LAKES INTERNATIONAL LANGUAGE ACADEMY

An IB World School

COMMUNITY USE OF FACILITIES HANDBOOK

Lakes International Language Academy

Community Use of School Facilities Handbook

Community Use of Facilities Policy Statement
The Lakes International Language Academy (LILA), District 4116, School Board recognizes the benefits of having the District's school facilities available for educational, cultural, civic, social, and recreational activities of the community. Refer to School Policy #506 for additional information.

District facilities exist primarily to serve the educational needs of youth in the community. No group or organization will be scheduled if requested use interferes with regular school programs or school-sponsored activities. The District will determine the most appropriate and available use of the district's facilities.

Facility Use Operations
Most facilities are available for a variety of activities as guided by District policies. Facilities are available during non-school hours. General hours of operation during the school year are Monday-Friday from 6-10 p.m. and Saturday/Sunday from 8 a.m.-5 p.m. Additional days and times may be available upon request and are dependent upon staffing availability.

The Facility Use Scheduler coordinates all aspects of community use including space rental, school equipment, staffing, and other needs as required. They also assist in coordinating large events such as conferences.

Classifications
Organizations using school facilities are grouped into one of six classifications. School-sponsored activities are not assessed as a rental fee for using school facilities. A rental fee schedule has been established for facility usage for non-district organizations based on the nature and purpose of each agency, organization, or group. All other requirements for use are consistent across user groups. This includes application procedures, standards of conduct, district staffing, supervision, etc.

- **Classification 1:** District curricular, co-curricular, extracurricular activities, and affiliates including LILA PTO, LILA Foundation, and LILA Booster Club.
    - The District reserves the right to assess fees for excessive set-up or cleaning - e.g. hauling in chairs or tables from another building; spills/stains on carpeting.
- **Classification 2:** Tax-supported public agencies conducting public hearings, elections, candidate forums, meetings, etc..
    - Users may not generate revenue from admissions fees, concessions, or other fundraising activities. A registration fee for the activity does not count as revenue.

- **Classification 3:** Non-profit youth service groups such as Scouts, 4H, etc.
    - Eighty percent or more of youth participants must be enrolled at LILA. Users may not generate revenue from admissions fees, concessions, or other fundraising activities. A registration fee for the activity does not count as revenue.
- **Classification 4:** Non-profit youth and adult organizations conducting activities such as meetings, recreation, athletics, or classes; fraternal and service organizations; other special interest groups having a non-profit status.
    - Eighty percent or more must be enrolled at LILA, employed by LILA, or have children currently enrolled at LILA.
    - Users may not generate revenue from admissions fees, concessions, or other fundraising activities. A registration fee for the activity does not count as revenue.
- **Classification 5:** Non-profit groups, including users in Classifications 2, 3, or 4, that are charging admissions fees, selling concessions, conducting fundraising activities, or do not meet the 80% LILA threshold for a lower classification.
    - Includes youth or adult recreation, athletics, classes, or other activities.
    - A registration fee for the activity does not count as revenue.
- **Classification 6:** For-profit users including non-LILA educational institutions and their affiliates, individuals, private agencies, vendors, religious, or other groups or organizations using district facilities for commercial purposes or profit.

Facility Use Prioritization

Lakes International Language Academy (LILA) is committed to the use of facilities by residents of all ages and every effort will be made to ensure reasonable public access to LILA facilities. To achieve maximum extended day and weekend use of District facilities with minimum conflict, access to facilities is prioritized as follows:

- **First Priority:**
    - LILA events and activities, including academics, athletics, fine arts, classes, clubs, after-school and summer activities, and meetings.
    - LILA PTO, Foundation, and Booster meetings and events.
    - Organizations with which LILA has a contractual agreement.
- **Second Priority:**
    - External community-based non-profit youth groups, including arts, Scouts, 4H, YMCA, and recreation/athletic organizations.
- **Third Priority:**
    - Religious organizations, for-profit organizations, or private groups that provide adult or youth educational, civic, recreational, or charitable activities and do not charge admission.
- **Fourth Priority:**
    - Individuals, private agencies, companies, and vendors using facilities for commercial purposes or profit.

The Facilities Use Scheduler coordinates all requests for facility use. In the event of conflicting requests for space(s) the scheduler may defer to building or District administration to resolve conflicts. All rentals are contingent upon the availability of building supervisory staff.

