

Facility Use Reference Guide



Saline Area Schools

Community Education Department

Version 1, September 2024



Table of Contents

School and Community Use of School District Facilities	3
Facility Requests and Scheduling.....	3
Facility Use Priorities	4
Request Deadlines	4
Summer Vacation/Holidays	4
Rules and Regulations	5
Payments/Cancellation/Unpaid Balances.....	5
Insurance/Liability	5
Supervision	5
Physical Space.....	6
Safety Regulations	6
Food Service	6
Limitations	7
Equipment	7
Use of Parking Lots.....	7
Emergency Information.....	7
Enforcement of Rules.....	8
Right to Cancel/Revise	8
Interpretation.....	8
Use of Liberty School Board Room	9
Use of Auditoriums	10
Use of Saline High School Natatorium.....	11
Use of School Athletic Facilities	13
Automated External Defibrillators (AEDs)	16
Rental/Equipment Rates, Custodial Charges, Building Supervision	17
Rental Group Designations	17
Rental Rates for Community Use of Buildings.....	18

School and Community Use of School District Facilities

Saline Area Schools shall encourage the utilization of District facilities by properly organized and responsible groups. These groups shall not disrupt the normal educational process for Saline Area Schools. Sharing the physical resources of the District provides meeting, recreational, and civic space and builds community. Meeting and recreational spaces are available to groups or persons that provide programs and services to neighborhoods. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or are not authorized by Board policy. Groups are expected to leave the space in the same condition or better than they found it.

Community Education assists groups in the use and rental of School District facilities. School facilities are available with the approval of Community Education. Facilities are not available when school is in session.

Facility Requests and Scheduling

- All requests should be made online. Both PC and MAC platforms may be used. Chrome and Safari are recommended. Internet Explorer does not work.
- An online request for District facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules, and regulations regarding the use of school facilities as prescribed by the District.
- For detailed instructions, please visit the SAS Community Education website at salinecommunityed.com. From there, select Facility Rental Information to view the *Instructions for Submitting a Facility Request*. To begin the process, click on salineonline.reg.eleyo.com.
- You must have a facility account with us to reserve space.
- Please allow at least three working days for processing a request before the planned event.
- Upon receipt of your request, Community Education will estimate costs, and staff will approve or deny the request for the activity. Email confirmation is sent to the applicant.
- Groups using school facilities are restricted to the activity hours stated on their request. The requestor must have access to their confirmation when using the facility.
- Include ample time before and after your activity for setup and cleanup in the time you request. You will not be allowed to enter the space before your requested time.
- All parties must communicate in a timely manner. Community Education staff will work with groups to identify alternate space if the requested space is not available.
- The Board of Education, Superintendent, or Saline Community Education Director, reserves the right to reject any or all applications or make exceptions for District rules or regulations.
- Facility rental fees will be charged for the use of school facilities in accordance with the Facility Use Rate Schedule on pages 18 & 19.



Facility Use Priorities for After School and Weekend Use

HS & MS Facilities

Athletics:	In-Season High School and Middle School
Athletics:	In-Season Community Education
Activities:	In-Season High School and Middle School
Athletics:	Off-Season All
Community Education:	Rentals

Elementary Facilities

Community Education:	Before & After School Care (Gym/Cafeteria Until 6:00 PM*)
Activities:	In-Season K-12
Athletics/Activities:	In-Season Community Education
Athletics:	Off-Season All Levels
Community Education:	Rentals

* At the discretion of the Community Education Director, School groups may request use of the cafeteria and gym (including setup for events) beginning no earlier than 5:15 PM. NOTE: At least one of these spaces must be available for Before and After School Care until 6:00 PM.

Request Deadlines

School and Non-School requests must meet the following deadlines in order to maintain a priority schedule:

Use Period	Request Deadline	Notification By
Fall Use (Start of School – Start of Winter Break)	July 15	August 15
Winter Use (End of Winter Break – Start of Spring Break)	November 1	December 1
Spring/Summer (End of Spring Break – Start of School)	February 1	March 1

- School Groups - Facility requests will be accepted at all times; however, if the deadline is not met, space will be allocated to the group on a "space-available" basis.
- Non-School Groups – Facility requests for the next school year will be accepted beginning April 1. If the deadline above is not met, space will be allocated to the group on a "space-available" basis.
- Facility requests by non-school groups must be made at least three business days prior to the first date of your event. Requests made less than three business days prior to the first date of your event are subject to a rush fee of 25% of your rent total.
- School group events may need to be rescheduled due to inclement weather or unforeseen emergencies. If this occurs, non-school groups may be asked to relocate or reschedule their events. We will make every effort to avoid such disruptions.

