

ST. PAUL LUTHERAN SCHOOL FACILITIES USAGE POLICY

1. The primary purpose of these facilities is for the use of the students of St. Paul Lutheran School and the members of St. Paul Lutheran Church. The following is a schedule of priorities for the use of these facilities on a first come, first served basis.
 - a. St. Paul School activities
 - b. St. Paul Church activities
 - c. Other organizations
2. A calendar of activities is maintained in the school and athletic office. The school Facilities Manager is responsible for maintaining the calendar in consultation with the Athletic Director.
3. Requests for facility usage shall be processed through the Facilities Manager. The appropriate form is available in the school office.
4. St. Paul will provide a supervisor when facilities are used by groups outside of St. Paul Lutheran School or Church.
5. Rental fees shall be paid before facility usage.
6. Outside organizations shall provide a certificate of liability insurance naming St. Paul Lutheran School and Church as an additional insured.
7. Smoking is not permitted in the building.
8. Alcoholic beverages are not allowed on school property.
9. When facilities are used by St. Paul Lutheran School or Church organizations, an approved adult shall be designated in charge.
10. For athletic activities, all participants must wear appropriate footwear.
11. There is no charge for activities sponsored by St. Paul Lutheran School or Church.
12. The large (south) gymnasium shall rent for \$80 per hour, September through April; \$65/hour May through August. This will include access to the restrooms.
13. The kitchen shall rent for \$75 per hour, requires a \$150 deposit, the presence of someone on the St. Paul Staff knowledgeable about the kitchen equipment, and prior approval from the Kitchen Manager.
14. The small (north) gymnasium shall rent for \$30 per hour.
15. The Fine Arts Room shall rent for \$30 per hour.
16. The soccer field shall rent for \$20 per hour.
17. Rental fees for any other areas of the building will be mutually agreed upon by the Facility Manager and the group or individual using the facility.
18. All organizations using the facility shall be responsible for their own clean up. A custodial fee of \$50 will be assessed if the group or individual does not comply with this policy.
19. The organization or individual renting the facilities shall be responsible for any damages incurred during facility usage.
20. St. Paul Lutheran School reserves the right to provide concessions at any activities where outside groups have rented the facilities.
21. Any group misusing the facilities will forfeit any future use of the facilities.
22. No refunds will be issued due to renter cancellation.