Process and Procedures for Scheduling School District Facilities

The application process and all aspects of scheduling District facilities are coordinated by the Facilities Use Scheduler. Community activities are defined as any activity scheduled by an individual, group, or organization for the sole purpose of conducting a non-district activity, meeting, or event. Requests for the use of space may be made up to 12 months before the intended use date, but no community activities will be scheduled until District events and activities have been approved and entered into the scheduling system. Procedure for scheduling community use of facilities:

1) A permitting and contract process is utilized to secure the use of District facilities. The first step is to complete the online Facility Use Application. A paper copy of the application is available upon request.
2) The Facility Use Application must be completed to provide reservation information for requested facilities and equipment at least 21 business days before expected use. A certificate of liability insurance is required for all events and activities - see the Liability and Insurance section of this document for deadlines and additional details.
3) Facility rental fees associated with the use of District facilities, including application fees, deposits, or partial fees where applicable, must be paid on or before the first day of the event or activity, unless otherwise specified in a signed contract.
4) Facility use permits and contracts will be issued within seven (7) business days of receipt of the Facility Use Application and certificate of insurance if the requested space is available and the rental is approved. Facilities are not considered reserved until the user group receives a Facility Use Permit.
5) The approved request is a contract with the applicant and/or organization, and it may not be sublet or transferred to any other individual, group, or organization.
6) The Facility Use Permit must be in the possession of the group leader upon entry to the facility.

Liability and Insurance

Users of District facilities shall agree to hold harmless and indemnify the school district for injury and damage to the school or other property by any person or persons attending an activity.

1) All users assume full responsibility for personal injury to any participants or spectators, as well as damage to District equipment, buildings, and grounds.
2) Groups issued a permit are required to submit a certificate of insurance for general liability with limits not less than $1,000,000 per occurrence limit and $2,000,000 aggregate. Exceptions may be granted, but must be approved by the LILA Executive Director or a designee.

3) Required certificates or endorsements must be uploaded to the Facility Rental site or sent to the Facility Use Scheduler a minimum of 21 days before the first date of the event or activity, or the District has the right to cancel.

Reserving Facilities

- **First-Time Requests:** If you are reserving facilities for the first time, you must first create an account to become a Requester. Once approved by the Facilities Use Scheduler, you will be able to create a Facilities Application.
    - Create a Requester Account: **https://fs-lila.rschooltoday.com/requester/new/signuprequestmain**
- **Existing Requester Accounts:** If you currently have a Requester account, log in at the link below to create a new Facility Use Application.
    - Complete a Facility Use Application: **https://fs-lila.rschooltoday.com/authentication/credential/login/**

If you have questions regarding Requester account set-up or facility reservations, contact the Facilities Use Scheduler:

- facilityrental@mylila.org
- 651-252-6716

Facility Use Limitations

General limitations of use for District facilities are in place to ensure a safe and secure environment for individuals and groups. All use must comply with the District's health, safety, and security policies. Failure to follow the general and specific limitations outlined may result in cancellation of the use permit and denial of future use. It is the permit holder's responsibility to communicate and enforce these rules and restrictions with those participating in the event or activity.

1) The School Board and/or Executive Director may cancel an approved use effective immediately if, in their judgment, continuation would be potentially harmful and/or dangerous, or that the program and/or participants' actions are not of a moral standard equivalent to that generally accepted in the community.
2) The possession or consumption of alcoholic beverages and illicit/illegal drugs is prohibited in District buildings and on District grounds. Any individual under the influence of any substance will be denied use of the facilities.
3) The use of tobacco in any form is prohibited in District buildings and on District grounds.
4) The possession of firearms is prohibited in District buildings and on District grounds.
5) All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
6) Disorderly conduct of any kind is prohibited and will result in ejection from the facility.
7) The permit holder agrees to assume all responsibility for damage or liability of any kind, and further agrees to hold harmless the District from any expenses or costs related to the use of District facilities. The District has the sole authority to determine the repair or replacement cost of any damages that occur.