Summer Vacation/Holidays

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning, renovating programs and will depend on the availability of building service personnel for supervision.

Rules and Regulations

These rules and regulations are an agreement between the requestor and Saline Area Schools. By submitting the facility-use online request, the requestor/group acknowledges acceptance of the following conditions:

1. Payments/Cancellation/Unpaid Balances

- Typically charges for facility use, equipment, and staff will be billed after the event.
- Group B and C requestors must complete a security deposit form at this [link](#).
- Payments are due within 15 days of receipt of invoice. Payments made after the due date are subject to a late fee of 10% of the invoice total. Community Education also reserves the right to request payment of the estimated fees in advance.
- The requestor is responsible for any rental fees, damage, custodial/supervisor fees, and other costs associated with their event. The requestor understands and agrees to pay cover these expenses.
- Cancellations must be submitted to Community Education at least one week prior to the event to receive a refund of pre-paid rental fees. Groups canceling less than one week in advance may be held responsible for the costs of scheduled staff.
- Groups arriving before or staying after their permitted time will be charged for the hourly use of the space, as well as any additional staffing time.
- If a group has an unpaid facility-use balance that is 15 days or more past due, Community Education reserves the right to deny any new request and/or cancel any pending requests until the account is settled in full.
- The School District reserves the right to cancel any request should the need arise. Requests may be canceled if school is closed due to inclement weather or other physical issues. When school is canceled, community evening activities are not automatically canceled; a separate decision will be made no later than 1:00 p.m. regarding the status of evening activities. Community Education will notify facility account contacts using the provided phone numbers, or account contacts may contact the Community Education office after 1:00 p.m. If a cancellation occurs due to the District, prepaid rental fees will be refunded.

2. Insurance/Liability

- Individuals and groups in Groups B and C may be required to furnish proof of liability insurance. See page 17 for Rental Group Designations.
- Groups B and C requestors remain responsible for personal injury or facility and/or equipment damage that is caused by or is a result of, the activity. The cost of replacing/repairing damaged property or equipment shall be paid by the requestor.

3. Supervision

- An adult group leader aged 19 or older from the group must be present from the time of entry stated on the request until all participants have left the premises. It is the leader's responsibility to maintain control of the behavior and location of participants involved in the activity and to ensure that they remain in the area authorized in the request.
- Groups must enter and leave the room (s) at the times approved on the confirmation.
- The individual named on the request and the group in whose name the request is issued will be jointly responsible for their use of the building as granted on the request and will accept responsibility for any behavior of participants and damage done to school property.
- A school district employee, either a custodian or designated building supervisor, will be present at all times when a school building is open. Their role is to manage operation of lights, heat, ventilation, and the unlocking and locking of the rooms and buildings. This individual will not supervise groups or activities, nor will they assist with moving supplies or equipment. Their primary function is to maintain the building.

Supervision (continued)

- If the event falls outside the normal custodial schedule or requires additional assistance, a building supervisor will be hired to be present for the entire event. The additional cost for the supervisor will be charged to the facility account.

4. Physical Space

- All groups are expected to leave the school facility in the same condition in which they found it. The group is responsible for setting up equipment before and returning rooms used to original order after activities unless they have requested staff help in advance. (Any expense incurred by the District as a result of activities will be charged to the user.)
- Furniture and equipment will not be moved from one room to another unless it is specifically mentioned on the request and then must be done by or under the direct supervision of a building staff member. Extra or unusual services will be identified on the request and additional staff and/or custodial overtime charges may be added.
- Although groups are not expected to clean the facilities after use, they should pick up debris and wipe up spills. Upon leaving, turn off lights and other electrical equipment and close windows and secure all doors.
- Groups renting facilities will incur a charge for custodial services to restore the facility to a 'school-ready' condition.
- No decoration or other materials may be applied to walls, ceilings, or floors which will mar, deface, or injure these surfaces. There can be absolutely no taping, nails or tacks used to adhere materials to any painted surface or floor surface. Helium balloons are prohibited inside the Saline High School. (Any expense incurred by the District as a result of activities will be charged to the user.)
- Any damage or loss of equipment should be reported to the building custodian or supervisor immediately.

