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SUPERINTENDENT

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April 21, 2016

SUPPORT SERVICES DEPARTMENT

Robert L. Prill
MANAGER OF OPERATIONS

Randy T. Baker
SUPERVISOR FOR MAINTENANCE
AND CUSTODIAL SERVICES

Dear District Patron:

The L'Anse Creuse Public Schools Board of Education encourages the use of district buildings and grounds by individuals and groups of the L'Anse Creuse community. Use of facilities will continue to be at the discretion of individual building administrators. All requests for use of school facilities must be made online using CommunityUse. Instructions and access to this web-based application system are available on the district's website at www.lc-ps.org >Community/Alumni>Facility Use.

Access to any district facility is prohibited without the completion of a CommunityUse request that has first been approved by the building administrator and reviewed for final approval by Support Services.

- ❖ Athletic fields are available for rental April 15 - Oct 14. They are closed for community use from Oct 15 - April 14, in order to encourage restorative growth to turf.
- ❖ Varsity fields will be made available for game and tournament use, only. Standard fields and campuses will be made available for practice.
- ❖ Rental fees do not include the cost of Grounds personnel for field grooming. A two-hour minimum prep fee may be required for weekend use.

The priority for use of district facilities is listed below. Please note that, at any time, L'Anse Creuse Public Schools retains the right to revoke or displace your previously-approved use for use by groups of greater priority. However, the district will endeavor to avoid needless interruption of previously-approved use when it serves the best interest of the school district, our students or the community. Generally, not exclusively, prioritization is as follows:

- A. Uses directly related to the schools and the operations of the schools
- B. Uses and groups indirectly related to the schools
- C. Meetings of employee associations
- D. Uses for voter registration and elections
- E. Departments or agencies of government
- F. Community organizations or groups of individuals formed for charitable, civic, social, religious, recreational or educational purposes unless the requested facility is under lease or contract
- G. Commercial or profit-making organizations or individuals offering services for profit

Please review the district website and application for instructions regarding fees. Payment for all use of school facilities is accepted through <http://www.lc-ps.org/Parents/PaySchools>. PaySchools accepts credit, debit, e-check or payment via a PayPal account. Assessment of rates and fees will be the responsibility of the Business Office. **Invoices for Spring/Summer 2016 must be paid in full by June 30, 2016.** Use will not be renewed for the 2016-2017 School Year for invoices unpaid after June 30, 2016.

Please observe the responsibilities performed by AFSCME Local 1594 groundskeepers and allowable maintenance performed by community members and members of organized sports teams and/or leagues.

L'Anse Creuse Public Schools' Groundskeepers

- ❖ Prepare all athletic fields where organized sports are played, weather permitting, with the high school fields receiving priority to accommodate their schedules. Such tasks include, but are not limited to, rototilling/disking, raking, dragging, filling in holes, top dressing and picking up large rocks, etc. In some instances, fields will be chalked.
- ❖ Grass will be cut once a week, weather and schedules permitting, with high schools having priority.
- ❖ Trash barrels will be placed behind backstops where organized baseball is played and will be emptied on a regular basis.
- ❖ Fencing around fields and backstops will be checked and repaired on a regular basis to prevent bodily injury.
- ❖ Benches will be checked and maintained on a regular basis.

Community Members and Members of Organized Sports Teams/Leagues

- ❖ Any volunteer work, labor, materials to build, repair or replace structures such as backstops, dugouts, benches, fencing or any other structures(s) will be done with the approval of the Bob Prill, Manager of Operations, only. A complete plan, including the scope of work, amount of material and cost of labor must be submitted in order to determine the value of the donation to the school district. All work must meet local code requirements. These provisions are required for school district records for fixed assets and insurance.
- ❖ Minor dressing to fields may be completed by groups, prior to games, and is limited to chalking and raking of infields, by hand, or by use of a gator. Groups will furnish their own tools. Groups may not cut grass, rototill/disk, rake, drag or top-dress fields by use of a motor vehicle.
- ❖ Comprehensive pre-event and event field dressing and maintenance will be provided by user request at the added cost of personnel. The district reserves the right to require groundskeeper maintenance for some events, and is at the sole discretion of the school district.
- ❖ The group may perform general clean-up of paper and debris, prior to game time, for presentable conditions to the public.
- ❖ Emergency fence or backstop repairs are allowed, if safety is an issue.

Special Projects/Tournaments

- ❖ If an organized group wishes to upgrade fields, this request should be included in the facility use request, and a representative of the group should contact the building administrator or Athletic Department. Alternatively, the group may contact Support Services, (586) 783-6550, x1100.
- ❖ Special maintenance should be scheduled at the time of the facility use request, or at least one week prior to the event for scheduling purposes.

Liability Insurance Requirement

- ❖ Prior to using facilities, approved users/permit holders shall provide the Business Office, thorney@lc-ps.org, with a Certificate of Insurance, naming L'Anse Creuse Public Schools as an Additional Insured, in the amount of \$1,000,000.00 (one million dollars), combined single limits, prior to the date of the activity.

Parking and Gate Access

- ❖ **Parking on school grounds is confined to parking lots. Tickets will be issued to vehicles that are parked in the bus drive, or block doorways and driveways to Receiving areas and staff entrances. Tickets will also be issued for parking or driving on lawns, pavilions, sidewalks, and any campus area that is not specifically designated for parking.**
- ❖ Pedestrian gates are open for access to the fields. Large gates may be locked for security purposes. Groups may request that locked gates be open and closed for the additional cost of personnel. Groups are prohibited from opening or attempting to open locked gates, by any means, and may be ticketed in addition to having their use privileges immediately revoked. Damage to buildings, gates, grounds, field, and playground equipment will be reported to law enforcement, and the group may be liable for damages.

Cancellations, Rainouts and/or Non-Use

- ❖ Cancellations, rainouts and/or non-use of fields must be made 48 hours in advance or the event will be charged.

Use privileges may be immediately and irrevocably cancelled for individuals or groups found to be in violation of district use policies or the instructions outlined in this letter.

Thank you for your cooperation and understanding of the challenges faced by our school district, and public schools in general. If you have questions regarding availability of space, please contact individual building administrators. For questions regarding field maintenance should be addressed to Support Services, (586) 783-6550, x1100. For questions regarding the web-based application system and/or final approval of your application or rates/billing and/or PaySchools, please contact the Business Office, (586) 783-6300, x1212.

Sincerely,



Bob Prill
Manager of Operations

RLP/djb

cc: All Custodians, Groundskeepers and Maintenance
Kelly Allen, Director for Public and Community Relations
Randy Baker, Supervisor for Maintenance and Custodial Services
Rochelle Gauthier, Assistant Superintendent for Business and Operations
Pam Legato, President, AFSCME Local 1594
Robert Lenhardt, Director for Finance
Orlando Medina, L'Anse Creuse High School Athletic Coordinator
Cody Smith, L'Anse Creuse High School – North Athletic Coordinator