

Lonoke School District Facilities Use GENERAL CONDITIONS, REGULATIONS & FEES

1. The group or organization which sponsors a meeting must complete a written request application which in addition to providing details of the requested use of the building, is to also satisfy the Superintendent of Schools that they are responsible persons and officially represent responsible organization, and that their activity is lawful.
2. The sponsoring group/organization must agree in writing: (a) to reimburse the school district for any and all damages to school equipment or buildings that may occur in connection with the meeting, (b) to be responsible for the orderly conduct of all persons, including children of school age, when they are in or about the building during the time said body has rented the facility, (c) to pay the appropriate charges as indicated on the fee schedule including a refundable deposit.
3. A school employee will be required to be on duty during the hours the facility is rented, and the USER will be responsible to pay supervisory fees.
4. USER is responsible for clean-up. If facility is left unclean, the District will deduct cost for cleaning from deposit. If additional funds are needed, the USER will be billed the additional cost.
5. All sales of merchandise, advertising, printed matter and other materials are prohibited on school property unless permission of the superintendent or his designee has been granted in advance.
6. No meeting will be approved in school buildings for the purpose of advancing any doctrine or theory subversive to the Constitution or Laws of Arkansas or the United States of America. Meetings for partisan political activities or for the entertainment that may be detrimental or destructive to the building fixtures and furniture will not be allowed. Buildings should generally be used only for the purposes for which they were designed.
7. The use of school buildings by area churches may be permitted when school is not in session upon superintendent recommendation and school board approval.
8. Use or possession of alcoholic beverages or controlled substances is prohibited on any school property or in any school building owned and operated by the Board of Education.
9. Priority use of school facilities will be as follows: (a) public school district, (b) resident groups/organizations or the district, (c) non-resident groups/organizations.
10. Group/organizations shall use only those areas of the building for which they have contracted.

PROCEDURE FOR SECURING AND USING THE SCHOOL FACILITY

1. Applicants must complete a specified application no less than ten (10) days prior to date for which the facility is desired. The principal will then review the application and recommend its approval or rejection to the superintendent.
2. Refer to Fees & Deposits for breakdown of rental and supervisory fees the USER is responsible to pay in advance.
3. If application is approved, pay deposit within 5 days of approval. Payment of rental and supervisory charges must also be made in advance. Checks should be payable to Lonoke School District, and paid at the facility which is being rented.
4. After facility has been used and LPSD administrators of said facility has verified to the superintendent no damage has been incurred, the building is appropriately cleaned, rental payment has been received (if applicable), and supervisory fees have been paid, the applicant's deposit will be returned.

Lonoke School District Facility Use REGULATIONS

Group Type	Rent	Supervision	Custodial
GROUP 1 – School activities: play, ballgames, faculty meetings, staff development, etc.	None	N/A	Paid by the District
GROUP 2 – School groups or activities sponsored by school groups: dances, talent shows, etc.	None	N/A	Paid by the District
GROUP 3 – Non-profit groups; service clubs; civic clubs; charitable organizations; 4-H; Scouts; class reunions, etc.	None	USER Pays See Fees & Deposits	Responsibility of the USER
GROUP 4 – Private Use: pageants, churches, family reunions, political rallies, individual groups, fundraisers, candidates, political party activities, businesses, any group or individual not included in groups 1-3	Yes See Fees & Deposits	USER Pays See Fees & Deposits	Responsibility of the USER

1. Any time school facilities are used, a school employee must be present during the entire time the facility is in use. The building principal or custodial supervisor has complete discretion in determining the need for custodial services.
2. A school cafeteria employee must be present anytime the kitchen is being used. The Director of Food Service will determine the number of employees needed to cook and serve for banquets. For a quote for food service fees, contact Mrs. Elen Smith, Food Service Director at 501-676-7020.
3. The district may insist that security personnel be employed. If required, security fees will be set by the individual or agency that is providing security. Approved security personnel: School Resource Officers, local police officers, Sheriff Deputy, etc. Cost of security personnel will be the sole responsibility of the renter.
4. Rental fees must be paid in advance to the building principal of the building being used. Do not mail. A 24 hour cancellation notice is required for refund of rental fees.
5. USER is responsible for clean-up. If facility is left unclean, the District will deduct cost for cleaning from deposit. If additional funds are needed, the USER will be billed the additional cost.
6. Liability insurance is the responsibility of the USER.
7. The Lonoke School District reserves the right to cancel this agreement if an unscheduled school activity must be conducted.
8. STATE LAW PROHIBITS SMOKING ON SCHOOL PROPERTY
9. NO ALCOHOLIC BEVERAGES WILL BE ALLOWED ON THE PREMISES.