5. Safety Regulations

- Firearms, knives, or other weapons are prohibited in school buildings or on school grounds, except with special permission for education use.
- School, City, and State fire and safety regulations will be observed at all times. Parking in designated fire lanes is prohibited. Violators may be tagged and/or towed.
- Board Policy 1662 (All forms of harassment). This policy applies to anyone using school facilities. A copy of the policy is available on the SAS Board of Education website: [Policies and Guidelines](#).
- Gambling, drinking, smoking, or the possession of intoxicants and illegal chemicals in the school buildings or on school property, including the school parking lots, is prohibited.
- Outside doors should never be propped open.

6. Food Service

- School food service employees must be hired to supervise the use of any school kitchen. The rate of pay shall be based upon the negotiated rate in the employee's contract with the Board of Education. The cost will be charged to the facility account. The facility account contact shall make arrangements with the Supervisor of Food Service to schedule a food service employee for an event.
- Food may be served under the following conditions:
 - Food and drink may only be served in cafeterias and other approved locations.
 - Use of a school concession stand must be approved by and coordinated with the Saline Area Schools.

7. Limitations

- All activity will close in sufficient time to completely vacate the building by the end time approved on the request. If activities are not concluded by the time approved on the request, groups may be subject to additional charges for rental and supervisor overtime.
- No group may sublet its use of the buildings or facilities to any other group.

8. Equipment

- The District will assume no liability or responsibility for any personal items or equipment of the individual or group that is used or stored on School District property.
- The school will provide normal equipment appropriate to the area being used (i.e., bleachers in gyms, tables and chairs normally in the room). Special equipment, such as audiovisual or athletic equipment, or equipment requiring specialized knowledge for its operation, will be provided at the discretion of the principal or program director. Equipment approval for use must appear on the building permit.
- Arrangements for approved equipment to be transported from one building to another must be made in cooperation with the Director of Community Education and, if granted, may result in charges to cover the cost of transporting the equipment.
- Any costs to hire personnel and/or to operate special equipment shall also be the responsibility of the facility account contact (i.e., auditorium lights or sound system operators, vocational education equipment, computers, etc.).

9. Use of Parking Lots

- Groups requesting use of school parking lots for outdoor activities —such as tent set-up, food trucks, inflatable bounce houses, and more—must obtain permission from the Director of Community Education or their Designee.
- Saline Area Schools Snow Days – When SAS cancels due to snow events, requestors shall not use SAS parking areas until they are plowed. Parking in SAS areas prior to plowing may be subject to towing at the owner's expense.
- Snow Event/Emergencies – Snow events with greater than 2" of snow within 24 hours require snow removal to occur in parking areas. The snow plowing is typically conducted in the evening and overnight hours. Requestors will need to vacate the space by 9 pm. Weekend snow events may occur. If a weekend snow event occurs, snow plowing will not occur until Sunday night and early Monday morning. Events scheduled for the weekend may not have snow plowing completed in the parking areas.

10. Emergency Information

- Emergency Numbers
 - Fire, Ambulance, Police, Rescue 911
 - Saline Police Department 734.429.7911
 - Washtenaw County Sherriff 734.994.2911
 - Poison Control 800.222.1222
 - DTE (Electrical Emergency) 800.477.4747
 - DTW (Natural Gas Emergency) 800.947.5000
- In Case of Tornado
 - Building activities will continue through a tornado watch.
 - If a tornado warning is issued, a tornado has been detected in the area and may be approaching. EVERYONE SHALL TAKE IMMEDIATE COVER and remain there until all clear is sounded. Cover should be taken in hallways, restrooms and other internal facilities that have a lower roofline or no windows or skylights.

