

7.10F1—FACILITY USE REQUEST AND FEE SCHEDULE

Facility Use Request and Rental Procedures

1. All requests shall be submitted to the building principal, who will forward a copy to the Director of Support Services. In addition, the use of any athletic facility must be approved by the Athletic Director in addition to the building principal.
2. Requests may be submitted to the Board for their approval.
3. The sponsoring organization shall pay all fees for facility rental in advance.
4. Sponsoring organizations shall provide sufficient competent adult and/or special supervision. The amount of adequate supervision will be agreed upon at the time the authorization is issued. It is mandatory that a custodian and a full time district employee be present when a building is being used by persons or organizations not directly related to Lake Hamilton School District. The cost of this supervision shall be paid by the user organization.
5. All applicants for use of district facilities shall hold the Lake Hamilton School District free and without harm from any loss or damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of district facilities. In the event that property loss or damage is incurred during such use occupancy of district facilities, the amount of damage shall be decided by the superintendent and approved by the Board. A bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
6. No meeting will be held in a school building for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the State of Arkansas or the United States; for the promotion of private profit-making enterprises; or for any entertainment that may be detrimental or destructive to the buildings, fixtures or furniture.
7. In case of major disasters such as bombings, tornadoes, etc., school buildings may be used by the American Red Cross or any governmental agency with permission of the superintendent.
8. The use of school buildings by local churches for Sunday worship services will be permitted only following a catastrophe or emergency that makes the regular established place of worship unusable. Such use will not be continued beyond a temporary period of time (approximately six weeks).
9. The use of school facilities for summer recreational purposes may be granted on an annual basis. Only recognized youth organizations which are non-profit in nature will be considered.
10. High School Auditorium and Wolf Arena:
 - a. Requests by outside organizations shall be accepted during the semester of the requested rental date(s).

- b. Scheduling of non-school events are recommended for weekends and/or seven (7) days following the scheduled end of the school year. Due to the possibility of inclement weather and make up days, events should not be scheduled during the first seven (7) weekdays following the scheduled end of the school year.
- c. The movement of materials or equipment to the auditorium or arena by the rental group shall not begin prior to 3:30 p.m. on Friday of the weekend of the event. If the event is scheduled for another night during the school week, movement of materials or equipment to the auditorium or arena shall not begin prior to 3:30 p.m. on the day of the event.
- d. Upon approval of the rental request, a copy of the request form shall be forwarded to the faculty sponsor for the organization requesting rental of the auditorium or arena facility.
- e. The high school principal or his designee and the rental designee shall inspect the auditorium or arena, dressing rooms, etc. prior to the rental engagement and make sure the facility is in good condition. The principal or his designee shall also inspect the rented facilities on the morning following the use by other schools in the Lake Hamilton School District. Any unsatisfactory reports shall be discussed with the responsible personnel before forwarding said report to the Director of Support Services.

11. Request forms shall be completed by all users except LHSD school groups, clubs, organizations and teams.

Facility Use Fees

Fees

- 1. Recognized School and Related Groups – No Facility Costs or Personnel
 - a. Senior class, Junior Class, etc.
 - b. School Clubs: Beta, FFA, FHA, Student Council, etc.
 - c. Organized Patrons: Athletic Booster, Band Booster, PTO, etc
 - d. Educational Organizations: CTA, ASBA, AAEA, etc.
 - e. Youth Organizations: Boy Scouts, Girl Scouts, etc.
 - f. Service Clubs: Optimist, YMCA, YWCA, etc.
 - g. Local Government Service Organizations: Police, Fire, Safety, etc.
 - h. State Government Service Organizations: Game & Fish, etc.
 - i. Special camps or training offered by school staff and approved by the superintendent or his designee
 - j. Local youth community sports teams as approved by the superintendent or designee
- 2. Community Groups
 - a. No charge for facility

b. Personnel fee will be equal to the amount of regular hourly pay, any overtime pay and related matching costs for each classified, custodial or cafeteria staff. The district finance office will determine the amount to be billed to the renting group.

c. Staff members will be paid \$25.00 per hour per location

3. Business, Organizations and Personal Use Fee Scale:

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| a. | Kitchen | \$750 |
| b. | Cafeteria only | \$1000 |
| c. | Intermediate Gym | \$1500 |
| d. | Middle School Gym | \$1500 |
| e. | Junior High Gym | \$2000 |
| f. | High School Gym (Old) | \$800 |
| g. | Baseball/Softball Fieldhouse | \$800 |
| h. | High School Auditorium | \$2000 |
| i. | Wolf Arena | \$3,000 |
| j. | Wolf Stadium | \$2,000 Does not include stadium lights. Additional \$100 per hour for light use. |
| k. | Primary PE/Safe Room | \$750 |
- l. Fees for personnel will be assessed as listed below per location.
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| a. | Staff Member – Unlocks and locks building. Utilized for administrative purposes. \$25 per hour. |
| b. | Custodial – Maintains litter and debris free facility; Empties all trash containers; Cleans any and all spills; Removes trash at end of event; Make sure facility is ready for normal school routines and operation following rental. \$25 per hour. |
| c. | Security - If renting group is conducting a competitive event, the Lake Hamilton School Resource Officer will coordinate assignment of security officers to be hired for each location at the current district approved rate. Renting organization will pay for security costs |
| d. | Sound and Lighting Technician – Operates sound or lighting in arena or auditorium. \$25 per hour. |
| m. | Schools and facilities which do not appear on this schedule shall not be available to the public. |

4. Lake Hamilton High School Graduating Class Reunions
 - a. LHHS graduate classes hosting reunions in Wolf Arena will be charged a flat fee of \$250 for each event.
 - b. Individuals participating in recognized class reunions will not be charged admission to simultaneous athletic events.

Revised: August 19, 2019

Revised: June 20, 2022