

Section XI Appendix D-9 Existing Partnership Agreements

Administrative Procedure - Priority for Building Usage 2006 - 2007

Due to the interagency cooperation and agreements between the City of Lawrence and Lawrence Public Schools, Lawrence Parks and Recreation building use requests shall be given priority over other non-school related organizations subject to the following conditions:

- I. Applications for fall and spring use of buildings shall be received by the individual school facilities prior to the last Friday in May.
- II. Applications for use of building shall not be for more time than is needed by Lawrence Parks and Recreation.
- III. Building administrators will process and return building use applications as soon as possible after scheduling school program related events for the next calendar year. The approved Building Usage *Forms need to be returned to the Lawrence Parks and Recreation Department no later than September 15th each year.*
- IV. Any requested times not needed by Lawrence Parks and Recreation will be released back to the school district as soon as possible. Times scheduled or released by Parks & Recreation are not transferable by Parks & Recreation to other groups.
- V. Building administrators or selected designees shall contact the City of Lawrence Parks and Recreation Department at least 48 hours prior to the cancellation of a scheduled Parks and Recreation event.

This administrative procedure is subject to board of education policy and shall be reviewed annually and modified as needed.