Emergency Information (continued)

- In Case of Fire – Pull fire alarms (located on wall) and evacuate the building. Re-entry allowed only after authorities have determined it is safe.
- Loss of electricity – Contact custodian/building supervisor. They will evaluate the situation. If warranted, they may evacuate participants from building.
- Personal health problem (choking, heart attack, fall, etc.). Call 911. Contact custodian/building supervisor. An incident report will need to be completed.
- Normal policies and regulations shall not apply for the use of school facilities or equipment in the event of local or national disaster, or when the health and well-being of the residents are threatened and the use of school facilities would be in the best interest of the public at large (i.e., The Red Cross needs to set up a temporary shelter for area families left homeless after a tornado).

11. Enforcement of Rules

- Responsibility for enforcement of rules and regulations concerning use of school facilities rests with the user group.
- Infractions of rules and regulations may be grounds for refusing to grant subsequent requests for the use of school facilities.

12. Right to Cancel/Revise

The School District reserves the right to refuse any groups the use of school facilities, revise fee rates without notice, and cancel or revise these provisions at its discretion.

13. Interpretation

The Director of Community Education is responsible for interpreting and administering these rules and regulations.



14. Use of Liberty School Board Room

The Liberty School Board Room is a premier meeting space within the District. The rental rate for the board room is a flat fee and includes access to the available technology.

Groups requesting the use of the Liberty Board Room must obtain permission from the Director of Community Education or their Designee.

Groups requesting the use of District technology must meet with Community Education staff for training. Groups requesting the use of technology assistance during their event will be required to pay for district-trained individuals.

Features

- Access to 12 rolling tables and 50 rolling chairs. Additional portable plastic tables and chairs are available.
- Access to podium.
- Access to digital monitors.
- Access to sound system.
- Access to kitchenette.
- Moveable wall to increase square footage.



15. Use of Auditoriums

There are three auditoriums available for rent within the District. Groups requesting the use of an auditorium must obtain permission from the Cultural Arts Program Specialist.

The Ellen A. Ewing Performing Arts Center at Saline High School is the largest and newest theater space within the District. With two balconies, this auditorium can hold up to 1,050 in permanent seating. Backstage, we have two dressing rooms with showers, a private dressing room, a black box theater space that can be used as a performance space or as an additional dressing room.

The auditorium at Saline Middle School offers a hardwood stage with an orchestra pit. There are 795 permanent seats with handicap-accessible seating. Backstage, there are 2 dressing rooms and a semi-equipped scene shop.

Our auditorium at Liberty School is a quaint performance venue with 247 permanent seats. We have a hardwood stage and two powered speakers for sound amplification.

Guidelines

- Most events require a Theater Supervisor, Light Technician, and Sound Technician. Depending on the complexity of the event, a House Technician, Fly Person, and/or Spotlight operator may also be required and/or requested ahead of time.
- Staffing charges will reflect the start/call times requested for an event and confirmed in advance with the Cultural Arts Program Specialist. Groups should be sure to factor in ample time for load-in, tech and stage set-up, and rehearsals when confirming their schedule. A cost estimate will be emailed prior to the event based on the above.
- Only Saline Community Education Theater Staff employees and/or approved and trained backstage crew are permitted to operate the HS fly/counterweight system.
- No alcohol, tobacco or weapons are allowed anywhere in or around school property/the surrounding theater space areas inside and outside of the building, including: dressing areas, scene shop, sidewalks, grassy areas outside of stage entrances, and parking lots. Violations of this policy by group artistic staff, performers, or audience members may result in an immediate shutdown of said event and a ban on future rentals.
- If fake weapons are used for theatrical purposes (i.e., guns, knives, swords, etc.) they must be approved in advance by the Cultural Arts Program Specialist, visually marked with bright colored spike tape, and securely stored in the Theater Office when not in use on stage.
- Helium balloons are not allowed anywhere in the theater space areas and/or surrounding hallways.
- No live flame is permitted on stage or backstage areas at any time. Battery-operated candles or lanterns are permitted.
- No food is allowed in dressing rooms, backstage areas, or in the house area of the theater. Food concession types must be approved in advance by the Cultural Arts Program Specialist and may only be consumed in the theater lobby during performances.
- All group event costumes, props, set pieces, and performer personal items should be removed immediately following the event during strike/load-out. The school/theater staff are not responsible for any lost items left behind which may be discarded or donated.

