

## Community Use of School Facilities

### Standard Operating Procedures

Pursuant to Policy #4210, Community Use of School Facilities, the school facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times. School-sponsored organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay uniform fees and costs according to a facility use fee schedule. The Superintendent Shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group, or organization nor the purposes they represent. The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept for scheduling dates to avoid conflicts during the school year. Request for use of the school facilities must be submitted in advance of the event.

### ML Schedules

ML Schedules is the LPOSD facility use request, scheduling and billing software platform for all use, including but not limited to internal, external and district employee user groups. Within the ML Schedules program users will create an account, create a group, submit a facility use request, submit reoccurring facility use requests, edit requests, and/or cancel requests.

User instructions are available on the district website at: <https://www.lposd.org/who-we-are/departments/facilities> <https://www.lposd.org/departments/facilities> by clicking on the links found under "ML Schedules Instructions" and/or on the ML Schedules support website at <http://support.mlschedules.com/support/home>.

The Facilities Administrative Assistant/Office Coordinator is the district administrator for the ML Schedules program. In addition to assisting the public users, he/she is the district contact for any internal user guidance, questions, concerns, employee changes, etc.

### User Groups

Internal: Internal user group requests are coordinated within the ML Schedules program, within each school, by the administrative team on site, including but not limited to the school **administrative assistant** ~~secretary~~, principal, and/or athletic director. Request communication is emailed to all users connected to the request by the ML Schedules program. All facility use must be entered into the program, and/or edited and/or cancelled, as necessary.

Internal groups should be created to include a school specific group name, physical school mailing address, email and phone number and will have the classification of "Internal Groups".

Internal groups **do not require notice to request or cancel.** ~~are set to have a 7-day notice to request and a 7-day notice to cancel.~~

Caution should be used when using any third-party integration software to ensure conflicts with scheduling are not created. When/if conflicts with scheduling are created by using integration software, it is the sole responsibility of the party who used the integration software to work through all the conflicts created.

External & District Employee: External user groups must have Proof of Liability Insurance (a certificate proving coverage of \$1 million, expiration date and LPOSD listed as an additional insured) to be granted use and must maintain coverage through use. External user group requests are coordinated within the ML Schedules program by the Facilities Administrative Assistant/Office Coordinator, in conjunction with the administrative team on site for the use request, including but not limited to the school **administrative assistant secretary**, principal, and athletic director. Final requests are approved by the Facilities Director. Request communication is emailed to all users connected to the request by the ML Schedules program.

External groups are classified as “For-Profit Groups (18 and under)”, “For-Profit Groups (19 and over)”, “Non-Profit Groups (19 and under)” or “Non-Profit Groups (19 and over)”.

External groups are set to have a 14 day notice to request and a 7 day notice to cancel.

#### Facility Use Fee Schedule, Scheduling, Billing, Payment, Accounting and Revenue

Facility Use Fee Schedule: A current pdf version of the fee schedule is posted on the district website at: <https://www.lposd.org/who-we-are/departments/facilities>  
<https://www.lposd.org/departments/facilities> by clicking on “Facility Use Fee Schedule”. Deposits are not required by the district. The Facilities Director can waive fees at his/her discretion.

Scheduling: Some scheduling is ongoing throughout the year and entered and handled case by case. The District will conduct scheduling meetings, for fall and spring use, for external user groups, handled by the Facilities Department. The fall meeting is held in early September for use from September through December. The spring meeting is held in early December for use from January through April. Facilities schedules the dates and emails out notification to the district ML Schedules users. All individual school use is to be entered or reserved in the ML Schedules program a minimum of the day before the scheduling meeting(s).

Scheduling priority is tiered as follows:

1. School district sanctioned/sponsored programs
2. City of Sandpoint Parks & Rec
3. Non-profit organizations/clubs
4. For-Profit organizations/clubs

Gym use for groups 2, 3 & 4: semi-annual meetings are held with non-profit and for-profit groups for equitable allotment of use as outlined above.

- a. Games/tournaments take precedence over practices
- b. Gym sports will take priority over other uses

Individual and unique requests are handled on a case-by-case basis. Every effort should be made by the individual schools to not cancel events/requests after they have been approved. If/when a cancelation of a previously approved event/request is necessary, every effort should be made to give the user group as much notice as possible, including using the “save and send email” note as to the reason why.

**Billing and Payment:** The Facilities Administrative Assistant/Office Coordinator is responsible for billing and collecting payment from the external user groups. The billings are generated through the ML Schedules program and emailed to the user group contact. The Facilities Administrative Assistant/Office Coordinator is responsible for emailing a copy of all billings to the district Bookkeeper, indicating the account code(s) for the billing. Billings can be for single use, monthly use and/or seasonal use. Payments are directed to the Facilities Department located at 1520 Baldy Mt. Road, Sandpoint, Idaho for processing. Custodians and/or school administrators coordinate on site sign in sheet use for all facility use sites and monthly interoffice mail them to the Facilities Administrative Assistant/Office Coordinator for a checks and balances system to ensure accurate billing for actual use versus reserved/estimated use.

**Accounting:** Payments are received by the Facilities Administrative Assistant/Office Coordinator, “received” in the ML Schedules program, and then mailed to the district Accounts Payable Specialist together with a copy of the paid invoice for final accounting.

**Revenue:** The revenue generated from use is allocated to facilities, grounds and/or wages. The facilities portion is generated from all indoor facility use throughout the district and then proportionally distributed to all the schools in the district and facilities department by the accounting department at the beginning of each fiscal year. The grounds portion is generated from all the outdoor field facility use throughout the district and is managed by the facilities department. The wages portion is generated from all the custodial and/or kitchen labor associated with use and is co-managed by the payroll and accounting departments.

#### Other Important Notes

If schools are closed due to weather or other emergency, the buildings and grounds are generally closed and will not be available for approved requests. Please follow LPOSD #84 School Closure Policy #2210. Every effort should be made by administrators to “cancel” approved requests in the ML Schedules program and include notes with the “save and send email” as to why the use is cancelled.

The system only works if we operate as a universal team! Please approve or deny requests as soon as possible as not to delay the “approval process.” Please communicate and coordinate effectively to maximize district facility use!