

**DETROIT PUBLIC SCHOOLS
OFFICE OF COMMUNITY USE OF SCHOOLS
FEE SCHEDULE
EFFECTIVE MARCH 1, 2015**

Application Fee: \$15.00 (due at time of application); non-refundable unless application is denied.

A Buildings

B Buildings

C Buildings

Building Engineer	\$57.60	Building Engineer	\$57.60	Building Engineer	\$67.75
Custodian	\$22.50	Custodian	\$2309	Custodian	\$31.50

Other Personnel Hourly Community Use Rates include:

- Audiovisual Technician \$22.38 per hour
- Public Safety \$43.89 per hour
- Kitchen Helper \$20.00 per hour

Overtime rates for DPS, Police and other security personnel is as follows:

- DPS, Campus Police Officers (CPO) \$23.70 per hour
- DPS, Police Officer \$31.12 per hour
- DPS, Sargent (Supervisor-on-Location) \$42.93 per hour
- Securitas Security Officer \$23.76 per hour
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Note: A two week advance notice of an event is needed in order to ensure the presence of a DPS, Police personnel.

Overtime rates are subject to change according to salary adjustments.

The Office of Community Use of Schools shall determine the appropriate personnel and the hours of work required to support each Community Use activity. Activities that require the use of multiple rooms within a school building, involve dinner meetings of groups larger than 25 persons, or are open to community members at-large will require the presence of School District Police Officers and the user will be charged labor hourly rates in addition to the room rental rate at a minimum of three (3) hours.

Kitchen Rental

Food Service employees must be present at all times whenever the kitchen is in use. Labor hourly rates will be charged in addition to the room rental rate with at a minimum of three (3) hours.

- * Per Hour
- ** Per Event

MIDDLE SCHOOLS

	Rooms/Outdoor Fields	External Non-District User	Internal District Users
*	Classrooms	\$80.00	NC (Labor Hourly Rates Only)
*	Main Gym M.S.	\$58.00	NC (Labor Hourly Rates Only)
*	Cafeteria M.S.	\$35.00	NC (Labor Hourly Rates Only)
*	Media Center M.S.	\$25.00	NC (Labor Hourly Rates Only)
*	Kitchen M.S.	\$50.00	NC (Labor Hourly Rates Only)
*	Auditorium M.S.	\$100.00	NC (Labor Hourly Rates Only)
*	Baseball Field M.S.	\$25.00	NC (Labor Hourly Rates Only)
*	Soccer/Football Field M.S.	\$25.00	NC (Labor Hourly Rates Only)
**	Parking Lot M.S.	\$35.00	NC (Labor Hourly Rates Only)

Auditorium Rental

School Technician (Audiovisual Technician) employees must be present at all times whenever the auditorium is in use. Labor hourly rates will be charged in addition to the room rental rate with at a minimum of three (3) hours for external events.

Athletic Field Rental

Middle and High School playing fields are available for use when not in use for District sponsored activities and unless closed for repairs/maintenance. Refunds will not be issued due to inclement weather.

- * Per Hour
- ** Per Event

ELEMENTARY SCHOOLS

	Rooms/Outdoor Fields	External Non-District User	Internal District Users
*	Classrooms	\$80.00	NC (Labor Hourly Rates Only)
*	Gym Elem.	\$58.00	NC (Labor Hourly Rates Only)
*	Cafeteria Elem.	\$20.00	NC (Labor Hourly Rates Only)
*	Media Center Elem.	\$25.00	NC (Labor Hourly Rates Only)
*	Kitchen Elem.	\$50.00	NC (Labor Hourly Rates Only)
*	Specialty Rooms	\$20.00	NC (Labor Hourly Rates Only)
*	Baseball Field Elem.	\$25.00	NC (Labor Hourly Rates Only)
*	Soccer/Football Field Elem.	\$25.00	NC (Labor Hourly Rates Only)
**	Parking Lot Elem.	\$25.00	NC (Labor Hourly Rates Only)