16. Use of Saline High School Natatorium

Scheduling of the district swimming pool shall maximize use and participation to the extent possible given the uses permitted, and their priorities in scheduling.

Groups requesting the use of the pool must obtain permission from the Aquatics Program Specialist at least two weeks prior to the planned event.

Groups requesting the use of the pool will be required to pay for an appropriate level of supervision by properly accredited individuals for all uses.

Guidelines

- A certified lifeguard must be on deck during the entire rental period. The lifeguard will remain on deck until the last participant has exited the locker rooms. Rental fees will be adjusted accordingly.
- All lifeguards must be paid employees of Saline Community Education. Volunteer lifeguards may help with the rentals but must be arranged through the Aquatics Program Specialist.
- All groups must have their own supervisor(s) in addition to the Saline Community Education staff and lifeguards. Supervisors need to be designated at the time of facility rental. Adequate adult supervision must be provided for youth group activities.
- The number of supervisors and lifeguards will be determined by the number of participants in the activity and/or the age of the activity participants. In most cases, the ratio is one (1) lifeguard per twenty-five (25) participants.
- Swimmers with incontinence or children who are not FULLY toilet trained must wear an approved swim diaper or cloth undergarment with rubber pants.
- Saline Area Schools reserves the right to charge a fee to any group or individual whose participation results in the contamination and clean-up of the pool.
- Children under the age of 12 must be supervised at all times by an adult 18 years of age or older.
- The **RED** Pool phone located on the pool deck is for emergency use only.
- Proper swim attire required; no t-shirts, cut-offs, etc.

Diving Board Rules & Regulations

- One bounce on the board.
- Only one person allowed on the board at a time.
- No hanging from the board allowed.
- A lifeguard must be present at all times for the board to be open.
- The person in front of you must be completely to the side before diving.
- No floaties, water wings, or floatation devices of any kind allowed off the diving board.
- No swimming across the diving area while the boards are open.
- No twist.

Pool Rules & Regulations

- All bathers/users must take a soap shower before entering the pool.
- No running, horseplay or rough-housing allowed.
- No large blowup flotation devices allowed.
- No food or glass of any kind allowed on the deck or pool viewing areas.
- No balloons.
- No use of the starting blocks.
- No hanging on the lane lines.
- No swimming underneath the bulkhead.
- Proper supervision required for use of the starting blocks and diving boards. Certified coaches and lifeguards only.
- Medicine balls, stretch cords and pull-up bar are for use by the swim team members only.
- No swinging, hanging, or playing allowed on the handicap lift.
- No person shall be allowed to use the pool after the consumption of alcohol.
- No person having a communicable disease or open sores shall enter the pool.
- No person shall pollute the pool water in any manner. Spitting, spouting of water, and blowing of the nose in the pool or on deck are prohibited.



17. Use of Athletic Facilities

Scheduling of the district athletic facilities shall maximize use and participation to the extent possible given the uses permitted, and their priorities in scheduling.

Groups requesting the use of the athletic facilities must obtain permission from the Director of Community Education or their designee.

Guidelines Stadiums/Outdoor Athletic Facilities

- Groups using outside areas will be expected to clean up all trash, paper cups, or anything littering the fields or areas surrounding the fields.
- The Director of Community Education shall have sole discretion to determine if any reserved outdoor facility is unusable. It is the responsibility of the Director, or their designee, to notify the appropriate parties if weather has rendered the outdoor space unusable.
- Water and electricity may not be available from District sources. Special arrangements must be made for both.
- No events may be held at Saline High School Stadium that, in the opinion of Saline Area Schools, may harm the fields. Due to field conditions, use may be limited.
- No person may enter the press box without prior authorization.
- Nothing may be sold in breakable containers at any time.
- Concessionaries will be responsible for contracting with Saline Area Schools personnel to clean up debris resulting from their activities. All health department permits, licenses, or other authorizations required by law must be secured by the organizing group. The group must also contact the school group working the concession stand during that season (Athletic Boosters, NHS, etc.)
- All groups using stadium facilities must furnish public liability and property damage insurance in the amount of \$1,000,000 covering their activities in the stadium.
- Only authorized school personnel will operate mechanical equipment and lights. The cost of providing personnel will be charged to the group using the facilities.
- Provisions must be made in collaboration with Saline Area School staff to develop a parking plan for adequate help in parking cars in an orderly manner and for handling crowds inside the stadium.
- Organizing group must contact the appropriate Policy Department(s) to determine if provisions need to be made for traffic control.
- Security personnel, approved by the Saline Area Schools, may be required, with the cost to be paid by the group using the facility.
- No animals - service animals specially trained to aid a person with a disability are allowed. An emotional support animal is not allowed on District property except as otherwise required by law. An "emotional support animal" is an animal that has not been individually trained to perform a specific job or task for a person with a disability, but its presence provides comfort or emotional support to others. Emotional support animals are not "service animals" under the ADA or Board Policy.

