

Lakeshore Athletics Policy & Fee Schedule



LAKESHORE
CHURCH

ATHLETIC FIELD USE POLICY

MISSION STATEMENT

Lakeshore's Mission Statement will guide the decision-making process for any consideration of special uses of the building and grounds. All functions and use of the facility must be consistent with our mission statement which is to Love God and Build People into fully devoted followers of Christ.

ATHLETIC FIELD RESERVATION PROCEDURE

1. The person responsible for an activity or event must complete an *Athletic Field Reservation Request & Use Agreement* and return it to the church office no later than four weeks in advance of the requested date. Church office hours are 9:00am to 5:00pm Monday through Thursday.
2. Church administrative staff will receive the request and forward it to the Athletic Field Department to check the Athletic Field Calendar for availability.
3. After approval for the event is obtained, the responsible party will be notified to bring a security deposit to reserve the facility (see below).

DEPOSITS & FEES

1. A Security Deposit (minimum \$100, may be a different amount) is due once approval for the event has been obtained. The requested facility will not be reserved on the Lakeshore master Calendar until the Security Deposit is received by Lakeshore. Checks must be made out to Lakeshore Church.
2. Payment in Full must be paid no later than 1 month in advance of the event. Any change in due date must be approved by Lakeshore Athletics Representative. Rates are:
 - \$60 per hour for the entire soccer field (U-14)
 - \$35 per hour for half the field (U-10)
 - Basketball court (cost to be determined)
 - Volleyball court (cost to be determined)
3. Special field striping and additional toilets are considered the responsibility of the organization/individual requesting the athletic field facilities.
4. If the event is cancelled after fees are received and prior to the scheduled event, all fees are refundable provided the church has not incurred any expense. Any such expense will be deducted from the fees paid. Any remaining amount will be returned by mail within 2 weeks after the event.

GENERAL POLICIES

1. The church athletic facilities (fields and courts) are available between sunrise and sunset on weekdays and between sunrise and 6:00pm on Saturdays. Special requests for other hours may or may not be approved. A Lakeshore Athletic Representative must be on site during the entire event.
2. Reserving the athletics facilities will be on a first-come, first-served basis. Plans for an anticipated activity should not be fully developed or announced until permission has been obtained and the activity is recorded on the Athletic Field Calendar. Anticipated functions may normally be placed on the Athletic Field Calendar up to one year in advance, and must be on the calendar no later than four weeks before the event in order to insure the facility or equipment is available.
3. The person in charge of an anticipated athletic event or activity must complete an *Athletics Field Reservation Request & Use Agreement* and acknowledge he/she has read this *Athletic Field Use Policy*, both of which are available in the church office and at lakeshorechurch.net. If the request is approved, all applicable fees must be received by the church office before the event will be placed on the Athletic Field Calendar.
4. If indoor facilities are requested (classroom, kitchen or Student Center), a separate *Facilities Request and Facility Use Agreement* must be submitted (available in the church office or at lakeshorechurch.net).
5. The person responsible for a function must be an adult over the age of 21. This responsible person must be present during the entire function and shall see that all guidelines and policies are followed.
6. Organizations requesting recurring use of Lakeshore Athletics facilities must have an insurance policy naming Lakeshore Church as an additional insured; and submit a copy with the *Athletics Field Reservation Request & Use Agreement*.
7. Children or youth may not use the athletics field and grounds unless they have adequate adult supervision. There must be a minimum of one adult supervisor for every 10 children or teens. Mixed groups of teens or children must have both male and female supervision.
8. Leagues reserving the fields must be comprised of children ages 14 years and younger.
9. Any equipment rented from an outside source (such as portable toilets, tables, chairs, etc.) may normally be delivered the day before the event and must be removed as soon as possible after the event. The designated person responsible for your event rentals must be on-site to receive and oversee removal of items. Storage of private items on church facilities is not permitted. Portable toilets and other outdoor equipment must be removed no later than 3 days after the event. Lakeshore Church does not assume responsibility for rented equipment.
10. Lakeshore will determine what marks and painting will be allowed on the field.
11. Church tables, chairs, and other indoor equipment or furnishings are not allowed to be taken outdoors for use.

12. No vehicles are allowed on athletics fields or courts. All parked vehicles must face the fence on the outer part of the property.
13. Any damage to the church athletic fields or grounds resulting from misuse by persons or groups will be the responsibility of the person signing the *Athletic Field Reservation Request & Use Agreement*.
14. The athletic fields and grounds must be left in the same or better condition as before an activity or event. The person in charge of the activity must be instructed on procedure for clean-up and closing after the event/activity. All trash must be bagged and taken to the dumpster at regular intervals during the event and at the end of the event. All personal items, decorations and leftover food and beverage items must be removed. They may not be left on site.
15. Events, parties, and activities that result in private financial gain will not be allowed. The only exception is fundraisers for ministry activities.
16. Use of alcoholic beverages, tobacco products, illegal drugs or other controlled substances, and gambling in any form is not allowed on church property.
17. Due to the close proximity of the neighbors, music will not be allowed to be played on the fields/courts/parking area during an event.
18. Political parties may not attach or display political advertising on any part of the church property.
19. All recurring uses automatically expire on December 31 each year. Use after expiration requires a new *Athletic Field Reservation Request and Use Agreement*.

PRIORITIES FOR USE OF SPACE, FACILITIES, AND EQUIPMENT

1. Lakeshore's regularly scheduled services and meetings
2. Lakeshore sponsored groups and ministry activities
3. Other activities and meetings of Lakeshore members
4. Children's groups will have priority over Adult groups.
5. Community non-profit organizations and service groups
6. Other groups, organizations or individuals (weddings, HOAs, etc.)