I. PURPOSE: The purpose of this policy is to provide guidelines for community use of Lakes International Language Academy (the "School") facilities and equipment.

II. GENERAL STATEMENT OF POLICY: The School Board encourages use of School facilities, grounds, and equipment for community purposes if, in its judgment, that use will not interfere with the use for school purposes.

III. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

A. The School shall permit non-school use of designated school facilities for educational, community, recreational, civic or social activities when these activities do not conflict with school use or with this policy. The School shall reserve the right to limit use of non-school purposes. The School will comply with all federal, state and local laws and regulations with respect to the use of its facilities and equipment.

B. The School shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or this policy. However, the School shall reserve the right to limit use of non-school purposes.

C. The Board of Directors may impose reasonable regulations and conditions upon the use of the School facilities, as it deems appropriate.

D. The Executive Director or designee will be responsible for establishing the process of scheduling rooms and special areas for any approved use to be offered during each session.

E. Academic and extracurricular activities sponsored by the School shall always have priority when any use is scheduled. The School Board and/or Executive Director or designee shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a school activity.

F. Building Access Fee

1. A building access fee will be charged to all individuals or groups using any of the buildings for events/activities scheduled to be on-site after regular front desk and custodial staff hours on school days.
2. A building access fee will be charged for the full rental time on non-school days.
3. The Executive Director or designee may set alternate fees as deemed necessary.

G. Facility Use Fees

1. Facility use fees are to be defined in a schedule prepared by school administration and reviewed by the Executive Director.
2. Fee schedule can include fees for facility or equipment use, field use, and other fees.

Approved: 08/2008
Amended: 06/04/2009
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Amended: 09/10/2013
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