Guidelines for Turf & Track

- Use protective mats to cross the track and stay off the track with cleats whenever possible.
- Sunflower seeds and chewing gum are prohibited on the track and turf. No food or beverages including gum, seeds, nuts, and sports drinks. Plain water is allowed. All food and beverages are to remain in the plaza area only.
- No pets of any kind.
- No glass bottles or glass containers of any kind.
- No folding chairs or any other type of outdoor furniture. No canopies or tents.
- No staking of any materials. No metal spikes or cleats.
- Do not drag coolers across turf or track. No blocking sleds are allowed on the turf.



Guidelines for Gymnasiums

- Use of Saline Area Schools physical education equipment, athletic equipment, fitness center, weight rooms and supplies will not be permitted for use.
- Low attendance: Maximum use of school facilities is desired. Small-group use of facilities is discouraged. Requests may be canceled if attendance falls below a reasonable number of participants.
- Non-marking gym shoes are required for participants in all sports and games. This includes no street shoes, no tap shoes, and no shoes with cleats.
- Group members not wearing proper shoes may be charged for the professional cleaning or refinishing of the gym floor.
- No food or beverages are allowed in or around the gym. This includes chewing gum.
- No slam-dunking or hanging on rims. No bouncing balls in halls, off walls, or on ceilings.
- Indoor balls ONLY: indoor soccer balls, mush balls, tennis balls, wiffle balls, basketballs, volleyballs.
- No baseballs or softballs.
- No roller blades.
- No batting practice unless inside the batting cages. No pitching machines unless inside the batting cages.
- No climbing or playing on bleachers.
- Facility Supervisors will be responsible for pulling bleachers out for use if previously approved by the Director of Community Education.
- No tape or markers on floor or walls.
- No propping open doors or windows.
- No pushing/pulling chairs, tables, or other equipment across the floors.
- All personal items should be removed immediately following the event. The school staff are not responsible for any lost items left behind which may be discarded or donated. If you need to locate any forgotten items, please contact the building office where your event took place.



Automated External Defibrillators (AEDs)

We strongly recommend that you have an individual present at your event who is CPR-certified in the event of a cardiac emergency. Additionally, before your event, we strongly recommend that this individual is familiar with the location of the District AEDs.

District AED Locations

- Harvest - Wall outside of front office facing stairs to the second floor.
- Pleasant Ridge – Wall facing the front office door.
- Woodland Meadows – Out of front office on the wall to the left.
- Heritage – Wall directly facing the front office.
- Middle School
 - Auditorium Hallway
 - Just Outside the Gymnasium
 - Media Center Hallway Behind Front Office
- High School
 - Inside the Pool Office
 - Hallway Outside Trainer's Office
 - One Unit at each Central Staircase
 - Near the Auditorium on the Wall Facing the Stairs
 - Outside the Edge in the Commons on the Wall Facing the Tables



Saline Area Schools CARDIAC & MEDICAL EMERGENCY RESPONSE PROTOCOL

Sudden cardiac arrest and medical events can vary greatly. All staff and First Response Team members must be prepared to respond to an emergency. Early action is crucial to successfully treating a cardiac arrest. If a person collapses, do not move them unless the scene is unsafe.

