

# REGULATION

LAFAYETTE TOWNSHIP  
**BOARD OF EDUCATION**

PROPERTY  
R 7510/Page 1 of 9  
USE OF SCHOOL FACILITIES (M)

## R 7510 USE OF SCHOOL FACILITIES (M)

- A. Classification of users: Organizations and individuals requesting use of the school facilities will be classified 1 - 5 as follows:

### Non-Profit

1. Lafayette Groups/Teams: (i.e., Boy Scouts/Girl Scouts, Lafayette Amateur Athletics (LAA), Lafayette Recreation, Lafayette PTO, School Clubs and Activities, 4H Groups, etc.). (Please note that the school teams or groups including the PTO that are directly related to the school receive first priority over the other Lafayette groups/teams.)
2. Regional Groups/Teams: (i.e., Boy Scouts/Girl Scouts, Regional Recreation Teams/Groups, 4H Groups with Lafayette residents as participants).
3. Non-Lafayette/Regional Groups/Teams: (Groups without Lafayette residents).

### For-Profit

4. Lafayette for-profit activities, organizations or theatre groups, etc.
5. All other for-profit activities, organizations or theatre groups, etc.

- B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the School Business Administrator/Board Secretary.
2. Non-Profit Lafayette Groups (Classification 1): may submit their application for the use of facilities along with their certificate of insurance no earlier than ninety days before the activity date and no later than ten days prior to the planned activity unless the activity is a special event (i.e. tournament, festival, educational program) requiring long term planning and early facility use approval.



# REGULATION

## LAFAYETTE TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7510/Page 2 of 9  
USE OF SCHOOL FACILITIES (M)

All other Organizations (Classifications 2 -5): may submit their application along with their certificate of insurance no earlier than forty-five days before the activity date and follow the same procedures as listed above, unless the application requires Board of Education approval. Actions requiring Board approval must be submitted at least two weeks prior to the monthly Board meeting. Note: For-profit activities may need Board approval.

3. The application must be signed by two adult officers of the requesting organization, who will be considered by the Board to be the agents of the organization.
  4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. The date(s) requested must be specific in nature and include the exact hourly time(s) the facility is needed. Approval of the application is limited to the facilities, dates, and times expressly requested on that application. Approval does not include the privilege of additional rehearsal time or the use of rooms or building not expressly requested.
  5. Any blanket application which would monopolize the use of the facilities will be reviewed by the Superintendent for equitable usage.
  6. The application must list all of the equipment and supplies needed for the use, pursuant to Board Policy.
- C. Approval: Non-profit users will be given priority according to tier (as listed in Section A) for the use of school facilities over for-profit users. For-profit users will be given lowest priority for the use of school facilities. No other organizations or individuals will be permitted to use school facilities.
1. Standards for approval include the following limitations on use:
    - a. School facilities are available for use on weekdays between 3:30 p.m. to 10:00 p.m. (after school hours). The facilities are also available Saturdays and Sundays during the regular school year from 8:00 a.m. to 10:00 p.m. provided the user pays an overtime custodial fee (regardless of their classification). School facilities are not available for use on public holidays or during school vacation periods during the regular school year. School facilities



# REGULATION

## LAFAYETTE TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7510/Page 3 of 9  
USE OF SCHOOL FACILITIES (M)

- are not available for use during the school day or any day when the facility is closed for inclement weather, work stoppage, or other emergency
- b. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
  - c. In accordance with Board Policy, the use of school facilities will not be granted for a partisan political activity, or any purpose that is prohibited by law.
2. The School Business Administrator/Board Secretary or designee will review each application and check the school calendar to determine whether the facility/room requested is available at the date and time specified. The facility may not be available for use due to the following reasons:
    - a. Already in use for instructional or co-curricular program(s);
    - b. Unavailable due to maintenance, repair, or capital improvement; or
    - c. Already in use by another organization.
  3. If the facility is unavailable for use, the School Business Administrator/Board Secretary or designee will so inform the agent(s) of the organization and may suggest alternative dates, times, or facilities.
  4. If the facility is available for use the School Business Administrator/Board Secretary or designee will review the application and note the applicant's classification (Non-profit or For-profit) and any applicable fees and costs. All fees are paid directly to the Business office. The Superintendent will review and approve, as appropriate, applications submitted.
  5. In the event of a conflict between requesting organizations within the same class, the request received earlier will be honored first.
  6. A copy of each application will be on file in the Business office.



# REGULATION

LAFAYETTE TOWNSHIP  
**BOARD OF EDUCATION**

PROPERTY  
R 7510/Page 4 of 9  
USE OF SCHOOL FACILITIES (M)

7. The application form will include the rules governing the use of school facilities. The agent's signatures on the application will signify notice of those rules and the organization's agreement to be bound by those rules. The agents are to distribute the facility use guidelines sheet to the participants.
  8. Any application under question by the Superintendent, may be brought to the Board for review. The Board reserves the right to deny any application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose agent has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
  9. Permission to use school facilities is not transferable.
  10. The organization's agents must inform the School Business Administrator/Board Secretary or designee of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the School Business Administrator/Board Secretary of a cancellation use at least twenty-four hours in advance of the scheduled time of the use may result in imposition of service charges or future restrictions on facilities use.
- D. Insurance and Indemnification
1. The agent of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
  2. The organization and/or its agent will hold the Board harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.



