

# LAKE FOREST

*your best choice*

## REQUEST FOR USE OF SCHOOL FACILITIES

\_\_\_\_\_ request(s) permission to use the  
(Name of Organization)

\_\_\_\_\_ at  
(Classroom, Library, Gym, Conference Room, Stadium, Athletic Field, Cafeteria, etc.)

Choose One: CBO HS WTC North East South DECC Central

on \_\_\_\_\_ during the hours of \_\_\_\_\_  
(Day(s) of week, month, day, year) (Include setup and breakdown time)

for the purpose of

\_\_\_\_\_  
(Be specific)

Event Starting Date/Time: \_\_\_\_\_ Event Ending Date/Time: \_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_

Organization's Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: Day: \_\_\_\_\_ Night: \_\_\_\_\_

Cell: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

(Authorized Organization Signature)

### Special Arrangements and Assurance

I understand the Lake Forest School District will not be able to provide for any special arrangements not requested on this form. My organization’s needs are described in detail in the space below. I understand that use of District equipment and services will affect the rates charged. I will not hold the District responsible for providing equipment and services not requested on this form.

1. If special arrangements need to be made concerning your reservation, please check the box and enter the quantity (if applicable) of what specific needs you have for the facility to be used:

QTY		QTY		QTY	
	Microphone		Table (round)		Table (folding)
	Headset/Wireless Microphone		Table (6’)		Table (8’)
	Sound System		Chairs		Chairs (folding)
	Podium		Desks		Custodial Staff
	Stage Lighting		Smartboard		Laser Pointer
	Overhead		Projector		Heat
	Conference Phone		Screen		Air Conditioning
	Television		Trash Cans		Laser Printer
	DVD Player		Dry Erase Board		Kitchen (See page 3)
	Laptop		Laptop w/Audio		Other Describe below

Other – please describe equipment or arrangement you need and quantity below:

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2. I have read Section 2, the “Conditions of Use of School Facilities” and certify that our organization will obey all rules and regulations. I accept complete responsibility for all members, guests, and visitors, within our rented area.
3. I have read Section 3, the “Charges for Use of School Facilities” and understand our organization will be charged a rental fee according to our category classification for the services required, staff needed, and for any special arrangements.
4. In consideration for permitting \_\_\_\_\_ (“the Organization”) to use the buildings, grounds, and/or facilities (“the facilities”) of the District on \_\_\_\_\_ (“Date”), the undersigned duly authorized office or representative of the Organization agrees, for and on behalf of the Organization, to release the District, the District Board of Education and their agents, employees and representatives (collectively referred as “the District”) from all claims arising from the Organization’s use of the facilities. The Organization also agrees to defend, indemnify and hold harmless the District from all invitees of the Organization, as well as all claims arising from the acts, omissions, and/or negligence of the District.
5. An organization or group that has an accident while using any school facility will secure the names of accident witnesses and submit them as well as a written account of the accident to the Superintendent and Chief Financial Officer immediately. This written report will include names of people involved, a description of events leading to the accident, and a statement assuming all responsibility for the accident. The Board will assume no responsibility for accidents that occurred in the use of buildings and grounds on a rental basis. In the case of an accident or injury please contact the District Office at (302) 284-3020 and press 3 for a Buildings and Grounds emergency.

\_\_\_\_\_  
Signature of Authorized Officer or Representative

\_\_\_\_\_  
Date

**Office Use Only**

\_\_\_\_ Number of custodians needed      Name of custodian(s) on duty: \_\_\_\_\_

\_\_\_\_ Lighting or sound staff needed      Name of staff on duty: \_\_\_\_\_

\_\_\_\_ Technology staff needed      Name of Tech staff on duty: \_\_\_\_\_

Name of custodian/employee expected to be on duty: \_\_\_\_\_

\_\_\_\_ Approval Recommended      \_\_\_\_ Denial Recommended

Reason(s) for denial:

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Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_ Denied

Reason(s) for denial:

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Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL ESTIMATED CHARGES**    \$ \_\_\_\_\_

**LAKE FOREST SCHOOL DISTRICT**  
**DIRECTIONS**  
**Use of School Facilities Form**

Recognizing that schools are an integral part of the community, it is the intent of the Lake Forest Board of Education to make these facilities available at a charge reflecting a nominal fee for operation and encourage groups to use schools for their meetings and activities.

The following guidelines are designed to achieve this purpose. Please read each item carefully. If you should have any questions, please contact the school's main office of the building to be utilized.

