

LINFIELD CHRISTIAN SCHOOL

Facilities Management - Facility Use

Rules & Regulations

Use and occupancy of school property shall be primarily for private school purposes. Any authorized use or occupancy of the property for other than private school purposes shall be secondary and subordinate to the primary purpose.

The following regulations shall apply to all facilities users:

1. An appointed school employee shall be on duty when school facilities are being used by outside groups.
2. One or more special duty officers, provided by user, may be required for large group activities, i.e., camps, athletic events, performances, educational services.
3. No person/organization shall displace/remove furniture or apparatus without prior permission of the LCS employee in charge.
4. School facilities shall not be available for any entertainment involving the use of animals of any type, kind, or size. No use of candles or open flame of any kind.
5. User of school facilities must see that facilities within scope of their use are left in clean and orderly state after use.
6. User of school facilities shall utilize parking in authorized locations only, clear of all marked fire lanes and fire hydrants. Parking on grass areas is not permitted.
7. No facility shall be modified at any time.
8. Linfield Christian School reserves the right to renegotiate school use permits if conditions change at the discretion of the school.
9. All facilities use fees are to be paid at least **10 days** in advance.
10. In the interest of public health, use of tobacco, alcohol, and/or restricted substances is strictly forbidden anywhere on school property. Violation of this policy is subject to immediate removal of the violator and/or group from site and immediate permit cancellation. In such cases, permit fees are non-refundable.
11. All individuals, groups, or organizations, in their use or occupancy of school facilities, shall comply with all laws, rules, and regulations. Any use contrary to or in violation of any law, rule or regulation shall constitute permit cancellation. If the permit is cancelled, the permit holder is subject to immediate removal from school grounds, shall be barred from further use thereof, with no refund of fees.
12. Groups or persons using school facilities by permit shall be liable for any property damages caused by said use, whether intentional or accidental. Cost to repair/replace damaged assets will be billed to the permit holder. Based on damage incurred, Linfield Christian School may deny user future school use.
13. Facility users are required to provide proof of general liability insurance with a minimum of \$1,000,000.00 coverage prior to permit issuance.
14. Science rooms, labs, or chemical storage rooms are not included in the Facility Use program.
15. Any contract cancelled by a user of a scheduled, funded contract is subject to a 15% administration fee.