



# Lakeshore Public Schools

## Facility Use Regulations

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### REGULATIONS COVERING THE USE OF CLASSROOMS, GYMNASIUM, CAFETERIA, et.al.

- 1) The individual group, club, association, or organization applying to use the facilities or groups assumes all liability which may arise and must agree to make prompt restitution for any accident, loss, or damage occurring during the applicant's use of the facility, holding the Board of Education harmless.
- 2) Groups using a facility will confine their activities to the area assigned to them. Changes in areas to be used must be handled through the building administrator and may result in additional charges.
- 3) An administrator, principal, teacher or custodian must be present when activities are scheduled within the school facilities/gyms/fields/stadiums.
- 4) All groups shall have an identified adult supervisor whose responsibilities shall include discipline, proper use of the facilities, and vacating the premises at the arranged time. No rearranging of classroom furniture, etc., without permission. If permission is granted by building administrator, furniture and equipment shall be left in readiness for regular classes when leaving, unless previous arrangements have been made for custodial help.
- 5) The use of intoxicants or other disorderly conduct on school properties is prohibited and shall result in immediate cancellation of the reservations.
- 6) NO SMOKING and/or VAPING anywhere on school property.
- 7) Nothing will be sold, given, exhibited or displayed without permission.
- 8) Use of equipment which may require special electrical and/or mechanical considerations must be approved in advance by the Maintenance Director.
- 9) Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission has been granted.
- 10) The Board of Education or its designee must have free access to all facilities while being used by any organization.
- 11) No open flames will be permitted at any time.
- 12) State law and local ordinances apply to the use of school facilities.
- 13) A list of participants may be required to be filed with the building administrator.
- 14) Only the Board of Education may pay employees for services involving the use of school facilities.
- 15) The Board of Education reserves the right to refuse and revoke permission for use of school facilities at any time. All activities must meet Board of Education approval.
- 16) School activities take precedence over outside organizations' use of school facilities (subject to change up to 24 hours prior to outside organization's use). If for any reason (ie: weather, power outage, etc.) Lakeshore Public Schools is to

close for the day, all non-school sponsored/rental usage is to be CANCELLED and the group will not be permitted to use the facility on that given day.

- 17) THE INDIVIDUAL GROUP, CLUB, ASSOCIATION, OR ORGANIZATION USING SCHOOL FACILITIES IS RESPONSIBLE FOR SEEING THAT ALL FIRE LANES, EMERGENCY EXITS, ETC., ARE CLEAR. ALL VEHICLES MUST BE PARKED IN APPROPRIATELY MARKED SPACES.
- 18) If the gymnasium/athletic field is being used for a spectator event, a minimum of one police officer must be hired by the sponsoring organization for the duration of the event.
- 19) The sponsoring organization is responsible to see that proper footwear is worn by those using the gymnasium/turf field. The organization must assure that the condition of the playing surface is not damaged in any way.
- 20) Rugs must be put down under any tables and chairs that are being used on the gym surface to protect the floor.
- 21) NO GLASS CONTAINERS ARE ALLOWED IN ANY GYMNASIUM/ATHLETIC FACILITY OR LOCKER ROOM.
- 22) If the bleachers in a gym/stadium/field are used, they are to be generally cleaned and free of debris by the sponsoring organization/group. ADDITIONAL FEES WILL apply if not adhered to and/or satisfactorily done upon completion of event.
- 23) If any school district equipment such as basketballs, volleyballs, hitting screens, volleyball nets etc. are needed, the sponsoring organization must request these items at least one week in advance of the activity and will be responsible for any lost, stolen or damaged equipment. Subject to availability of school equipment.
- 24) Only custodial personnel or LPS Coaching Staff may raise and lower baskets.
- 25) The school district is not responsible for lost or stolen items.
- 26) Nothing is to be removed from classrooms without the approval of the building administrator.
- 27) School district staff personal possessions are not to be disturbed.
- 28) No eating or drinking in classrooms unless prior approval has been given.
- 29) School district equipment such as TV monitors, laptops, projectors, sound systems, scoreboard controllers etc. are not to be used unless prior approval has been given.
- 30) A Food Services staff person will be required to supervise when use of the kitchen facilities/equipment is requested. The Food Service Director will make this determination and if any charges may apply.
- 31) The cafeteria is to be cleaned and set up for regular school day use after each activity by the group using the facility.
- 32) Turf Fields / Hitting Facility Usage
  - A) No Metal Spikes
  - B) No sunflower seeds or shelled nuts of any kind permitted in the stadium, on the playing surface or in the dugouts
  - C) Water only (No Soda, sports drinks of any kind/color permitted on the turf)
  - D) Any practices/workouts must use Mats/extra turf cut-out pieces when throwing batting practice (both for the pitcher and the batters boxes) to prevent extra wear on the turf surfaces