Lonoke School District Facility Use FEES & DEPOSITS

DEPOSIT (refundable if all conditions are met) DUE NOW \$100.00

RENTAL FEE SCHEDULE (applicable for Group 4)

Primary School Cafeteria	\$100.00		
Primary School Gym (A/C)	\$100.00	DUE NOW	_____
Elementary School Cafeteria	\$100.00		
Elementary School Gym	\$100.00	DUE NOW	_____
Middle School Gym	\$150.00		
Middle School Cafeteria	\$150.00	DUE NOW	_____
Middle School Gym & Cafeteria	\$300.00		
High School Cafeteria	\$200.00		
Old High School Gym	\$ 50.00	DUE NOW	_____
Gina Cox Arena	Fee to be Determined		
HS Cafeteria & GCC Arena	Fee to be Determined		

SUPERVISOR'S FEE: (applicable for Group 3 & 4)

\$25.00 per hour week nights / \$30 per hour weekend/holidays

Estimated Fee Calculation:

Event day: _____ weekday \$25 or _____ weekend \$30

Estimated # of supervisory hours _____

Estimated Supervisory Fee: _____ hrs X _____ /hr DUE NOW _____

ADDITIONAL FEES:

_____ DUE NOW _____

TOTAL ESTIMATE OF FEES: _____

USER is responsible for clean-up. If facility is left unclean, the District will deduct cost for cleaning from deposit. If additional funds are needed, the USER will be billed the additional cost.

Note: Building & District approval is not a guarantee of availability of all services. Those will be arranged as soon as possible following approval. If any problems arise, the person making the request will be notified. Approval for use of the facilities is contingent upon authorized personnel being available for the event.

Lonoke School District FACILITY USE AGREEMENT

This agreement is made between _____
(referred to as "USER") and Lonoke Public School District, concerning the use of the following District facility:

Building / Facility to be used: _____

Date of Event _____ Estimated Hours of Use: _____

Brief Description of Use: _____

Event Start _____ Event End _____ Set-up Start _____ Breakdown _____

Set up Requirements: Please *circle* all that apply; there may be additional fees for certain requests:

Audio Visual (add'l fees may be required)

Cafeterias - table & chairs

Lights/Sound/ PA System

Food Services – *kitchen not available unless this is requested. (Add'l fees may apply).*

Arena Area (add'l fees negotiable)

Arena Stage (add'l fees negotiable)

No set-up is needed from school personnel

USER Contact Name: _____ Phone Number: (day) _____

E-mail Address (required) _____ Phone Number: (evenings) _____

Mailing Address : _____

The "USER" agrees to comply with the following terms and conditions:

1. The USER will pay deposit and fees as listed on Fees & Deposits page as daily rate for the use of the facilities. The deposit will be returned to the USER if the facilities are clean and there are no damages to the facilities or equipment and after the USER has paid all applicable supervisory fees and any other applicable fees.
2. The USER will reimburse LPSD for any and all damages caused to the facilities and/or the equipment therein.
3. The USER assumes all responsibility and liability for the requested use and agrees to defend, indemnify and hold LPSD harmless from any and all loss, damage or injury to any person or property arising from use of the facilities.
4. The USER will be solely responsible to provide adequate supervision of the activities conducted in LPSD facilities. If the District has requested the USER to have security personnel available, the cost of security personnel will be the sole responsibility of the USER.
5. The USER will comply with all applicable state laws and LPSD policies.

USER Assurance: I, _____, agree to be financially responsible or the facility while in use for the above described event.

USER Signature & Date

LPSD Representative Signature & Date

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