Perform the following 5 steps (Remembering Check, Call, Care)

- 1 Early Recognition of cardiac arrest (Check the victim)**
 - Person is not moving, or is unresponsive or unconscious
 - Person is not breathing normally (irregular breaths, gasping or gurgling, not breathing, lips/mouth may appear blue)
 - Seizure or convulsion-like activity may also occur
 - Person may have just received a blunt blow to the chest
- 2 Early Call to 911 and Alert within school (Call for help)**
 - Call 911 as soon as a potentially life-threatening event is recognized
 - Provide school address, cross streets (below), patient condition, remain on the phone with 911
 - **Activate First Response Team and Notify Office**
 - Give exact location ("Mr./Ms. __classroom, Room #__, Gym, football field, cafeteria," etc.)
 - All First Response Team members proceed immediately to scene of the emergency
 - Closest team member retrieves the AED in route to the scene. **Bring AED to EVERY FRT call**
 - Leave the AED cabinet door open, the alarm signals the AED is in route.
- 3 Early and Continuous CPR (Provide Care)**
 - If CPR/AED trained, **begin CPR/AED** as per training, have the defibrillator (AED) brought to the scene
 - If not CPR/AED trained, **begin Hands Only CPR** until CPR trained response team or a responder arrives
 - Press hard and fast in center of chest
 - The 911 operator may give you directions for CPR and AED use
- 4 Early Defibrillation (Provide Care)**
 - When the AED arrives, **TURN ON THE AED**, attach pads to victim, and follow the AED prompts.
 - The AED will ONLY deliver a shock if it is needed; if NO shock is needed, NO shock is delivered
 - Continue CPR until victim is responsive or EMS responder arrives
- 5 Early Advanced Life Support:** Transition care to EMS upon arrival to provide advanced life support

Rental/Equipment Rates, Custodial Charges, Building Supervision

Rental Group Designations	
Group A	Saline Athletics, Saline School Groups, Saline PTO/PTA, Saline Student Clubs, Saline Scouting Organizations, Saline Government Organizations These programs are not charged a rental fee but are responsible for any staffing and equipment charges associated with their rental.
Group B	Saline Area School Employees, Saline Non-Profit Youth Organizations, Saline Non-Profit Community Organizations, Saline Youth Sports Organizations, Saline Religious Groups A non-profit organization may be asked to provide proof of non-profit status that includes their organization address.
Group C	Saline For-Profit Community Organizations/Businesses, Non-Residents, Non-Saline Non-Profit and Profit Organizations/Businesses, Non-Saline Religious Groups



Facility Use Rates

Rates will be reviewed on an annual basis and may be changed. New rates will be published in advance and will go into effect on September 1 of each year.



Saline Area Schools Hourly Facility Rental Rates

Rates are based on the number of hours specified in your approved request. Rates are subject to change without notice. Facility requests can be placed online at salineonline.reg.cleyo.com. Effective 9/1/24.

Group Categories

Group A *

- Saline Scouting Organizations
- Saline Athletics
- Saline School Groups
- Saline PTO/PTA
- Saline Student Clubs
- Saline Community Education
- Saline Government Organizations

* Rental fees waived assuming there are no additional costs for custodial cleanup, supervision, equipment, etc.

Group B

- SAS Employees
- Saline Non-Profit Groups
- Saline Community Organizations
- Saline Youth Sports Organizations
- Saline Based Faith Groups

Group C

- For-Profit Community Organizations
- Businesses
- Non-Residents
- Outside Organizations

Field Rates

Facility	Group B	Group C
HS Hornet Stadium	\$125	\$175
HS Aux Field/Track	\$125	\$175
Crabtree Football Stadium	\$75	\$110
Stadium Lights	\$50	\$60
HS Old Varsity, Lamberson, HS Freshmen Softball & Woodland 3 Fields	\$25	\$60
Elementary Baseball & Softball	\$15	\$35
Henne Fields	\$15	\$35
Pavilion	\$60 weekday/\$90 weekend	
Old Varsity Soccer Field	\$35	\$60
Locker Rooms	\$20	\$30
Baseball & Softball	\$40	\$40
Field Lining (per game)		
Other Field Lining	Contact us	

