

- I. **PURPOSE:** the purpose of this policy is to provide guidelines for community use of school facilities and equipment.
  
- II. **GENERAL STATEMENT OF POLICY:** Lakes International Language Academy (the school) believes the school facilities should be made available for a variety of community and private social purposes for residents of all ages, provided that such use does not infringe on the original and necessary purpose of the school property or interfere with the educational program of the school and is harmonious with the purposes of this school. The use of school grounds and facilities shall not be granted for any purpose prohibited by law.
  
- III. **GENERAL COMMUNITY USE OF SCHOOL FACILITIES**
  - A. The school shall permit non-school use of designated school facilities for educational, community, recreational, civic or social activities when these activities do not conflict with school use or with this policy. The school shall reserve the right to limit use of non-school purposes. The school does not discriminate on the basis of race, creed, religion, national origin, gender, marital status, parental status, disability, age, gender identity and expression, or sexual orientation.
  - B. The school shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or this policy. However, the school shall reserve the right to limit use of non-school purposes.
  - C. The Board of Directors may impose reasonable regulations and conditions upon the use of the school facilities, as it deems appropriate.
  - D. Academic and extracurricular activities sponsored by the school shall always have priority when any use is scheduled. The school board and/or Director or designee shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a school activity.
  - E. No approval shall be required for non-school-related recreational use of the school's outdoor recreational facilities, including playground, when the facilities are not in use by the school or for a scheduled non-school purpose.
  - F. Requests for the use of the school facilities shall be made through the school as follows:
    1. When available proceed through the Facilities Use application process online at [www.lakesinternational.org](http://www.lakesinternational.org). If online process is not possible, obtain Facilities Use Application from school office or from school website.
    2. Complete online process or paper form, preferably 10 working days prior to event.
    3. Event organizers must complete a form for any activities held any time after school or on non-school days.
    4. Staff will check scheduled dates against existing school calendars, and provide fee estimates according to the established Facilities Use Fee Schedule in Part I of this policy.

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5. The school board and/or School Director or designee, who are authorized to approve the use of any school facility, will inform applicant of confirmation and/or rejection or request in a timely manner.
6. Any organization or individual approved for a non-school use of district facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledge that the school is not liable for any personal injury or damages to personal property related to non-school use.

**FEE SCHEDULE**

**G. Building Access Fee**

1. A building access fee will be charged to all individuals or groups using the building for events/activities that are on-site after 8:00 PM. on a regularly scheduled school day. A building access fee will be charged for the full rental time on non-school days. The school reserves the right to set alternate fees as deemed necessary.
2. The building access fee will be waived for all Lakes International sponsored events.

**H. Facilities Use Fees WILL NOT be charged for:**

1. Lakes International Language Academy sponsored events.
2. Community non-profit youth groups with at least 80% of their participants attending Lakes International Language Academy. There cannot be any fees, donations or concessions associated with these events.
3. Tax-supported public agencies operating within the Forest Lake Area School District boundaries. This includes City, Township, County public hearings, caucuses, elections, candidate forums, and other similar events. There cannot be any fees, donations or concessions associated with these events.

**I. SCHEDULE OF FEES:**

1. Non-school users shall be charged a fee for the use of designated facilities, which have been established by the board as follows:

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FEE SCHEDULE

*Facilities Use Fee	<b>Non-profit</b>	<b>For-profit</b>
Room Rental –/Classroom	\$20/hr. 2 hr. minimum	\$30/hr. 2 hr. minimum
Commons/Cafeteria	\$40/hr 2 hr. minimum	\$60/hr 2 hr. minimum
Gymnasium/Media Center	\$60/hr 2 hr. minimum	\$90/hr 2 hr. minimum
Fee includes setup and cleanup by renter Setup and cleanup by school will be charged \$25/hr		
<b>Building Access Fees</b> When staff is not regularly scheduled to be on duty, a Building Access Fee will be charged to open/supervise/close/inspect the building. A facility use request will be rejected if a staff member is not available to open/supervise/close building.	\$25/hr. 2 hr. minimum	\$25/hr. 2 hr. minimum

An hourly clean-up fee will be charged if the renter does not leave the building in the same or better condition than before use.

If you must cancel your activity, you must call the School Office at 651-464-0771 within 24 hours of your scheduled rental time to receive a full refund of paid rental and building access fees.

\*Lakes International reserves the right to set alternate fees for activities aligned with our mission.

**IV. GENERAL FACILITIES USE POLICIES: Rules for Use of Building, Equipment, and Grounds**

The following rules must be observed in the use of school facilities, and the group leader will be held responsible for compliance:

1. School use approvals will be issued only for the dates, hours, and areas specified and include only the nearest lavatories and drinking fountain. This approval may not be transferred or the space approved for use sublet to another organization.
2. All non-school users of school facilities shall complete and sign a Hold Harmless Agreement.
3. School may also require the applicant to provide a certificate of liability insurance with limits not less than \$1,000,000 per occurrence limit and \$2,000,000 annual aggregate.
4. All individuals (or groups) assume financial and/or legal responsibility for damages to property that occur due to their neglect or inappropriate behavior.
5. All groups using school facilities shall reimburse the district for all extra labor or costs incurred by the school due to their use of facilities.

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6. A staff member or school approved representative is required to be on duty when a building is occupied. In the case of large events, Lakes International may require additional supervisor(s) to be on duty and the cost will be billed to the renting group.
7. If a building is not vacated by the time indicated on the Approved Facilities Use Application, additional charges will be assessed.
8. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility. Members of the activity will not be admitted until the group supervisor is present.
9. Groups will provide responsible supervision of the entrance area of the building for their activities until the doors are locked or until the entire group arrives.
10. Children must be supervised at ALL times while in our facility. This includes while in the hallways, washrooms, etc. Supervisors should be the first to arrive, the last to leave, to ensure this supervision.
11. Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to Lakes International, and sent to the school upon receipt of invoice.
12. The use of tobacco in any form is prohibited in school district facilities or grounds.
13. Possession or consumption of intoxicating beverages or illegal drugs in any form in or on school premises is prohibited.
14. Any individual under the influence of ANY chemical will be denied the use of the facilities.
15. Disorderly conduct is prohibited and punishable by ejection from the building and grounds.
16. No food or beverage is allowed, unless approved in advance and in designated areas.
17. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
18. Chairs, tables, equipment, and other materials within a classroom, common area, etc. should be left in the exact placement at the conclusion of activity and these areas should be left clean, in the same condition as when the group entered.
19. The school board and/or School Director or designee are authorized to act in any case not covered by the rules and regulations or to make exceptions to the rules and regulations as deemed necessary.
20. In case of emergencies or disasters, the school board and or Director may authorize the use of school facilities by civil defense, health or emergency service authorities.
21. The school board and/or School Director may cancel an approved use effective immediately if, in his/her 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.
22. If you must cancel your activity, you must call the school office within 24 hours of your scheduled rental time to receive a full refund or paid rental and building access fees.

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