



Ronald R. Ward
Assistant Superintendent
Human Resources

To: All Brighton Area Schools Employees

From: Ronald R. Ward
Assistant Superintendent Human Resources

Date: May 7, 2008

Re: Facility Use Communication Process for BAS Staff

Attached please find a copy of the Facility Use Communication Process for BAS Staff that was developed by a joint committee of employees to address concerns associated with facility use throughout the district.

Please note the timelines for Brighton Area School's staff. Please also note the need for 2 weeks to process. This past year, we had many requests with less than 24 hours notice. Those requests can create huge challenges as many of our buildings are scheduled months in advance.

If you have any questions regarding this process, please contact the Community Education Office at 810-299-4130.

Brighton Area Schools Facility Use Guidelines

Welcome to Brighton Area Schools. We are glad that you have chosen to use our facility. The following guidelines will help us maintain the facility in top condition and allow you to enjoy the use of the facility. Please understand that if these guidelines are not followed, you will be contacted and misuse could result in your organization no longer having space to utilize.

- ❑ Please stay in your designated area – the school is NOT open to children or groups wandering around. The supervisor of this activity is responsible for supervision and must stay with the group at all times.
- ❑ Please do not use classroom materials. If you are in need of equipment, please make this request on the Building Use Form.
- ❑ No food and drinks are allowed in the carpeted areas.
- ❑ All facilities should be left in the same condition as they are found. Please pick up trash. In classrooms, desks and chairs should be back in their original location. Classroom materials and equipment are not to be disturbed. Please do not erase any teacher notes from boards, but please do erase any notes you may have placed on boards.
- ❑ If there is a problem with the room or equipment, please contact the custodian in the building.
- ❑ Supervisors of events must stay with the group until the last one is picked up. Safety is the key to a successful school environment!

Thank you for your cooperation and we hope our facility meets your needs.

Brighton Area Schools Staff

Facility Use Process

Brighton Area Schools believes in the value of community use in its' buildings. They view the community members as partners with the schools to ensure that the space is utilized safely and respectfully. The following process outlines the steps necessary to complete and submit paperwork. It also speaks to the expectations of the facility users during the space use. Please contact Community Education at (810) 299-4130 if you have any questions or problems completing this process.

1. When completing a Facility Use form, please complete thoroughly each area of the form, and assume a minimum of two weeks for processing. Community events can be scheduled starting September 1st for the school calendar year.
2. If the Facility is being used:
 - a) For a school-related function, submit the form to the principal for approval.
 - b) For an event in the following areas an approval from the athletic director will be required; Field house, Aux. Gym, Wrestling Room, E-4 at the high school, BECC gym, Scranton Gym and Maltby Gym. You can submit this form to the office of Community Education and we will forward it to the athletic director for approval. Please allow additional time for this to occur.
 - c) With a need for kitchen facilities, a school kitchen staff person must be present and approval will be required from the Director of Nutrition.
 - d) For an event in the Brighton Center for Performing Arts, your paperwork will also require an approval from the manager of that center. Community Education will submit the paperwork for his approval.
3. Upon completion of the form, the form will be entered into the system and the consumer will be notified if it is approved. Upon approval, the consumer will be given their copy with their permit # on top, a map of the building and a copy of the BAS building use expectation sheet.

Please remember that minimally the process takes two weeks. The earlier we receive the paperwork, the faster you can know for sure it is approved.

The school district reserves the right to move or cancel any event for a school event should there be an unforeseen issue.

Thank you for your partnership in keeping our buildings beautiful!

Facility Use Communication Process for BAS Staff

Process: To have some honest and open communication when facilities are used and to find ways we can all work together. Goals are to have a same message, open communication, agreed upon terms, win/win situations and planning.

1. All District Facility Use Forms will be given priority utilization. Administrators must submit these by July 1st for major school dates. Teachers will be given until October 1st for their specific needs. Athletics will provide their major schedule and tournament dates by July 1st and coaches' schedules will be given by October 1st. After these dates, they will be subject to availability and will no longer have priority use.

** Reminder, please specify on your paperwork if your school event will require no outside use as well, due to parking constraints or limitations.
2. Secondary Use will be given to Brighton Community Education and SELCRA. These dates will be due on August 1st. The Athletic Department, Community Education and SELCRA will meet three times a year to coordinate specific dates of their use. Any conflicts between these departments will be worked out and resolved prior to entering the data.
3. Community Use will begin by September 1st.
4. The subcommittee decided that due to the current limited custodial support, the cleaning schedule for each building will be entered and classrooms being cleaned on any given night will not be used. This is not to say that large areas and gyms will be limited, just classrooms. This is a change, as teacher's requests will need to be consistent with the cleaning schedule. Rooms will be open for use on any non-cleaning night.
5. Weekly Facility Use Reports
 - a) Each head custodian will receive one paper copy of this report a week. A second copy will be sent to the principal to be posted in the teacher's lounge. This will allow all staff to see what is in their room on what nights. The weekly athletic schedule will also be posted for any questions as to use.
 - b) Principals will no longer receive a paper copy (other than the one to post). They can access the system at any time to look up events or plan for future events.
6. Facility Use Forms
 - a) Due to the lack of readability and the amount of paperwork this entails, hard copies of the facility use forms will be provided to Operations, Head Custodians and the consumer completing the paperwork. Any principal that would like to receive copies of their buildings forms please let me know.

- 7. Process for problems occurring in the building**
We begin with the expectation that the principal of the building would be made aware of any and all misuse.
- a) If a consumer misuses the facility or does not comply with the guidelines that were provided to them, please contact Juanita at Community Education (94138) and clearly explain the situation so that she can follow through. The consumer will be provided a warning that continued misuse will result in the group no longer being able to utilize the facilities.**
 - b) If a consumer misuses the facility again, please contact Juanita at Community Education (94138) and again explain clearly what had occurred and that you have already talked with this group and make her aware of the last situation. The consumer will be provided a last warning and will be informed that their use will discontinue if there is one more complaint.**
 - c) If a consumer misuses the facility again, please contact Juanita at Community Education (94138) and again explain clearly what had occurred and that we are at the third misuse. Anne will then contact the consumer and explain the continued misuse and that we will no longer be offering use for their organization.**
 - d) There will be instances that the misuse warrants immediate termination of the group's use and the school reserves the right to determine when a serious infraction occurs.**

**** Please know that each misuse will be documented with their permit so that accurate records are kept at our office. We do not expect this of you.**

- 8. Set-ups and Breakdowns.**
- a) The discussion explored the importance of internal groups (teachers, PTO, etc.) remembering that the custodial staff is limited in their time and that any requests for this support will reduce their ability to get the rest of the building clean.**
 - b) Operations will be requiring outside groups to pay a set-up/breakdown fee. This rate will be instituted for weekday use only as weekend use already pay for the custodian's time. This rate will be based on the OT rate for custodians and minimums will be set. This rate will go into effect on July 1st.**