8) All activities must be under competent adult supervision with the individual or organization using the facilities assuming full responsibility. Members of the activity will not be admitted into the facility until a District building supervisor is present.
9) Children must be supervised at ALL times. This includes drop-off, pick-up, and hallways, bathrooms, and other spaces being utilized for the activity. Supervisors must be the first to arrive and the last to leave to ensure proper supervision.
10) The permit holder and/or group supervisor must be the first to arrive and the last to leave the premises after the event.
11) The permit holder and/or group supervisor are responsible for the conduct of both participants and spectators.
12) The permit holder and/or organization may only use the facilities and equipment specified on the permit and contract.
13) Groups should use the parking lot and entrance closest to the use area, abide by the parking signs, and avoid parking in residential areas.
14) If deemed necessary by the District, police supervision may be required and charged to the user.
15) All event signage and advertising must be approved in advance by the District and must be removed immediately following the event. Signage must be confined to the event monitors and score tables, and cannot be placed on any interior walls or facilities utilized by the event unless approved by the District. The District is responsible for any permanent facility signage and advertising, and reserves the right to censor all advertising and signage that may conflict with their mission and intent.
16) It is the permit holder and/or group supervisor's responsibility to return their rental space to its original order after the event or activity. All chairs, tables, equipment, and other materials must be cleaned and returned to the exact placement as it was found when entering the rental space. If excessive trash is generated, the user should assist school staff in removal. A $45 per hour clean-up fee will be assessed for violation of this rule.
17) Inclement weather and/or building emergencies may necessitate postponement or cancellation of an activity or event. Check the district website at mylila.org for information regarding buildings or grounds closings. School closings do not always mean that buildings or grounds are closed for community use. In the event of an emergency or severe weather during an event, you must immediately follow the instructions of the building supervisor or other District staff. Failure to do so may result in a loss of use privileges.
18) In the case of emergencies or disasters, the School Board and/or Executive Director may authorize the use of school facilities by civil defense, health, or emergency service authorities.
19) The School Board and/or Executive Director or their designee are authorized to act in any case not covered by these rules and regulations or to make exceptions to the rules and regulations as deemed necessary.

Facility Use Permit & Contract Limitations

A Contract and Facility Use Permit will be issued to eligible organizations upon completion and approval of the Facility Use Application. The following are limitations of the permit process:

1) Rental of District facilities is contingent on the availability of supervisory staff.

2) A LILA building supervisor or approved representative is required to be on duty when facilities are occupied. In the case of large events, the school may require additional supervisors to be on duty with the cost billed to the renting group.
3) Contracts and permits are not transferable and are restricted to spaces, dates, and hours of use stated in the application. Any variation from stated use will be noted and rates adjusted accordingly. Permit holders are limited to their specific area, and the nearest drinking fountain and restroom.
4) A request for changes from the original Facility Use Application must be communicated to the Facility Use Scheduler as far in advance as possible, at minimum three business days prior to the event, to ensure the request can be fulfilled.
5) The facility will not be made available until the designated adult supervisor presents the permit to the building supervisor or person on duty and assumes responsibility for the group.
6) Use of equipment belonging to the District or brought into the facility must be approved. Only equipment specified on the permit will be made available to the user. Approved outside equipment brought into school facilities must be removed immediately after use. The District is not liable in connection with the use, loss, or damage of outside equipment.
7) Storage of outside equipment is not permitted unless approved by the LILA Executive Director or their designee. The District will not assume any liability for lost, stolen, or damaged equipment stored at the facility.
8) No food or beverage is permitted unless approved in advance and consumed in designated areas.
9) To ensure the District complies with all district, local, and state laws, full disclosure of event food and beverage use, admissions fees, or sales must be communicated on the Facility Use Application.
10) Rental and other related fees are listed on the Facility Use Contract (Appendix A). Short-term rental fees (e.g. single day, weekend, full week, or less than 20 total hours) must be paid before the first rental date. Payment plans for long-term rentals are available. Contact the Facilities Use Scheduler to discuss options.

Use of School Equipment

Use of equipment owned by the District is not included in the general rental of facilities and must be requested during the facility use application process. Any unauthorized use of school equipment may result in cancellation of future use of District facilities.

1) Rental of the Lee Performing Arts Center (PAC) includes basic lights and sound. Special equipment may be made available for use for an additional fee. Special equipment includes lights beyond basic house or stage lights, and use of video equipment including monitors and streaming.
2) Qualified supervisors/operators, as determined by the District, must be provided for media and Performing Arts Center equipment at all times. The District reserves the right to withhold the use of equipment or provide qualified District technical staff at rates listed in the Facility Use Fee Schedule.

3) Organizations and individuals using District facilities and equipment assume full responsibility for any damage caused by supervisors, participants, or spectators, and they will be billed for repairs or replacement items.

