Please read the complete set of procedures and guidelines that follows, your signature at the bottom of the “Facility Use Request Form” acknowledges you have read and agree to abide by all conditions stated in this document.

The LAKEWOOD PUBLIC SCHOOLS Board of Education recognizes that school facilities are valued community resources and should be available for use by responsible local organizations when there is no conflict with a recognized school need. However, the Board of Education is also cognizant of the factor that there are costs related to the use of school facilities, and therefore has established the following fee schedule and procedures to govern the renting of school facilities.

1. A person or group wishing to use any LAKEWOOD PUBLIC SCHOOL facilities must fill out a Facility Use Request Form. Forms are available in any school office or on our web site – www.lakewoodps.org; applicants must be over 21. Please submit your request no less than 10 business days from the date of your event. Requests received with less than 10 business days of notice may cause your request to be denied in part or in full.
2. LAKEWOOD PUBLIC SCHOOLS is an alcohol-free, tobacco-free, and drug-free campus at all times. Violations will result in the immediate dismissal of the offending person(s) and/or the immediate ending of the event.
3. All students (underage persons) are to be supervised at all times. Applicant must remain in attendance for the duration of the scheduled event. At the conclusion of the event, the Applicant must be present until the last person participating or attending the event has left the building.
4. Submit the Facility Use Request form for approval and scheduling as follows: a. to athletic office if requesting any gymnasium or athletic facility. b. to the Performing Arts Director if requesting the Lakewood Arts Center. c. to the office of the building the room is in if requesting any area not identified above.
5. The responsible party of the offices listed, in item number 4 above, will verify availability by signature and will forward the Facility Use Request Form to the Business Office for fee review/assessment and final approval. Event will be tentatively scheduled.
6. Approved permits are returned to the person requesting facility use via email whenever possible. The approved permit will also indicate the amount of any fees due, and if necessary, the need for certificates of insurance and indemnification of the district and the due date for each. If there is a conflict in processing the permit, the applicant will be called.
7. Liability policies, if requested, must list LAKEWOOD PUBLIC SCHOOLS as an “additional insured” and will be in the amount of not less than $100,000. Requested policy is to be submitted prior to the rental date of the facilities. Failure to submit a requested policy will result in an additional fee of $25 or the event may be canceled.
8. Approved Facility Use Request Form should be present with the group using the facility. Building supervisors, custodians, and other school personnel may request to see a group’s approved Form to verify approval and permit entry.
9. School groups wishing priority in scheduling must submit an application for each event by May 30th for the next school year. All non-school group facility requests will be pending until May 30 for the following school year—requests can be submitted but will not be finalized until after May 30.
10. No changes are to be made to any facility/location without prior written approval from LAKEWOOD PUBLIC SCHOOLS.
11. General fees are outlined on the following pages and are subject to final determination of needs and availability by the district. LAKEWOOD PUBLIC SCHOOLS Business Office is the sole authority for determining fees and additional costs to be charged for an event.
12. Non-compliance with the Facility Use Procedures/Guidelines, any LAKEWOOD PUBLIC SCHOOLS policy, any State or Federal law, or any staff request made during the event may result in the temporary or permanent denial of rental privileges for a group or organization.

**FACILITY USE FEE CHART**

Definition of Classification of Users:

**Group I**

* Any group that is part of the internal school structure (band, school council, etc.) and organizations whose sole purpose is supporting school activities (booster clubs, parent clubs, etc.) that maintain their funds within the District’s Activity Accounts and/or is solely under the direction of LAKEWOOD PUBLIC SCHOOLS.
* Non-profit, youth programs open to Lakewood students.
* Local governmental agencies and governmental organizations that are non-profit and serve the communities of Clarksville, Lake Odessa, Woodland, and Sunfield.
* Boy/Girl Scout, and affiliates, regularly scheduled monthly meetings.

