

RULES GOVERNING THE USE OF SCHOOL FACILITIES

APPLICATION PROCEDURES

1. Use of school facilities and equipment will only be with prior approval through use of this form. (Available on-line and in all buildings). Applications must be completed, in its entirety, in order to be approved.
2. A \$10.00 Application Fee will be submitted with the completed request. Application fees will be returned for denied requests. Application fees are waived for district affiliates.
3. The cost of using a building is generally higher on a Saturday and still higher on a Sunday or Holiday, due to increased labor costs. We encourage the use of buildings during weekdays and evenings.
4. Application for use of facilities must be made at least ten (10) days prior to the use. Written request for school facility use will originate at the office of the administrator directly in charge of that facility. Use is not approved until the requestor has received a completed, signed, copy from the Administration Business Office.

RENTAL CHARGE PROVISIONS

1. Directly affiliates of the District are exempt from charges, as outlined in the Group Definitions, during the time that a custodian is normally on duty. If a custodian is not on duty, or custodial overtime is a result of the event, a charge will be made based on the cost of personnel required (see Item 2). These groups will have reasonable priority over other groups.
2. Rental fees will be charged as outlined in the Group Definitions and the Schedule of Fees for Buildings and Grounds, and the Schedule of Fees for Equipment.
 - a. Cost of personnel required prior to, during, and following the usage.
3. Special Use may result in additional fees for the cost of personnel or equipment use.
4. A security deposit may be required for use of some district equipment, and will be requested at the sole discretion of Administration.
5. ***LCPS reserves the right to negotiate services/fees for users, by individual lease or contract, by mutual agreement between LCPS and the user, at the total discretion of L'Anse Creuse Public Schools.***

CAFETERIA/CONCESSION/KITCHEN RENTAL PROVISIONS

1. Cafeteria, concession and kitchen facilities and equipment may be requested through Supplemental Form C. Approval will be at the discretion of the Building Administrator and Foods and Nutrition Department, contingent upon the Requestor's ability to comply with provisions of use as outlined in Supplemental Form C. Rental Charge Provisions will apply, as outlined above.
 - a. Groups will remove refuse and unused food and materials, when using any kitchen facility. Temporary storage of foods will be for specific time duration, only, at the discretion of the Building Administrator.
 - b. The Building Administrator may grant limited use of kitchen facilities, for making tea or coffee and serving from group-owned utensils, when a Building Administrator is present. This will be limited to filling and cleaning containers only.

OTHER RENTAL PROVISIONS

1. CANCELLATION should be made to the Building Administrator, 48 hours in advance.
2. All accidents and injuries are to be reported to an Administrator within 24 hours.
3. Any group using school facilities is responsible for damage to school property. Equipment failure or damage to equipment or spaces will be reported to the custodian, immediately, who will report to the Building Administrator, who will report same to the non-instructional Services Office, no later than 9:00 a.m. the next work day.
4. Individuals and/or groups are required to pay all fees at the stated rates, unless a signed alternate agreement is on file with the L'Anse Creuse Public Schools. ***No facilities will be rented, if payment for past use is delinquent.***
5. No rental will be allowed which might interfere with the regular educational program.
6. School buildings may be used only when a regular employee of the Board of Education is on duty.
7. Vacation periods during the school year will primarily be used for building maintenance functions.
8. The Board of Education reserves the right to:
 - a. change or revise these rules at any meeting, and
 - b. refuse any group permission to use school facilities.
9. Failure to adhere to these rules, willful neglect of posted safety precautions or intentional damage or misuse of equipment or spaces, will result in a recommendation for the loss of building use privileges and/or assessment of charges necessary to correct damages. Said recommendation to be made to the Superintendent, cooperatively, by the Executive Director for Support Services and Building Administrator.

LIABILITY INSURANCE

1. All individuals/organizations shall purchase and maintain such insurance as will protect it from all claims for damages due to bodily injury, including death, and from claims for damages to property, which may arise out of, or as a result of, the organization's use of the premises. The minimum liability limits of such public liability insurance and property damage shall be in the amount of one million (\$1,000,000) dollars per claim or per occurrence, and the school district shall also be named as an additional insured under all policies. All users must agree to indemnify and hold harmless the school district and its agents and employees from and against all claims, damages, losses and expenses, including attorney fees arising out of or resulting from such organization's use of the school facility.
2. L'Anse Creuse Public Schools may request, at any time, proof of said insurance.