Special Use Areas

- **Fields**

  Groups interested in renting District fields must submit a Facility Use Application. Other than standard maintenance, additional work, such as the lining of fields and event-specific set-up, will be done at the requestor's expense, and requires a 14-day advance request. Field users are required to comply with the following conditions:
  - Vehicles are not allowed on fields.
  - Only space that has been permitted within the District can be utilized. In the event the space is being shared with another group, it is the expectation that the rights of other users will be respected.
  - The permit holder is responsible for all damage and/or loss to grounds, fences, sprinkler systems, or equipment, and will reimburse the District for repair and replacement.
  - Water and soft drinks, if distributed or sold on the field, may not be served in glass containers.
  - All trash, equipment, and other supplies must be removed from the field immediately after use.
  - The permit holder and/or group supervisor is responsible for enforcement of the rules and regulations pertaining to fields by both participants and spectators.
- **Gyms**
  - Use of school-owned physical education supplies and/or equipment is not allowed unless approved by the District.
  - Gym activities must have adult supervision.
  - Appropriate athletic shoes are required for all gymnasium activities of a sport or recreational nature.
  - No food or beverages, except water, are allowed in the gyms.
  - It is the responsibility of the permit holder and/or group supervisor to notify the custodian or building supervisor on duty of any damage to the building or equipment. In the event there is no supervisor available, damage should be reported to the Facilities Scheduler.
  - The permit holder and/or group supervisor is responsible for the enforcement of rules and regulations pertaining to gyms by both participants and spectators.
- **Lee Performing Arts Center**

  Individuals or groups interested in renting the Lee Performing Arts Center (PAC) must complete and submit a Facility Use Application. A priority use scheduling process is utilized to ensure that all events and activities are scheduled in a systematic manner to meet the needs of District programs and organizations with which Lakes International Language Academy has a contractual agreement.

- The PAC seats approximately 430 persons and is accessible.
- Unless otherwise approved, on-site technical supervision is required for all non-district events where stage lighting and sound equipment is required. This includes setup and event operation. All fees for technical supervision will be charged to the renting individual or group.
- No food or beverages are allowed in the PAC.
- Practices, rehearsals, and special setups will be scheduled at the time of initial permitting and will be reasonably accommodated.
- The rental fee includes basic lights and sound. Stage, scenery, and special stage lighting or sound equipment are not included.
- The PAC is a multi-use facility and all general operating procedures for multiple activities in a facility of this nature will be followed.
- The permit holder and/or group supervisor is responsible for the enforcement of rules and regulations pertaining to the PAC by both participants and audience members.

- **Concession Stand (Upper School)**
  - All concessions use must be coordinated through the Facility Use Scheduler.
  - It is the responsibility of the permit holder to ensure all concessions sales comply with local, county, and state regulations. This includes, but is not limited to, the collection of sales tax, licensing, and food safety requirements.
  - The permit holder is responsible for trash removal and clean-up of the concessions area. Cleaning supplies must be provided by the permit holder.
  - The concessions stand sink may be for handwashing only per county regulations. It may not used to wash dishes or for disposal of food or beverages.
  - No food or beverages are allowed in the performing arts or competition areas.
- **Cafeterias/Commons/Kitchens**
  - To inquire about District food service kitchen rental, contact the Facility Use Scheduler.
  - All use of food and beverage in cafeterias and commons areas must be included in the application request as it may involve additional clean-up fees.
  - User groups are responsible for ensuring all trash is disposed of in the trash receptacle(s) provided.

User Fees & Payments

Facility use fees have been established to offset the cost to the district for community groups utilizing District facilities. Charges for use of District facilities and grounds shall be made in accordance with the Facility Use Fee Schedule - see Appendix A.

- Rental fees are calculated on a per-hour basis. They begin at the entry time and end at the projected completion time of the event.
- Large events may necessitate the need for additional charges for supervision, setup, clean up, security, and trash removal. These charges will be estimated before the event and adjusted accordingly after the event.

- Rental charges and related fees are listed on the Facilities Use Contract. Short-term rental fees (e.g. single day, several days, weekend, less than 20 hours, etc.) must be paid in full prior to the first rental date. Payment plans for long-term rentals are available. Contact the Facilities Use Scheduler to discuss options.
- Payments shall be made to Lakes International Language Academy and sent immediately upon receipt of invoice. Failure to make current payments may result in the cancellation of current and future use permits.
- Permits will not be issued to any user who has a fee balance from a previous use of the District facility until the balance is paid in full.
- A $50 fee will be assessed for checks returned due to insufficient funds.
- State sales tax may apply to some permits, depending on current state regulations.

Personnel Fees:

A building supervisor and/or custodian is required for most events with the fees for these personnel being passed along to the User. If the school district deems it necessary to utilize additional special services as a result of event use, fees will be charged according to the established fee schedule found in Appendix A.