**Group II**

* Civic Groups.
* Community service organizations.
* For-profit groups which directly provide activities and services for Lakewood students.
* Lakewood area-based non-profit groups (valid tax id required to be on file)

**Group III**

* All groups not defined in I or II;
* For profit groups;
* Out of district/non-resident groups

**FEE FOR USE OF FACILITIES:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Classification | | |
| **Area** | **Group I** | **Group II** | **Group III** |
| **Gym:** |  |  |  |
| Early Childhood |  | $15/hr. | $25/hr. |
| Lakewood El |  | $15/hr. | $25/hr. |
| Middle School – Main |  | $20/hr. | $40/hr. |
| High School – Aux |  | $15/hr. | $25/hr. |
| High School - Main |  | $20/hr. | $40/hr. |
|  |  |  |  |
| **Kitchen** – Any Building |  | $20/hr. | $40/hr. |
|  |  |  |  |
| **Cafeteria:** |  |  |  |
| Early Childhood |  | $20/hr. | $40/hr. |
| Lakewood El |  | $20/hr. | $40/hr. |
| Middle School – Main |  | $20/hr. | $40/hr. |
| High School - Main |  | $20/hr. | $40/hr. |
|  |  |  |  |
| **Classroom** – Any Building |  | $7.50/hr. | $15/hr. |
| **Boardroom** – Central Office |  | $7.50/hr. | $15/hr. |
|  |  |  |  |
| **High School:** |  |  |  |
| Varsity Field |  | TBD\* | TBD\* |
| Practice Field |  | No charge | No charge |
| Football Stadium |  | TBD\* | TBD\* |
| Auditorium (contact high school) | TBD | $20/hr. | $40/hr. |
| **All other fields/grass areas** |  | No charge | No charge |
| **All other areas not listed** | TBD | TBD | TBD |

**\*fees *may* be assessed if there is cost to the district (marking/lines, fixing fields after use, utilities during use, etc)**

**Miscellaneous Other:**

* Minimum hourly fees for Group II are set at $7.50 and for Group III are $15 unless otherwise stated or labeled as no charge
* Consecutive uses may have fees capped at 10 total uses; discretion may be applied to extend the cap
* Consecutive hour fees (in one day) may be capped at 6 hrs per day; discretion may be applied to extend the cap
* Large Group Fee: $80.00 *may* be assessed for groups larger than 75 people
* Custodial rates: M-F $35/hour; Saturday $45/hour; Sunday $75/hour
* Key or Keycard Issuance: $10 deposit each-refundable upon return of key/keycard(s)
* Non-submittal of Insurance Policy, if policy requested: $25 additional fee
* Energy Fee: may be assessed for any group based on shut-down schedule of the buildings Kitchen Fees: Actual rate of employee(s) assisting as required by contract.
* Security Deposit: May be required and is refundable if no damages incurred. Fees may also be applied for no-shows or “last-minute” cancellations equal to expenses incurred.
* Electronic equipment: Deposit required/Approval based on request and availability of equipment.
* All other requests not addressed specifically noted here are to be determined by the District.
* Due to the complex nature and available options with renting the auditorium, completion of an additional form may be needed. The general facilities use form must be completed prior and submitted to the high school.

**CAVEATS:**

* Regardless of affiliation, any group using the facilities for fund raising, or any group charging a fee or working under a percentage agreement must pay the appropriate rental fees.
* LAKEWOOD PUBLIC SCHOOLS may waive/reduce fees at its discretion and/or for consideration of services in kind. Additionally, for extended use by any group classification, LAKEWOOD PUBLIC SCHOOLS may assess fees to cover any costs of operations.
* Cancellations are to be reported to Central Office as soon as possible. Fees may still apply for no-shows or late cancellations equal to actual expenses incurred, not less than $10.
* LAKEWOOD PUBLIC SCHOOLS reserves the right to cancel any facility use in the instance a district event needs to be reschedule

**FACILITIES USE PROCESS**

**NOTES**