

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: May 14, 2020
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REQUEST FOR USE OF SCHOOL FACILITIES

School buildings and grounds are available for community use when not needed to serve school based programs.

Any curricular or extra-curricular activities associated with the schools have priority in scheduling and access and will be free of charge.

Community groups committed to the support of active youth development may use school facilities for regular meetings, free of charge up to 30 hours per fiscal year, as long as such use requires no additional custodial or support services. Special events will be subject to charges for any custodial or support staff required. The Lake Forest School District reserves the right to assign additional custodial or support staff at its discretion and charge the reserving group appropriately.

Groups that schedule fund-raising events where all proceeds go to the schools or to the student scholarships may also use school facilities free of charge and may have up to eight hours per fiscal year of free custodial labor to assist in their events. This would include parent-teacher organizations, boosters and alumni associations.

All other approved individuals or groups will be assessed separate fees for rent and custodial costs incurred in support of their activities. Groups that require the use of a building's audio/visual equipment may be assessed an additional fee for a staff specialist to supervise the use of equipment. The District may make nominal changes each year to these rates as needed. The Lake Forest Board of Education will review the rates every three years in conjunction with the review of this policy and reserves the rights to modify said rates.

Individuals or community-based groups must complete the Use of Facilities Form. The completed form must be submitted to the office of the building involved at least thirty (30) days prior to the requested date of use. Priority of school buildings usage will be given to groups residing in the District. The Board reserves the right to make final decisions concerning the use of facilities.

The Board will require the renting organization to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board and employees of the District from any loss or damage. The renting organization will observe all fire and safety regulations. As required by law, smoking is prohibited on all school property. Alcoholic beverages are prohibited on school grounds or in the buildings, and no immoral or illegal activity will take place. A certificate of liability may be required for certain events.

Any individual or group that is not directly related to the primary purpose of education may appeal rental charges from the Use of Facilities form to the Superintendent or designee if they feel their organization or event is directly related to the primary purpose of education.