

# Facility Use Terms and Conditions Report

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## RULES GOVERNING THE USE OF SCHOOL FACILITIES

### APPLICATION PROCEDURES

1. Use of school facilities and equipment requires prior approval through the online application system or via a special contract. Applications must be fully completed to be considered for approval.
  2. A non-refundable \$10.00 application fee will be applied when a schedule is submitted.
  3. Facility rental rates are typically higher on Saturdays, and even higher on Sundays or holidays, due to increased labor costs. Weekday and evening rentals are encouraged.
  4. Applications must be submitted at least **ten (10)** days prior to the requested use date. Applications must be submitted online.
    - o Approval is not granted until the requester receives either an email confirmation.
    - o These confirmations serve as the official permit for use and must be retained.
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### RENTAL CHARGE PROVISIONS

1. Direct affiliates of the district are exempt from charges, as outlined in the **Group Definitions**, when a custodian is normally on duty. If custodial overtime is required, charges will apply based on actual personnel costs. These groups receive reasonable priority over other groups.
  2. Rental fees are based on the **Group Definitions, Schedule of Fees for Buildings, Grounds, and Schedule of Fees for Equipment**:
    - a. Additional cost for personnel required before, during, and after usage.
  3. Special use may incur additional fees for required personnel or equipment.
  4. A security deposit may be required for the use of district equipment, at the sole discretion of the Administration.
  5. L'Anse Creuse Public Schools reserves the right to negotiate service and fee arrangements with users through individual leases or contracts, at its sole discretion.
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### CAFETERIA / CONCESSION / KITCHEN RENTAL PROVISIONS

1. Cafeteria, concession, and kitchen facilities may be requested through the online application. Approval is at the discretion of the Building Administrator and the Foods and Nutrition Department, based on the applicant's ability to comply with the following provisions:
    - a. Groups are responsible for removing all refuse, leftover food, and materials after use. Temporary food storage is permitted for a limited time, at the discretion of the Building Administrator.
    - b. Limited use of kitchen facilities (e.g., making tea or coffee, using group-owned utensils) may be granted when a Building Administrator is present. This use is limited to filling and cleaning containers only.
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### OTHER RENTAL PROVISIONS

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1. Cancellations must be submitted to the Building Administrator and the Business Office Administrative Assistant at least **48 hours** in advance.
  2. All accidents or injuries must be reported to an Administrator within **24 hours**.
  3. Groups are responsible for any damage to school property. Equipment failure or property damage must be reported immediately to the custodian, who will inform the Building Administrator. The Building Administrator will notify the Office of Non-Instructional Services no later than **9:00 a.m.** the next business day.
  4. Individuals or groups must pay all applicable fees unless a signed alternate agreement is on file with the LCPS Business Office. Requests will not be approved if past balances are unpaid.
  5. No rental is permitted if it interferes with the regular educational program.
  6. School buildings may only be used when a regular employee of L'Anse Creuse Public Schools is on duty.
  7. School vacation periods are primarily reserved for building maintenance.
  8. The Board of Education reserves the right to:
    - a. Modify or revise these rules at any time.
    - b. Deny any group permission to use school facilities.
  9. Violations of these rules—including neglect of safety precautions, intentional misuse, or property damage—may result in:
    - o Suspension of facility privileges
    - o Charges to cover repair or replacement costsThese actions will be jointly recommended to the Superintendent by the Director of Support Services and the Building Administrator.
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## LIABILITY INSURANCE

1. All individuals or organizations using LCPS facilities must obtain and maintain liability insurance to cover:
    - o Bodily injury (including death)
    - o Property damagesThe **minimum required coverage** is **\$1,000,000 per claim or occurrence**.  
The school district **must be named as an additional insured** on the policy.  
All users agree to **indemnify and hold harmless** L'Anse Creuse Public Schools and its employees or agents from all claims, losses, and legal expenses related to facility use.
  2. L'Anse Creuse Public Schools reserves the right to request proof of insurance at any time.
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