

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board.

A copy of the rental agreement is on copy in the Lakeview District Office.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: Lakeview School District Policy 801 (Equal Access to School Facilities)
Lakeview School District Policy 901 (Community Education)



LAKEVIEW

Independent School District #2167

FACILITY USE POLICY

- The facilities are rented in hourly units for building spaces and equipment.
- All rental arrangements must be made with the district office.
- School and Community Education Activities have priority.
- Requests should be made as early as possible to avoid conflicts and to arrange for necessary services.
- Rates for long term use and unique situations will be set on an individual basis.
- Activities detrimental to the purpose of the school or to the good of the community will not be allowed.
- Any equipment brought into the building must have prior approval.
- All buildings and grounds owned by ISD #2167 are chemical free; all school buildings and grounds are tobacco free, alcohol is prohibited on all school property.
- Certificates of Insurance may be requested by the school district pending the nature of the event being scheduled.
- Reservations must be made at least 14 days prior to the event.
- A damage deposit may be required for some events.
- The organization renting the facility shall be held responsible for any damage to the facility rented, equipment, etc.
- Rates for facility use/rental will be based on the following categories:

CATEGORY A

Events or meetings that have no admission charged, collection taken or items or services sold.

CATEGORY B

Events held with the intent that revenues from admission, collection or sales benefit the local community.

CATEGORY C

For-profit events

RENTAL RATES

A custodian or other school staff member must be on duty for all facility rentals. Kitchen staff must be on duty whenever a kitchen is used.

	Category A	Category B	Category C
Main Gym	\$35	\$60	\$95
Small Gym	\$30	\$50	\$75
Elementary Gym	\$30	\$50	\$75
Commons	\$30	\$40	\$50
Conference Room	\$15	\$20	\$25
Theater	\$35	\$60	\$95
Com. Ed. Room	\$30	\$40	\$50
Board Room	\$25	\$30	\$35
Media Center	\$20	\$25	\$30
Classroom	\$15	\$20	\$25
Music Rooms	\$20	\$25	\$30
Computer Lab	\$30	\$50	\$75
Kitchen	\$20	\$30	\$40
Concession Stand	\$20	\$30	\$40

Hourly Rates do not include custodial or kitchen staff which is listed separately; additional fees may be charged based on special needs or conditions

Other Athletic Facilities		
Locker Rooms	\$50 per locker room	
Football Field	\$800, \$1,000 w/ lights	
Baseball/Softball	\$300, \$400 (w/lights) per event	
Support Staff		
Custodian/Other Staff	\$30 per hour	<i>Must be included for rentals of all facilities</i>
Kitchen	\$30 per hour	<i>Must be hired whenever a kitchen is used for preparation or catering.</i>
Equipment Rental		
<i>Equipment to be used in school building only - additonal charges if used outside school</i>		
Staging	\$5 per section	
Sound Board	\$50 each	
Spot Lights	\$25 each	
Choir Risers	\$5 per section	
Folding Chairs	\$50	(\$1.00 per day individually)
Folding Table	\$3 each	

The Superintendent may reduce or waive associated fees for events sponsored by local service organizations that are intended to raise funds to benefit local causes or humanitarian efforts.

LAKEVIEW FITNESS/WEIGHT ROOM

RULES & REGULATIONS

Hours of Operation

Monday – Friday: 5:15 a.m. until 7:30 a.m.

Monday – Friday: 7:00 p.m. until 9:00 p.m.

Facilities may be closed on occasion due to Lakeview School Activities

Facilities will be available only on days when school is open for students

LAKEVIEW SCHOOL ACTIVITIES TAKE PRECEDENT

- 1. Open to Lakeview Patrons, Age 21 years and older**
- 2. District Issued Key Card Required for Entry (Purchased in Lakeview District Office) - \$25 per month for individual, \$40 per month for couple, \$5.00 replacement cost for lost card.**
- 3. No Permitted Use Beyond Posted Hours and Days of Operation**
- 4. No Food or Beverages Permitted (Water Bottles Only)**
- 5. Proper Clothing Attire Required**
- 6. No Locker Room Facilities Available**
- 7. No Profanity, Which Includes Vulgar Music**
- 8. A Spotter is Required When Lifting Heavy Free Weights**
- 9. Use of Cardio Equipment Limited to 20-Minute Intervals When Busy or Individuals Waiting**
- 10. Do Not Remain on Equipment Between Sets, Be Courteous, and Leave Equipment Promptly**
- 11. Wipe Down Equipment as Needed After Use (Wipes Provided)**
- 12. Dumbbells and Weight Plates Must Be Returned to the Appropriate Racks After Use (Do Not Leave Plates on the Floor or Bars)**
- 13. No Loitering in Weight Room/Fitness Room or Hallway**
- 14. Be Courteous – Avoid Injury – HELP OTHERS!**

LAKEVIEW SCHOOL DISTRICT OFFICIALS RESERVE THE RIGHT
TO REMOVE AND/OR REVOKE PRIVILEGES TO THOSE INDIVIDUAL(S) NOT ADHERING
TO THE ABOVE RULES AND REGULATIONS