**1. COMPLETION OF FORM**

- A. Request for use of school facility shall be made through the office of the location involved.
- B. The form shall be filed a minimum of 30 days prior to the date requested.
- C. The form must be signed by an authorized representative of the group applying who, in turn, will be the organization's main contact person.
- D. A single form may be made for a series of stated activities of like character, listing each date needed.
- E. All forms are forwarded by the building Administrator to the Superintendent or designated representative for cost estimates and final approval.
- F. Applying organizations will receive a copy of the signed document for their use whether the form is approved or denied.

**2. CONDITIONS OF USE OF SCHOOL FACILITIES**

- A. Any/all school program(s) shall take precedence over community organization requests.
- B. Only appropriate areas for refreshments shall be used when food is to be served. **THE BOARD POLICIES PREVENT SMOKING AND SERVING OF ALCOHOLIC BEVERAGES ANYWHERE ON SCHOOL PROPERTY.**
- C. The use of school facilities shall be limited to only those specific areas which have been requested for and for which permission has been granted.
- D. An "on duty" custodian, paid custodian, or prior approved regular employee of the District must be present in the building at all times during usage by community organizations.
- E. It is the responsibility of the officers/personnel of the organization requesting the use of school facilities to enforce all rules and regulations and to accept complete responsibility for all members, guests, and/or visitors.
- F. The requesting organization shall assume responsibility for personal liability and property damage during the use of the facilities by their organization. The Board strongly recommends the organization hosting a major activity purchase special event insurance. A Certificate of Liability may be requested for certain events.
- G. Violations of federal and state laws and/or the Board Policy could prompt discontinuance of the use of facilities.

### 3. CHARGES FOR USE OF SCHOOL FACILITIES

#### A. Custodial or Audio/Visual Specialist Charges

Custodial services or Audio/Visual equipment specialists, when required, will be assessed at the flat rate of \$40/hour per employee. Total charges will be based on the group category, duration, and size of the event. A deposit may be required based on the size of the event.

#### B. Rental Fees

Applicants requesting to use school facilities will be placed in one of four categories for the purpose of assessing charges:

##### **Category 1 – No Charge**

This category includes all school-related organizations directly related to the primary purpose of education.

- All School Clubs
- All Student Organizations
- Parent-Teacher Associations
- Lake Forest Education Association
- Harrington-Felton-Greenwood Rotary

##### **Category 2 – No Charge Up to 30 Hours per Fiscal Year**

This category includes all community organizations directly related to the primary purpose of education.

- Lake Forest, Harrington, and Felton Alumni Associations
- Lake Forest Booster Clubs (i.e. Athletic Boosters, FLAG Parents, etc.)
- District Boy Scouts, Girl Scouts, Cub Scouts, Brownies, and 4H Organizations
- Organized Little League programs in the Lake Forest School District
- Parks and Recreation

##### **Category 3 – Charges**

Category 3 contains individuals or community groups not directly related to the “primary purpose of education”, whose reasons for Use of School Facilities are primarily political, religious, or recreational in nature. Qualifying group under provisions of this category must certify there is not individual monetary gain for representatives of the organizations or that all charges or admissions in excess of costs will be donated to a charitable purpose as defined for the State of Delaware Personal Income Tax. Category 3 users will be responsible for the following charges to the District:

#### A. Charges for Use of Facilities during normal hours:

1. Fees are in accordance with approved hourly rate schedules.
2. Custodial fees will be charged at the hourly rate above if activity requires extra custodial assignment because of extensive preparation or cleanup time.
3. Any other operational, equipment or special costs.

Charges for Use of Facilities during hours when school is not normally staffed with custodial personnel:

4. Fees in accordance with approved rate schedules are charged on an hourly basis.
5. Custodial and audio/visual fees will be charged at the hourly rate above. Organizations will be charged for the entire time to include school preliminary preparation activities, during the actual program or event, and throughout the cleanup period.

#### **Category 4 – Charges**

This category pertains to individuals, organizations and community groups that do not qualify for Category 1, 2, or 3.

All such organizations will be charged rental fees in accordance with the approved schedule. Custodial and audio/visual fees will be charged at the hourly rate above. Custodians are on duty, including preliminary preparation time, during the actual program or event, and throughout the cleanup period.

