



Lemoore Union Elementary School District

FACILITY USE GUIDELINES

- Pursuant to Board Policy 1330, school facilities may be used by community groups provided for in the Civic Center Act when such use does not interfere with school activities.
- At least 10 days in advance, groups must complete a “Permit for Use of School Facilities” application and submit it to the site administrator where the activity is to take place. The form must be complete with the name and phone number of the person/organization responsible for the activity.
- It is the site administrator’s responsibility to ensure the request meets district guidelines and determine if the facility is available. The site administrator will sign the form and forward it to the District Business Office. The Business Office will contact the person/organization to discuss insurance requirements and related costs, if necessary.
- If the Use Permit covers times that the facility is not normally open, the rates listed below will be assessed and billed to the user. Activities/groups that benefit District students may use facilities without charge as long as the District does not incur any additional costs. If additional costs occur, the District will invoice the group for costs based on the rates listed below.
- Please take your completed form to the school site you wish to use. For help please call 559-924-6806.

\$25.00 / hour	Multipurpose / Cafeteria	\$25.00 / hour	Liberty Gym
	Liberty Media Center		

\$35.00 / hour	Food Service Personnel	\$10.00 / hour	Classrooms
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\$36.00 / hour	Custodian	<u>Utilities:</u>	
\$48.00 / hour	Custodian Holiday rate	\$15.00 / hour	Electricity
			Gas

- ❖ If the kitchen is to be used, please follow the Kitchen Use Guidelines