

- 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 Executive Director or designee shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a school activity.
 - E. 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 by calling the school front desk to obtain a copy of the Facility Use Contract.
 2. Complete Facility Use Contract, 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 found in the Facility Use Contract.
 5. The school board and/or Executive 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 the Facility Use Contract 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.
- F. Building Access Fee
1. A building access fee will be charged to all individuals or groups using any of the buildings 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 Language Academy sponsored events.
- G. 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.
- H. SCHEDULE OF FEES: Contact school office for schedule of fees and Facility Use Terms.

APPROVED: 08Dec08

Lakes International Language Academy—District 4116
COMMUNITY USE OF SCHOOL FACILITIES
506

Policy

Amended: 06APR09 JKL (insurance limits inserted)

Amended: 12JAN12

Amended 9/10/13