

Community Use of School Facilities – Procedures

A. Priorities for use

Facilities are available for community use according to the priorities established by the School Board and outlined in this procedure. District functions and activities shall have priority over community requests for facility, whether scheduled in advance or not. Community Groups, entities, persons, or associations requesting the use of school facilities may be categorized as category I, II, III, or IV. Priority for use is in the order listed, with Category I having the highest priority.

Category I

- Governmental entities with whom the District has entered into a written contract; i.e. Joint Powers Agreement.

Category II

- School-related groups and organizations within the District that have organized for the purpose of promoting schools and conducting activities that directly benefit the students of the District (e.g., PTA, PTO, PTG, Booster Clubs, etc.)
- Chartered youth groups (e.g., Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, youth commissions, youth support groups, etc.)
- Local youth athletic teams with 75% - 100% Lakeland School District students. A player roster must be submitted for verification.
- Local community organization groups and civic/service organizations for activities that directly benefit the schools, district students, and/or local community (e.g., neighborhood groups, citizen concern groups, political caucuses, polling places, Rotary, Lions, Kiwanis, community development groups, local community fundraisers, etc.)

Category III

- City, county, and other public agencies with whom the District has not entered into a Joint Powers Agreement.
- Universities, Colleges, Community Educations classes and activities (e.g., evening degree programs, etc.)
- Youth athletic teams with less than 75% Lakeland School District Students (e.g. AAU Teams, Club sports teams, Post Falls park/rec teams, City of Hayden park/rec teams, City of CDA park/rec teams, etc.)
- Authorized adult recreational clubs and teams (e.g., city recreational leagues, etc.)
- Other Non-profit groups/organizations

Category IV

- Non-District Fee based events (e.g., sports, recitals, lectures, sports and musical entertainment, etc.)
- Profit-making activities (e.g., financial seminars, sales organization meetings, etc.)
- Religious organizations (for religious Sabbath services or other church related activities)
- Non-School sports camps

B. General Guidelines

- Approval for the use of facilities must be obtained from the Lakeland District Office.
- No Facility Use Agreement may extend beyond the current District fiscal year. The fiscal year of the district is the first day of July and ends the last day of June.
- Any person or group, other than official school activities or Governmental entities with whom the District has a Joint Powers Agreement, must complete a Facility Use Agreement before using any of the District's facilities. Forms are available on the district website at <http://web.lakeland272.org/>. There are no exceptions to the written application process.
- All fees (including key deposit if applicable) must be submitted before the application will be approved. Payments must be made no less than ten (10) business days prior to rental. If additional charges are levied by the school or district, they are due within 10 days of being invoiced. For groups renting on an ongoing basis, payment for the first month is due within ten (10) days for the first month of use and monthly in advance of the use thereafter.
- All applicants for use of school facilities will hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage will be determined by the district and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
- Applicant shall provide a policy of public liability insurance for personal injury and/or property damage with the District named as an additional insured in the amount of not less than One Million Dollars (\$1,000,000.00) aggregate.
- Keys and/or key cards with codes to buildings and locked fields may be issued when applicable. Prior to the issuance of any key/key card, the District must receive the payment of a refundable deposit and issue a key receipt. Keys and key cards must be returned by the date specified on the key receipt, but not later than 10 days after the last scheduled facility usage. Any costs to change locks for the loss of a key may be assessed.
- Insofar as is practical, all meetings shall close in sufficient time to clear the building by the time established by the district. If the event goes beyond the time designated in the facility use agreement, additional charges shall apply.
- In the event that a conflict should develop between a school function and a rental request, the district reserves the right to cancel the rental reservation by giving notice of cancellation to the lessee.
- Renting organizations may cancel a contracted Facility Use Application by a written notice of cancellation delivered to the district office no less than forty-eight (48) hours in advance of beginning time.
- If a group does not show for facility rental, the district reserves the option of canceling future facility use agreements for that group. In addition, any costs incurred by the district upon a late cancellation or "no show" of a confirmed use must be paid by the lessee.
- During "peak" gymnasium use months, gym rentals may be limited for Category II, III, and IV groups to provide gym time to as many groups as possible.
- The gymnasium and all classrooms rented are subject to special rules and conditions (as stated in Section E)

C. Timeline for Applications

- An application must be submitted to the District Office at least 10 business days prior to the scheduled event.
- Facility rentals, except seasonal rentals for gyms and athletic fields, are approved on a first come, first served basis in order of group category listed in section A.
- Seasonal Rentals: Category I, II, and III groups may apply for gym and field rentals on a seasonal basis. All applications must be renewed annually. Seasonal applications will be accepted on the opening date or first business day following the opening date. Acceptance of applications will end on the closing date or on the first business day following.

Sports Season	Months	Open Date	Close Date	Approval Date
Fall	Sep - Nov	March 1	March 21	April 1
Winter	Dec - Feb	June 1	June 21	July 1
Spring	March - June	September 1	September 21	October 1
Summer	July - August	February 1	February 21	March 1

All applications are held until the seasonal close deadline and then scheduled in the following order.

- a. Priority for facility use is by Group Classification as listed in Section A.
- b. Traditional indoor sports have priority over outdoor sports when scheduling an indoor facility.
- c. If all factors are essentially equal, the district may use a lottery to determine priority.
- d. Seasonal Rentals may be scheduled after the application window if space is available. These requests will be considered on a first come, first serve basis.

