

Lakewood City Schools Use of District Facilities

Requests

Any organization or individual desiring to use District facilities shall contact the Community Recreation & Education Department for approval. Any organization or individual desiring to use the Civic Auditorium shall contact the Civic Auditorium directly for approval.

- () When charges are involved, twenty-five percent of the total estimated sum is due at the time the facility permit is provisionally approved.
- () The Community Recreation & Education Department Commissioner or designee shall clear each request with respect to date, time and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- () The Commissioner or designee will approve all requests. If the request is not approved, all deposits will be returned.
- () Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- () Proof of liability insurance covering facility use in the amount designated by the Superintendent or designee may be required depending on the event and facility.
- () The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Superintendent or designee with or without due notice. All approvals are to be granted with this understanding. The forfeiture or cancellation of any Event shall not entitle Grantee to any refund or rebate of rent required to be paid hereunder. If additional contracted time is utilized on the day of the Event, rent shall be charged at the Board approved rate.
- () In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

Regulations

- () Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- () The District reserves the right to request payment of estimated fees in advance.
- () Use of tobacco is prohibited. All users are responsible for complying with this regulation.

- () Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- () Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the Superintendent or designee. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- () The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- () Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- () The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the Superintendent or designee.
- () Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the permit. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the Superintendent or designee for use of any special or extra equipment. Extra compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- () Buildings will normally be open 15 minutes prior to the activity and for 15 minutes after its scheduled end, unless other arrangements are requested on the application and approved.
- () Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- () No unauthorized methods of obtaining funds, including but not limited to sale of tickets, fees, dues, donations, fundraising, gambling, or any other charges specifically for the event are not permitted in District buildings or on District grounds without prior written consent of the Board.
- () A District representative (i.e. Civic employee, school custodian, Event Staff, etc.) shall be on duty whenever a facility is being used except as exempted by the Superintendent or designee. The custodian will render custodial assistance in handling furniture and equipment. The District representatives will be responsible for seeing that facilities are left in good order after the Event is over. The overtime, including clean-up time, is charged at the appropriate hourly rate and will be paid for by the using group. Nutrition Services personnel shall be required, in addition, when kitchen facilities are requested and will be paid for by the using group. The District reserves the right to schedule personnel as deemed necessary and will be paid for by the using group.
- () Responsibility for enforcement of rules and regulations concerning use of District facilities rest with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use District facilities.

- () Corridors, exits, and stairways must be free of obstruction at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block stairways, or aisle ways.
- () The District will not be responsible for any loss of valuables or personal property.
- () Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- () Playground facilities may not be used by any youth over the age of 12 nor shall any person be allowed on playgrounds after dark.
- () Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
- () Gymnasium Use – regardless of the weather, all participants must carry a separate pair of shoes into the building and change into that pair of shoes before entering the gymnasium. Non-marking gym shoes must be worn when using any gymnasium floor. No wet or dirty shoes will be allowed on the gymnasium floor.
- () Kitchen/Cafeteria/Cafetorium Use -
 - A group wishing to use kitchen/cafeteria/cafetorium equipment must include their needs at the time of their request.
 - A Nutrition Service staff member must be on site during the use of kitchen/cafeteria equipment. User must contact Nutrition Services at 216-529-4156.
 - All events preparing, selling, and/or serving food in a District facility must obtain a permit through the Lakewood Health Department. A permit for use of District owned facility will not be issued until proof that the health permit has been obtained. User must contact the Lakewood Health Department at 216-529-7690.
- () Food and beverages of any kind are prohibited in a District facility without prior written consent of the Board. ***Only Pepsi products will be approved.***
- () Food and beverages of any kind are only permitted in the cafeteria/cafetorium.

Fee for Use of District Buildings

A schedule of fees for the use of District facilities is determined annually based upon the following factors:

- () The use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.
- () The use of District facilities for any City Hall use shall be without cost to the users, except that the users shall be responsible for any labor fees incurred by the District.

- () All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.