# REGULATION

LAFAYETTE TOWNSHIP  
**BOARD OF EDUCATION**

PROPERTY  
R 7510/Page 5 of 9  
USE OF SCHOOL FACILITIES (M)

3. The user shall furnish evidence of the purchase of liability insurance in the amount of:
  - a. \$1,000,000 per person;
  - b. \$1,000,000 per accident or event; and
  - c. \$1,000,000 Property Damage, Liability Coverage.
  
- E. Rules for the Use of School Facilities
  1. Users of school facilities will be bound by the law.
    - a. Users must comply with all applicable statutes; municipal ordinances; and rules of the Board of Health, fire department, and police department regarding public assemblies.
    - b. The use must not exceed the established capacity of the facility used.
    - c. School facilities cannot be used for any purpose prohibited by law (including illegal gambling) or any activity likely to result in rioting, disturbance of the peace, damage of property or for the purpose of defaming others.
    - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances are absolutely prohibited in accordance with law and policies of the Board.
    - e. Smoking is prohibited in accordance with Board Policy.
  2. Users of school facilities will respect school property.
    - a. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition. The user will be responsible for reimbursing the school for any damages caused by said user.
    - b. Cleats are not to be worn inside any part of the building.



# REGULATION

LAFAYETTE TOWNSHIP  
**BOARD OF EDUCATION**

PROPERTY  
R 7510/Page 6 of 9  
USE OF SCHOOL FACILITIES (M)

- c. Specific policies for the use of the gymnasium:
  - (1) No food or drinks;
  - (2) No cleats;
  - (3) No chairs; and
  - (4) No furniture.
- d. The user must obtain the Superintendent's permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or material may be nailed to floors, walls, windows, woodwork, curtains or textures or affixed to the same in any manner that defaces or damages school property.
- e. Any equipment, scenery, decorations, or other materials brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such material left on school premises more than forty-eight hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- f. The user must obtain the Superintendent's permission to use, move, or tune a district piano. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- g. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- h. Lighting equipment, ventilation systems, thermostatic controls and mechanical equipment may only be operated by district employees.
- i. The user must obtain the Superintendent's permission to serve and consume food and/or beverages on school premises. In the service and consumption of food and/or beverages, the user must clean all utensils, equipment, serving dishes, and the like and restore the



# REGULATION

LAFAYETTE TOWNSHIP  
**BOARD OF EDUCATION**

PROPERTY  
R 7510/Page 7 of 9  
USE OF SCHOOL FACILITIES (M)

facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.

- j. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Superintendent.
  - k. No school keys shall be issued to user.
  - l. No animal shall be allowed on school premises without the approval of the Superintendent.
  - m. The user is responsible for examining the facility immediately before and after the use and informing the Superintendent or designee of any loss or damage that must be corrected.
  - n. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room without permission. Users are not permitted to use district telephones, typewriter, computers, and office equipment, except in the case of a medical or legal emergency.
  - o. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
3. Users must be properly supervised.
- a. A school custodian must be on duty the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and enforcing the regulations. The custodian may be directed by the Superintendent to perform extra services as an accommodation to the user. The user will be charged an additional fee and the custodian will be compensated accordingly by the district. (see F - Fee Schedule)
  - b. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in



# REGULATION

## LAFAYETTE TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7510/Page 8 of 9  
USE OF SCHOOL FACILITIES (M)

the activity, including an attendant in common areas for observation.

4. Extra Services
  - a. The use of certain school facilities (such as kitchen and all-purpose room) may require the services of school employees trained in the use of the facility. The user may be charged an additional fee and the school employee will be compensated accordingly by the district. (see F - Fee Schedule)
  - b. The user must in consultation with the Superintendent or designee, anticipate the need for the assistance of police officers, fire fighters, parking attendants and/or any other needed service. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, parking assistance and/or any other needed or deemed required service after having been advised to do so by the Superintendent, the Superintendent may recommend that permission to use the facility be withdrawn.
5. Board members and school officials are entitled to full and free access to any part of the school premises during use. No user may exclude a Board member or school official from a school facility for any reason.

### F. Fee Schedule

1. Non-profit users will not be charged a fee for building use or custodial services during the regular operating hours (see C 1). For possible additional charges see 'All Users' below.

Groups 3, 4 and 5 will be charged a usage fee for fundraising, tournaments or for profit activities that will be held at Lafayette Township School.

For-Profit users will be charged a users fee according to the following schedule:

Facility	Per Day
Gymnasium	\$300





# REGULATION

## LAFAYETTE TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7510/Page 9 of 9  
USE OF SCHOOL FACILITIES (M)

All Purpose Room	\$150
Pavilion	\$150
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Athletic Field	\$150
Kitchen	\$150
Library	\$100
Classroom	\$100

They will also be billed for regular custodial services. For possible additional charges see 'All Users' below.

All Users will be charged a fee for special services and/or extra custodial hours. Additional building fees may be warranted depending upon the need of the organization. These fees will be agreed upon prior to the activity and will be outlined in the billing statement. Note: custodial fees will vary depending upon the on-call custodian and the specific request by the applying organization.

A fee will be assessed and charged to every organization that causes any damage/excessive wear to the building or grounds.

2. The Superintendent/Board Office will prepare an itemized bill for the use of school facilities immediately after the use is completed and payment must be received within fifteen days.

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