Building Rates

Facility	Group B	Group C
High School Main Gym	\$65	\$115
High School Aux Gym	\$60	\$85
Middle School Gym (Full)	\$65	\$115
Middle School Gym (One court)	\$35	\$55
Liberty Gym	\$50	\$75
Heritage Gym	\$45	\$65
Elementary Gyms (One court)	\$35	\$55
Gym Hold-Time*	50% of hourly rate	
High School Tennis Courts	\$80	\$100
High School Gymnastics	\$30	\$50
HS & MS Wrestling	\$30	\$50
High School Commons**	\$50	\$75
Liberty School Boardroom***	\$60	\$100
School Cafeteria	\$30	\$50
School Cafeteria Stage	\$25	\$35
Classroom	\$25	\$35

* Gym hold-time is when the gym space is set up but not in active use, preventing other use of the space

** No helium balloons allowed

*** Boardroom rate includes technology usage

Other Rates

School policy, employee contracts and individual group needs help determine the criteria for scheduling the following services. For more information on any of these services, please contact Saline Community Education. These rates will be charged based upon the actual hours worked. Generally, the costs will be billed after the event is over.

Service	Rate	Notes
Supervisor	\$21/hour	Required when no custodian is on duty
Custodial	\$40/hour	
Buildings & Grounds	\$40/hour + cost of salt	Required in the event of inclement weather
Gym Floor	\$275	At CE discretion
Covering		
Table Usage	\$25	Per day
Misc. Equipment	\$50	Per event
Non-Specified Charges	The Community Education Department Director, in cooperation with the Saline Area Schools Business Office, may establish charges for use of facilities not defined herein or under unusual circumstances	

v. 4 6/19/24

Auditorium Rates, Pool Rates, and Space Capacities - See page 2



Saline Area Schools Hourly Facility Rental Rates

Rates are based on the number of hours specified in your approved request. Rates are subject to change without notice. Facility requests can be placed online at salineonline.reg.eleyo.com. Effective 9/1/24.

Auditorium Rates

Facility	Group B	Group C
High School Auditorium	\$70	\$150
Middle School Auditorium	\$50	\$100
Liberty School Auditorium	\$30	\$55
High School Drama Lab	\$20	\$45
School Music Room	\$30	\$55

Service	Rate
Custodian	\$40/hour
Piano	\$10/day upright \$25/day grand
Onstage Monitors	\$10 ea/day
Wired Headsets	\$5 ea/day
Video Projector	\$30 ea/day
Specialty Lighting (/assorted)	\$30 all/day
Stage Platforms	\$25/day
Tables	\$25/event
Moving Equipment	\$50/event

Microphones	Rate	Availability
Wireless Handheld	\$15/day	LB/MS/HS
Wireless Lapel	\$15/day	HS
Shotgun	\$5 ea/day	HS
Wired Hanging	\$5 ea/day	HS
Wired Headset	\$5 ea/day	MS/HS
Floor	\$5 ea/day	LB/MS

Auditorium Staff

Up to four staff may be required for events, depending on the complexity and length of the event.

Staff	Rate
Supervisor/House Manager	\$25/hour
House Tech/Fly	\$25/hour
Light Board	\$15/hour
Sound Board	\$15/hour

Pool Rates

Facility	Group B	Group C
High School Pool	\$80	\$140
High School Pool - Partial	\$50	\$83
High School Pool - Lane	\$28	\$45
Pool - Family Locker Room	\$17	\$28

Service	Rate	Notes
Lifeguard	\$20/hour	Required whenever renting the pool
Pool Supervisor	\$25/hour	Required whenever renting the pool
Custodial	\$40/hour	
Timing System Operator	\$30/hour	
Asst. Timing System Operator	\$20/hour	
Copier	\$25/session	
Printer	\$25/session	
Timing System	\$145/session	Scoreboard, Hytek Computer System, Daktronics Timing Equipment, Facility prep and setup

Space Capacities

Auditorium Capacities

Liberty School	247 seats
Middle School	795 seats
High School	1,063 seats

Gymnasium Bleacher Capacities*

Liberty School	594 seats
Middle School	998 seats
High School Main	565 seats sideline, 275 seats baseline
High School Aux	495 seats

*Capacities vary by configuration

v. 4 6/19/24

Quick Links and Contacts

Facility Information -- www.salinecommunityed.com

Submit a Facility Request -- salineonline.reg.eleyo.com

Facility Questions -- 734.401.4020

Facilities Calendar -- salineonline.reg.eleyo.com/facilities/calendar