60.00	\$120.00
PAC	No Charge	\$45.00	\$90.00
DISTRICT OUTDOOR FACILITIES			
Athletic Fields	No Charge	\$60.00	\$120.00
Carl F. Anderson Field	No Charge	\$80.00	\$160.00
Tennis Courts	No Charge	\$45.00	\$90.00
Park Pavilions	No Charge	\$25.00	\$50.00
MILTON MIDDLE SCHOOL			
Cafeteria	No Charge	\$40.00	\$80.00
Classrooms	No Charge	\$30.00	\$60.00
Gymnasium	No Charge	\$60.00	\$120.00
Kitchen	No Charge	\$50.00	\$100.00
Library	No Charge	\$40.00	\$80.00
NORTHSIDE INTERMEDIATE SCHOOL			
Cafeteria	No Charge	\$40.00	\$80.00
Classrooms	No Charge	\$30.00	\$60.00
Gymnasium	No Charge	\$60.00	\$120.00
Kitchen	No Charge	\$50.00	\$100.00
Large Group Area	No Charge	\$40.00	\$80.00
Library	No Charge	\$40.00	\$80.00
DISTRICT ELEMENTARY SCHOOLS			
Cafeteria	No Charge	\$40.00	\$80.00

Classrooms	No Charge	\$30.00	\$60.00
Gymnasium	No Charge	\$60.00	\$120.00
Kitchen	No Charge	\$50.00	\$100.00
Library	No Charge	\$40.00	\$80.00

Seasonal and Special Event Fees

Event(s)	Fees
Outdoor Tournaments/Events (BB, SB, MB)	\$500 per day
Services Provided by the District: Daily morning bathroom cleaning, lime for field marking, other set up items as needed coordinated with the grounds staff before the event.	
Milton Youth Football Seasonal Field Lining	\$1,000 per season
Services Provided by the District: Weekly field lining on fields 1-3 and Bonnie Murphy field. Seasonal fee includes labor and material.	
Milton Youth Soccer Seasonal Field Lining	\$2,500 per season
Services Provided by the District: Weekly field lining for soccer fields at Schilberg Park, King Park, Central Park, and Middle School. Seasonal fee includes labor and material.	
Swim Meet in Leider Family Pool	\$200/HR
Services Provided by the District: Lifeguards, computer/console workers, custodial for the entire meet. Facility will include a pool, locker rooms and community room. Additional charge will be added for the use of the event commons area and cafeteria area.	
Pool Parties in Leider Family Pool	\$120/HR
Services Provided by the District: Rental of the pool and the community room for a party location. One (1) lifeguard will be included in the rental for up to 30 people in the pool at one time. For more than 30 people in the pool at one time, another lifeguard must be on duty for an extra charge of \$50. Please indicate the size of your party when reserving the pool.	
Milton 4th of July Festival	\$1,000 per day
Services Provided by the District: Electrical and water service for carnival, electrical service for band stage, set up of picnic tables and other set up items as needed. Use of District equipment as needed will be coordinated with grounds staff before the event on an annual basis.	
Indoor Athletic Tournaments/Events (BB, VB, WR, SC)	\$500 per day (\$1,000 per day July 1, 2024)
Services Provided by the District: Typical event set up and consumables used during the event. HVAC occupied spaces during the duration of the event times requested. Trash and recycle services as needed. Event snow and ice removal to ensure safe entrance and exit of event participants and spectators. Post event cleaning to bring the building back to acceptable standards for school on Monday.	

Service Agreements

1. Facility users may enter into an extended service agreement for facilities with the School District of Milton. Associated fees and services associated with usage may be negotiated and approved by the District Administrator.

Additional Custodial Fees

1. During normal working hours if considerable custodial time for an activity, including time before, during, or after the activity, prevents custodial staff from completing their assigned duties, overtime may be used to complete those duties and custodial staff overtime expenses will be charged to the facility user (\$40/hour). If the rental occurs outside of normal custodial staffing hours, custodial fees may be charged to facility users at an overtime rate with a two hour minimum.
2. In general, whenever the general public is in attendance for indoor events, it may be required to have a custodian on duty and facility users will be charged accordingly.
3. Any groups using facilities that attract large audiences or use concessions may be assessed a fee of \$100/day to cover custodial services and supplies.

Scheduling Priority

1. The following priority will generally be followed when approving requests:
 - a. District Activities and Athletics
 - b. Milton Recreation Department
 - c. District-affiliated Groups (PTO's, SDM Booster Club, etc.)
 - d. Milton-Affiliated Youth Sports Groups
 - e. District Community Education
 - f. Milton Community Groups or District individuals (Non-school sponsored student organizations, local non-profit organizations, local civic groups). The District, in its sole discretion, will determine whether a facility user is local for purposes of this policy.
 - g. Non-Community Group or Individuals (Non-local civic organizations, non-local non-profit organizations)
 - h. For-profit individuals or organizations (Companies) or other users

Camps and Clinics

1. Camps and Clinics
 - a. Camps and clinics organized for the benefit of High School students (grades 9-12) including Grade 8 students the summer before high school) must be offered under the authority of the High School Activities Department.

- b. All funds collected will be credited to the athletic activity (Fund 21) account for that activity.
- 2. Camps and clinics organized for the benefit of non-High School students (grades 4K-Grade 8), including those run by Milton Youth Sports organizations, must be coordinated with the Milton Recreation Department (MRec).
 - a. This may include, but is not required to include registration fees for the activity.
 - b. Fees collected will then be credited to the youth organization or activity accounts (Fund 21).
- 3. Camps and clinics run by outside organizations will be required to pay normal rental fees as a Tier 2 or Tier 3 user.