- * Per Hour
- ** Per Event

HIGH SCHOOLS

	Rooms/Outdoor Fields	External Non-District User	Internal District Users
*	Classrooms	\$80.00	NC (Labor Hourly Rates Only)
*	Main Gym H.S.	\$60.00	NC (Labor Hourly Rate Only)
*	Aux Gym H.S.	\$30.00	NC (Labor Hourly Rate Only)
*	Cafeteria H.S.	\$40.00	NC (Labor Hourly Rate Only)
*	Media Center H.S.	\$25.00	NC (Labor Hourly Rate Only)
*	Kitchen H.S.	\$50.00	NC (Labor Hourly Rate Only)
*	Rehearsal Room	\$30.00	NC (Labor Hourly Rate Only)
*	Dressing Rooms	\$30.00	NC (Labor Hourly Rate Only)
*	Large Conference Room	\$75.00	NC (Labor Hourly Rate Only)
*	Premier HS Auditorium	\$250.00	NC (Labor Hourly Rate Only)
*	Auditorium H.S.	\$130.00	NC (Labor Hourly Rate Only)
*	Black Box Theatre	\$150.00	NC (Labor Hourly Rate Only)
*	Pool	\$125.00	NC (Labor Hourly Rate Only)
*	Baseball Field H.S.	\$50.00	NC (Labor Hourly Rate Only)
*	Soccer/Football Field H.S.	\$40.00	NC (Labor Hourly Rate Only)
*	Track H.S.	\$125.00	NC (Labor Hourly Rate Only)
*	Stadium	\$125.00	NC (Labor Hourly Rate Only)
**	Parking Lot H.S.	\$150.00	NC (Labor Hourly Rate Only)

Commercial General Liability Insurance

1. An occurrence policy of Commercial General Liability Insurance in the amount of no less than One Million Dollars (\$1,000,000) combined single-limit per occurrence shall be required of all activities. The policy shall specifically cover any damage to the School District's premises and property as well as contractual liability, independent contractor liability, personal injury perils, broad form property damage, completed operations and products liability exposure.
2. Such policy shall be (i) evidenced by a Certification of Insurance naming Detroit Public Schools, School District of the City of Detroit, its officers, employees and agents as additional insured and (ii) bear a restrictive endorsement which provides that the policy applies only to the particular premises to be used by the applicant and for claims arising out of injuries or damage occurring on the specific date(s) of the intended use.

The Certification of Insurance Policy period must be current for the dates of usage and/or period of access and shall contain the following information:

- a. Name and address of entity
- b. Name of insurance carrier(s) and effective date of coverage
- c. Limits of liability amounts
- d. Detroit Public Schools School District of the City of Detroit shown as additional insured
- e. Name, address and phone number of the agent
- f. Description of event and location of DPS facility

*Edited by: Felicia Venable
February 17, 2015*

3. Such policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled or reduced unless five (5) days prior written notice by certified mail has been given to the School District of the City of Detroit.
4. The user shall furnish the School District with a satisfactory Certificate of Insurance reflecting the required insurance and cancellation notice endorsement no less than five (5) business days prior to the use of the School District's property.
5. Indemnification Addendum

As part of the Application for Use, the requesting group shall agree to indemnify and

hold harmless Detroit Public Schools, its officers, employees, and agents from all claims, demands, judgments, costs, and expenses, including attorney fees brought or asserted for injuries to any participant's property or person, including death, arising out of, related to, or in any way connected with any participant's participation in any activity under the District's Community Use Program notwithstanding any tortuous misconduct or negligent act or omission on the part of the District, its officers, employees, or agents or the condition of District facilities."

6. The insurance shall be placed with insurers lawfully authorized to do business in the State of Michigan. The user is responsible for informing the School District of any exception. Prior approval must be obtained from the School District for the use of foreign insurers.
7. The company or agency which issues the Certificate of Insurance must provide a complete street address where it can be served notice (NO POST OFFICE BOX ADDRESS WILL BE ACCEPTED) and telephone number. The company or agency must certify that it is an agent of the insurance company issuing the policy and that its statement is subject to the penalties of the State of Michigan relating to unsworn falsification to authorities.
8. The School District will not accept any policy (1) written on claims made basis, (2) which is written only on an "excess" or "umbrella" basis or carries any deductible or self-insured retention over \$100.