#### **Kitchen Facilities - Note:**

When kitchen facilities, equipment, or utensils are requested for the purpose of preparing food to be served by a community organization, such preparation shall be under the supervision of a cafeteria manager or designated representative (member of a cafeteria staff). The organization will be charged the overtime hourly pay rate for personnel required to be present in the building at any time the facility is in use by non-school groups. An approved school employee may be used to provide custodial services if a member of the organization and if assuming responsibility for the activity and cleanup.

**LAKE FOREST SCHOOL DISTRICT  
SCHOOL FACILITIES RENTAL FEES**

	<b>CATEGORY 3</b> <b>(rate per hour)</b>	<b>CATEGORY 4</b> <b>(rate per hour)</b>
<b>High School Auditorium</b>	\$40	\$60
<b>Gymnasiums</b>		
High School	\$25	\$35
W.T. Chipman Middle	\$20	\$35
North Elementary	\$15	\$25
South Elementary	\$15	\$25
Central Elementary	\$15	\$25
<b>Cafeteria &amp; Café/Auditoriums (Dining area only)</b>		
High School Cafeteria	\$25	\$40
Middle and Elementary Schools	\$25	\$40
<b>Kitchen &amp; Serving Areas Only</b>	\$15	\$25
<b>Libraries</b>		
High School	\$10	\$15
W.T. Chipman Middle	\$10	\$15
Elementary Schools	\$10	\$15
<b>All Classrooms</b>		
Classrooms (each)	\$10	\$15
<b>Miscellaneous</b>		
Athletic Field	\$110	\$120
DECC Multipurpose Room	\$15	\$25
High School Tennis Courts	\$25/day	\$25/day
High School Atrium	\$25	\$40



**Addendum to Operational Procedures and Guidelines  
for Facilities Use and Rentals Applications:**

**COVID-19 Health and Safety Guidelines, Protocols and Agreement  
for Facility Use by Outside Organizations**

1. During the COVID-19 health pandemic, the CDC has recommended that districts consider postponing non-critical events and gatherings, as well as limit visitors into schools.
2. District facilities may be used by outside organizations on a limited basis during Delaware's Public Health State of Emergency Declarations relative to the COVID-19 health pandemic with a detailed plan of health and safety protocols approved by the district. If schools are closed due to health concerns by the state or district, facilities may not be used by outside organizations.
3. Classrooms may not be used by outside organizations.
4. Specified facility areas for use will be in close proximity to entrances from the outside of the facility and available bathrooms.
5. Event attendees must strictly adhere to staying within the specified facility area(s) approved for use and may not enter other areas of the facility. Failure for event attendees to follow this could result in ejection and the outside organization not being able to continue using district facilities.
6. All facility use must comply with all applicable state orders for gatherings. Facility use may be restricted to a lower number of attendees permitted than what is included within state orders for gatherings, even if the State permits a higher number of attendees. The district has final approval of the maximum number of outside organization attendees in or at any building or location.
7. Food, drink, and concessions are prohibited. Program participants may bring in individual water bottles.
8. Additional insurance coverage may be requested for outside organizations to obtain prior to facility use.
9. Youth sports, camps, and daycare activities must follow state guidelines for return to play or operation, and the detailed plan submitted to the district and the Delaware Department of Public Health must have these guidelines included.
10. All events sponsored by outside organizations must abide by Delaware Department of Public Health guidance and Delaware State of Emergency requirements. This includes submitting a detailed plan for compliance and mitigation of COVID risks.
11. The organization agrees that Lake Forest School District owes no duty of care to the group using its facilities or the participants, and thus, any attendee who participates assumes all risks of contracting COVID-19 while using a district facility.
12. Additional rental fees may be charged for custodial coverage and may be charged for district costs in using disinfectant and cleaning supplies.





13. Outside organizations must submit a detailed plan that, at a minimum, satisfactorily addresses the following areas:

- a. Ensuring people stay home if feeling sick or exhibiting symptoms related to COVID-19.
- b. Health screenings for all event attendees prior to entry.
- c. Hand sanitizer stations being readily available at various locations (Can be provided by the district if outlined in request, for a fee).
- d. Enforcing mask wear and social distancing requirements.
- e. Enforcing capacity limits.
- f. Notification process if an event attendee tests positive for COVID-19.
- g. State guidelines for return to play or operation (if applicable).

14. Outside organizations hold harmless all members of the Lake Forest School District from any injuries or illness related to or resulting from the use of any school district facilities, equipment, space, or personnel. The undersigned certifies they represent requesting organization under the penalty of perjury.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Organization

\_\_\_\_\_

Contact Number