

8/15//19

The Lisbon district facilities are funded through public tax dollars, and are for the use of the Lisbon Community School District and it's community members. The following guidelines will be in place to manage the usage of these facilities.

Usage Reservations:

- Lisbon School based organizations will get priority when scheduling school facilities.
- All schedules / reserved time will be public at the following website:
<https://www.tririversconference.org/public/genie/273/school/20/>
- Lisbon community based reservations should be made by emailing eries@lisbon.k12.ia.us.
 - Reservations can be made beginning at 9:00 am on the 2nd Monday of the month, for the following month.
 - Teams may initially request one 90 minute time slot per week.
 - Teams may be asked to modify practice times to allow for other 90 minute slots.
 - Facilities will not be given out for activities for grades 7-12 Wednesday nights after 6:00.
 - Practice times may need to be voided at times if the school schedule dictates.
 - After the initial week of reserving time has passed, teams may request a 2nd 90 minute time slot if they wish.
- Non-Lisbon community based reservations should be made by emailing eries@lisbon.k12.ia.us. Reservations can be made beginning at 9:00 am on the 3rd Monday of the month, for the following month.
- There shall be no reservations made before 6:30 am or after 9:30 pm.
- The LECC may not be reserved by community based organizations until 6:00 pm on weekdays due to the daycare still being in operation.

Usage Fees / Insurance / Responsibilities:

- Lisbon community based teams and organizations will not be charged a rental fee so long as there is not a profit being made for personal gain. Examples:
 - Lisbon 4th grade basketball tournament where proceeds benefit that program would not be charged.
 - Lisbon youth practices will not be charged.
 - An individual charging a fee for "lessons" will be charged.
 - AAU teams, or non-Lisbon teams will be charged for hosting tournaments and practices.
- Charged Fee Rates:
 - \$15 per hour for practice or lesson time
 - \$50 per hour, per facility for tournaments or games
- Fees must be paid to the district office before the practice or event takes place.
- Persons / Organizations must provide liability insurance if they are to use the facilities if requested.
- Any damage to the facilities should be reported immediately. Persons or organizations using the facilities are responsible for the costs associated with damage repair.
- Any individual using the Lisbon facilities will be responsible for cleaning the facilities when finished, regardless if they paid a rental fee or not. Failure to do so will result in a \$200 custodial fee. See checklist below for required cleaning.

Cleaning Checklist

- Gym floors swept and clean
- Bleachers swept and cleaned
- Trash cans used should be emptied in school dumpsters by service drive
- Trash bags should be replaced
- Lost and found collected
- Rugs at entrance vacuumed
- Hallways swept
- Lights turned out
- Doors locked