

## ***Community Relations***

**In the belief that the school should be considered as a part of the community, it is the policy of the Loon Lake School District to make facilities available for community use under necessary regulation when such use is not in conflict with school operation. Local levy funds and/or fees will cover costs of facility use. The fee schedule appears on page 2. In order to carry out this service to the best interest of the whole community, organizations and individuals seeking the use of school facilities will be classified as follows:**

**Group 1: Allied Local School and Community Groups - This group includes organizations whose main purpose is to benefit the Loon Lake School students and provide members of the community access to government programs and opportunities for civic participation e.g. Parent-Teacher organizations, booster clubs, community clubs, service clubs, Scouts, local 4-H clubs, youth and family recreation and athletics groups that include Loon Lake students, governmental groups, and political caucuses.**

**Group 2: Non-Allied Individuals and Groups - This groups includes groups and individuals from the community that wish to use the building and/or equipment for non-profit events such as non-school youth and adult recreation and athletics groups, reunions, receptions, birthdays, anniversaries, etc.**

**Group 3: Profit Making - This group includes individuals, businesses, and/or other organizations that desire to use the facilities for profit making.**

**It is understood that a representative of any group using the facility will consult with the Superintendent before using the facility for the first time to ascertain the areas of the building to be used and locate light switches rest rooms, equipment storage, etc.**

**The facility use applicant will pay for any damage done to the facility. If the Superintendent determines that a custodian or staff member is required to be on-site, the user group will pay the cost of such employee a minimum of \$20.00.**

**Facility Use Application: Facility use shall be scheduled with the Business Manager. All users shall accept full responsibility for any damage done to school property or equipment and agrees to protect, indemnify and save Loon Lake School District from all liability resulting from use of said facility.**

**A \$50.00 damage deposit will be required for building use from Groups 2 and 3. Damage deposits are refundable on the condition that the facility is clean and no damage has occurred and no additional fees have been incurred.**

LOON LAKE SCHOOL DISTRICT #183

FACILITIES FEE SCHEDULE

**BUILDING AND GROUNDS:**

|                    | <u>GROUP 1</u> | <u>GROUP 2</u>   | <u>GROUP 3</u>   |
|--------------------|----------------|------------------|------------------|
| Classroom/Library  | 0              | \$2.00 per hr    | \$3.00 per hr    |
| Gym                | 0              | \$10.00 per hr   | \$12.00 per hr   |
| Cafeteria/Kitchen  | 0              | \$20.00 flat fee | \$25.00 flat fee |
| Grounds/Ball Field | 0              | 0                | \$2.50 per hr    |

**MISCELLANEOUS RENTALS/USE**

|                                     | <u>GROUP 1</u>                        | <u>GROUP 2</u>                        | <u>GROUP 3</u>                        |
|-------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Chairs<br>(if for use off premises) | 0                                     | \$.10/chair                           | \$.10/chair                           |
| Tables<br>(if for use off premises) | 0                                     | \$2.00/table                          | \$2.00/table                          |
| Overhead Projector                  | 0                                     | \$2.00 flat fee                       | \$2.00 flat fee                       |
| Copies                              | .03 per pg<br>(school provides paper) | .10 per page<br>(user provides paper) | .10 per page<br>(user provides paper) |

**Group 1:** This group includes organizations whose main purpose is to benefit the Loon Lake School students and provide members of the community access to Government programs and opportunities for civic participation e.g. Parent-Teacher organizations, booster clubs, community clubs, service clubs, Scouts, local 4-H clubs, youth and family recreation and athletics groups that include Loon Lake students, governmental groups, and political caucuses. *Building and equipment use at no charge can only be provided in calendar years that the school receives local levy funds. In years without levy funds, the school must cover the costs of use as shown in under Group 2.*

**Group 2:** This groups includes groups and individuals from the community that wish to use the building and/or equipment for non-profit events such as non-school youth and adult recreation and athletics groups, reunions, receptions, birthdays, anniversaries, etc.

**Group 3:** This group includes individuals, businesses and/or other organizations that desire to use the facility for profit making.

Nov 2003

**LOON LAKE SCHOOL DISTRICT #183  
FACILITY USE APPLICATION**

**Date of Application** \_\_\_\_\_  
**Group/Person Requesting Facility** \_\_\_\_\_  
**Facility Requested** \_\_\_\_\_ **Areas of Facility** \_\_\_\_\_  
**Date(s) Facility to be Used:** \_\_\_\_\_ **Hours** \_\_\_\_\_ **to** \_\_\_\_\_  
**Equipment/Special Requests** \_\_\_\_\_  
**Person in Charge** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Purpose of Use** \_\_\_\_\_

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**BASE FEE** \_\_\_\_\_ **DEPOSIT** \_\_\_\_\_

The undersigned who is in charge of activities, is 21 years of age or over, and agrees:

1. **To be in attendance and responsible when the facilities are being used at all times.** To make sure your group has access only to the room reserved and the restroom.
2. **NO TOBACCO PRODUCTS/ALCOHOLIC BEVERAGES, DRUGS OR FIREARMS** are permitted in the building or on the grounds. Inappropriate conduct, profane language or any other objectionable practices will be ample reason for terminating a permit.
3. To be responsible to the Loon Lake School Board of Directors for the use and care of the school property and shall accept full responsibility for any damage; agrees to protect, indemnify and save the Loon Lake School District from all liability resulting from the use of said facility. All rules and regulations concerning use of the school facilities will be observed by the group or person.
4. That the character of the activity will conform with that stated in the application.
5. Permits will not be granted for any use which may be detrimental to the best interest of the school or for which satisfactory sponsorship or adequate adult supervision is not provided. This shall include police and fire protection when, in the judgment of the administration, such is necessary.
6. When deemed necessary by the administration, school district staff members shall be on duty either in a custodial and/or supervisor capacity while the facility is in use.
7. The Business Manager shall schedule the use of the school facilities; and whenever a conflict with a school function occurs, the school shall have priority. A use permit may be canceled should a conflict arise.
8. The superintendent shall reserve the right to reject any group requesting the use of facilities.

9. The person responsible will make sure that the garbage is picked up, the lights are turned off and all doors are closed.

**Gym use rules:**

1. Only light soled, **non-street** shoes are allowed--no black soled or street shoes in the gym.
2. **No Food or Drink** are allowed in the gym at any time.
3. If your group has rented the gym, your group has no other access to any other room except the gym and the appropriate restrooms. Please note that all children need to be accompanied by an adult to use the restroom.
4. All gym closets are off limits to your group except for the supplies you have requested to use in writing.
5. Please stay off all wrestling mats since they do not belong to the school.
6. The gym should be left in the same condition it was when you came. Remember, you are responsible for the gym and any damage that occurs.
7. Due to the potential damage of the gym floor the following games or items are not allowed:
  - a. Floor Hockey
  - b. Roller Skates-Roller Blades
  - c. Permanent Markers
  - d. Crayons-Pens
  - e. Paper Clips
8. Hanging from the basketball rims is not allowed.

**Any Violation of above rules will result in revocation of facility use privileges.**

**The undersigned party agrees to pay for school district personnel time at the rate of \$20.00 per hour for their time to fulfill the duties of this agreement.**

Approved:

Accepted: (Person in charge)

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Name                      Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address                      Phone