1) Custodial Services - The per-hour custodial service rate is established in partnership with the Facilities and Grounds Department. Charges for custodial personnel shall be at a rate not less than $45/hour/staff with a two-hour minimum.
2) Technical Support (Student) - The per-hour rate established by the District is $25.00/hour/staff with a two-hour minimum.
3) Technical Support (Adult) - The per-hour rate established by the District is $39/staff/hour with a two-hour minimum. The rate increases to $50/staff/hour after 8 hours.
4) Building Supervisor - The per-hour rate established by the District is not less $30/hour/staff with a two-hour minimum.
5) Security Officers - If deemed necessary by the District, the user group will be charged the industry rate for security staff and/or off-duty police officers to supervise events.

Cancellations & Refunds

- By the District:
    - Scheduled community events may be canceled by the District due to unforeseen circumstances or schedule changes for school functions. The District will notify the user as far in advance as possible, and work with the user to reschedule and/or procure alternate facilities. If the district and user group cannot reach agreement on reschedule or alternate facilities a full refund will be issued.
- By the User Group:
    - Cancellations by individuals or groups require a 24-hour advance notice for a full refund. A 5% fee will be assessed for cancellations received with less than 24-hour advance notice.

Nondiscrimination

Pursuant to state and federal laws, activities sponsored by individuals, agencies, organizations or groups, and conducted in District 4116 school facilities, whether under contract or by any other arrangement, shall not discriminate against any person on the basis of sex, race, creed, religion, color, national origin, age, marital status, sexual orientation, gender identity or expression, economic status, or disability.

APPENDIX A:

4.14.26
Effective July 1, 2026

Facility Use Fee Schedule
Term: 7/1/2026 - 6/30/2027
Fees subject to change upon annual review.

Facilities	**Non-Profit without Revenue** Classification 2, 3, 4	**Non-Profit with Revenue** Classification 5	**For Profit** Classification 6
Classrooms & Hallways (All Buildings)			
Classrooms - Includes Outdoor Classroom	$5.25/hour	$10.50/hour	$31.50/hour
Hallways ● Utilized for activities other than pass-through	$2.10/hour	$5.25/hour	$15.75/hour
Cafeterias & Large Group Rooms			
Lower School Cafeteria	$10.50/hour	$10.50/hour	$31.50/hour
Upper School Cafeteria	$15.75/hour	$15.75/hour	$52.50/hour
Upper School Adjacent Conference Room	$5.25/hour	$10.50/hour	$31.50/hour
Gymnasiums & Concessions			
Kinder Center Gym	$5.25/hour	$10.50/hour	$36.75/hour
Lower School Gym	$5.25/hour	$10.50/hour	$36.75/hour
Upper School South Gym	$5.25/hour	$15.75/hour	$52.50/hour
Upper School North Gym	$10.50/hour	$26.25/hour	$89.25/hour
Upper School Concessions Stand	$15.75/hour	$21.00/hour	$42.00/hour
Performing Arts Center, Music Rooms, Atrium			
Performing Arts Center – stage only; no lights & sound	$15.75/hour	$26.25/hour	$84.00/hour
Performing Arts Center w/basic lights & sound	$26.25/hour	$47.25/hour	$162.75/hour
Upper School Atrium (Commons) *If using Atrium for more than arrival/departure	$15.75/hour	$31.50/hour	$52.50/hour
Music Rooms	$5.25/hour	$10.50/hour	$31.50/hour
Music Practice Rooms	$5.25/hour	$5.25/hour	$15.75/hour
Media Centers			
Lower School Media Center	$5.25/hour	$10.50/hour	$42.00/hour
Upper School Media Center	$10.50/hour	$15.75/hour	$57.75/hour
Fields/Grounds			
Lower School East Field	$5.25/hour	$10.50/hour	$15.75/hour
Upper School Small Field	$10.50/hour	$15.75/hour	$31.50/hour
Upper School Large Field	$15.75/hour	$21.00/hour	$63.00/hour

4.14.26
Effective July 1, 2026

Other Fees			
Custodial (2-hour minimum)	$45/hour/staff	$45/hour/staff	$45/hour/staff
Site Supervisor (2-hour minimum)	$30/hour/staff	$30/hour/staff	$30/hour/staff
PAC Tech Supervisor (student - 2-hour minimum)	$25.00/hour/staff	$25.00/hour/staff	$25.00/hour/staff
PAC Tech Supervisor (adult/staff - 2-hour minimum)	$39/hour/staff	$39/hour/staff	$39/hour/staff
State Sales Tax (may apply to some permits)	Variable	Variable	Variable
Bundle Discount: ● Short-Term Rental Bundle - 3 or more spaces, 5% facility discount ● Long Term Rental Bundle - 3 or more spaces, 10% facility discount ● Bundle discount does not apply to staffing			