

Lakeview School District Facility Rental Guidelines

November 2009

- A. **Facility Use Permits and Hold Harmless agreements must be requested by contacting the Operations secretary at 269-565-2450.**
- B. A District custodian shall be on duty whenever a facility is being used except as exempted by negotiated agreement. Costs incurred by the District for additional staffing and overtime will be billed to the Client.
- C. Use of stages/ furniture/ equipment and special set-ups, props, backdrops, banners, etc., must be confirmed in advance. The Client will be billed for the unauthorized use of stages/ furniture/equipment.
- D. Costs incurred by the District for custodial service not confirmed in advance will be billed to the Client. This included clean-up, set-up and the operations/ supervision of equipment.
- E. Decorations (including any material adhered to the floor or other surface the building) are subject to the approval of the building administrator and must be fireproof and be erected and removed in a manner not destructive to District property.
- F. 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 the block exits, stairways, or aisle ways.
- G. A Client designee trained in the Lakeview Food Service Sanitation Class must be present at all events where food will be prepared, cooked and or served. The use of District kitchens requires the presence of District Food Service personnel. Additional charges apply.
- H. The sale of food/ beverage concessions must be coordinated through the Office of Community Services.
- I. The use of the District swimming pool(s) requires the presence of a certified pool operation and a certified lifeguard. Additional charges apply.
- J. Rental of the sound equipment in the Auditorium or Black Box Theater requires the staffing of the Event Manager. The Client can appoint a designee to assist the Event Manager.
- K. Rental of the Lighting equipment in the Auditorium or Black Box Theater requires the staffing of the District's Event Manager. The Client can appoint a designee to assist the Event Manager.
- L. Lakeview School District reserves the right to collect an estimated fee in advance.
- M. Use of tobacco is prohibited on District property.
- N. Alcoholic beverages and controlled substances are prohibited on District property.
- O. The use of open flames is prohibited on District property
- P. Unauthorized methods of obtaining funds, included any form of gambling, are prohibited on District property.
- Q. Responsibility for enforcement facilities rests with the client. Infractions may negate subsequent requests for the use of District facilities.
- R. Clients must take reasonable steps to ensure the orderly behavior of attendees and shall be responsible for loss or damage to District property, including property of students and employees.
- S. Event coordinators and participants gaining access to the rented facility prior to the time stated in the contract, will be billed for the additional hours
- T. The District will not be responsible for any loss of valuables or personal property
- U. 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.
- V. Scheduled cleaning, maintenance and staffing will determine the availability of facilities' for use during summer vacation, holidays, or other non-work periods.
- W. All groups, categories I – IV, will be responsible for any additional costs incurred by the District.
- X. Three days notice must be given for cancellation of event.
- Y. The above regulations are not all inclusive. Circumstances may dictate additional regulations.