D. Expectations and Proper Conduct

- Alcoholic beverages, tobacco, narcotics, or other dangerous or illegal drugs shall not be permitted in District or school facilities or on District or school property at any time;
- Users shall not alter any facilities;
- School property, facilities, and equipment will be used in a careful and prudent manner so as to prevent any loss, defacement, or damage to them. Good order and discipline will be maintained;
- No concessions or other items will be sold in or on school property or facilities unless approved in writing;
- Except for properly licensed bingo and/or raffles for the sole purpose of fund raising for civic or charitable purposes, gambling shall be prohibited in any of the District's facilities;
- The use of the District's facilities shall not be granted to any individual or organization if the individual or organization will use the buildings, grounds, or facilities for or to promote illegal activities;
- That adequate supervision be provided by the requesting organization or individual to ensure proper care and use of District facilities;
- No posters, banners, or other signage may be attached to the walls, doors, or windows unless attachment does no damage. Such decorations and signage must be removed following the event and the facility must be returned to its previous condition;
- Users shall not post any materials to wall, ceilings, floors, fences, etc. unless the District has approved the materials in advance of the use. No signage, other than that used for directional purposes may be used. Directional signage must be put up before and taken down after the event and is limited to the same day as the event;
- Users are expected to restrict their use and activities to the times and places requested/approved in their application for use.
- No animals may be brought in to district facilities during facility use, except for required service animals.

E. Special Rules

All coaches, supervisors, players, parents, and other persons using gymnasiums owned by the District are asked to respect the facilities they use. Any group or organization using the gym is directed to discuss the following rules with each member of the group using the gym:

1. No eating, drinking, or gum chewing is permitted in the gym;
2. Only scuff-free gymnasium shoes may be used on the hard gymnasium floors. It is suggested that shoes be cleaned prior to use on the floors;
3. No muddy or wet shoes are allowed on any gymnasium floor;
4. Students are to go home before game/practice time, unless the game or practice is directly after school;
5. Parents should arrange pick up directly after game/practice time. No loitering shall be permitted;
6. Sweep the entire floor clean after use;
7. Flush toilets;
8. Turn off lights when closing; and
9. Complete the gym checklist when finished.

Any group or organization using any indoor facilities is directed to discuss the following rules with each member of the group using the indoor facilities:

1. Flush toilets;
2. Turn off lights when closing; and
3. Complete the appropriate checklist or check with building custodian when the activity is completed.

F. Fees for Use of Facilities

Category I

Governmental entities with whom the district has entered into a Joint powers agreement will be charged per the approved agreement.

Category II

Other Category II users as described in Section A will not be charged a facility use fee. However, if the event requires additional cost to the district (custodial time, staff to open/close the facility, supervision, equipment costs, etc.) those costs will be included for the facility use.

Category III

A fee for the use of the facilities shall be charged based upon the established Category III schedule. If the event requires additional cost to the district (custodial time, cafeteria personnel, equipment costs, etc.) those costs will be included for the facility use. If Category III groups charge admission or sell merchandise (other than to offset meeting costs,) rental fees as described for Category IV shall be charged.

Category IV

A fee for the use of the facilities shall be charged based upon the established Category IV schedule. If the event requires additional cost to the district (custodial, staff, cafeteria personnel, equipment costs, etc.) those costs will be included for the facility use.

G. Exceptions/unique situations

The District recognizes that it is not possible to address every situation or event in these guidelines. As a result, the District allows for exceptions to be made on an individual basis, as determined by the specific merits of each situation. Requests for such exceptions must be addressed to the superintendent or designee for evaluation and decision.

Lakeland Joint School District # 272
2018-19 Facility Use Rate Schedule

	Cat. I Per Hour	Cat. II Per Hour	Cat. III Per Hour	Cat. IV Per Hour	Add On Custodial Fee Per Hour	Add On Open/Close Security Per Hour	Add On Technician Fee Per Hour	Add On Outdoor Lighting Per Hour
Classroom	Per JPA	\$0	\$5	\$10	\$35	\$25	\$40	n/a
Gym, Elem	Per JPA	\$0	\$10	\$20	\$35	\$25	\$40	n/a
Gym, JHS	Per JPA	\$0	\$15	\$30	\$35	\$25	\$40	n/a
Gym, HS	Per JPA	\$0	\$20	\$40	\$35	\$25	\$40	n/a
Cafeteria - Elem/JHS	Per JPA	\$0	\$10	\$20	\$35	\$25	\$40	n/a
Cafeteria/Commons HS	Per JPA	\$0	\$15	\$30	\$35	\$25	\$40	n/a
Elementary Field	Per JPA	\$0	\$5	\$10	\$35	\$25	\$40	n/a
Junior High Field	Per JPA	\$0	\$10	\$20	\$35	\$25	\$40	\$20
Football Field LHS/THS	Per JPA	\$0	\$20	\$40	\$35	\$25	\$40	n/a
Baseball Field LHS/THS	Per JPA	\$0	\$20	\$40	\$35	\$25	\$40	n/a
Rotary Soccer Field	Per JPA	\$0	\$10	\$20	\$35	\$25	\$40	n/a
Tennis Courts -LHS/THS - Per Court	Per JPA	\$0	\$5	\$10	\$35	\$25	\$40	n/a
Parking Lot, Elem/Per Hour	Per JPA	\$0	\$10	\$20	\$35	\$25	\$40	n/a
Parking Lot, JHS/Per Hour	Per JPA	\$0	\$10	\$20	\$35	\$25	\$40	n/a
Parking Lot, HS/Per Hour	Per JPA	\$0	\$15	\$30	\$35	\$25	\$40	n/a

Other Fees

Garbage Fee: For Large events (4+ hours, 200+ at event, concessions) a garbage fee of \$50 will be charged.
Key Deposit: Key Card \$15 Inside Door Key \$50 Outside door Key \$100