



BUILDING USE POLICY

PURPOSE

To provide guidelines on the appropriate use of the school building for school purposes and appropriate fees for groups interested in using the building during available hours. This policy establishes the authority of the Director, under the supervision of the Board of Directors, to approve, manage, or deny requests for facility use in accordance with state law, lease requirements, and school priorities.

POLICY

The school building is owned by a private entity and leased to the school for a defined period of time. The Board of Directors (the “Board”) may, but is not required to, sub-lease the building to entities who wish to use the facilities during hours the school is not being utilized for educational purposes; provided such use does not violate any agreement, law or regulation by which the school is bound.

Use of school facilities for civic or other purposes shall not interfere with any school function or purpose.

In addition, the school’s Director (the Director) or Board may, in their sole discretion, for any reason or no reason, deny use of the School Facilities. As such, this policy is not legally binding on the school to any extent.

Approval of use of facilities by a group or organization does not constitute endorsement of the group or organization’s objective.

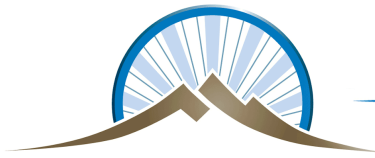
All facility use shall comply with the Americans with Disabilities Act (ADA), Utah Fire Code, and local building safety requirements.

TYPE OF USE

School-Sponsored Programs and Parent Organization Activities

The school’s Parent Organization and individual classes shall be granted free use of facilities for qualifying school-related activities so long as the activity does not disrupt the functions of the school. Qualifying activities may include but are not limited to: activities related to the educational curriculum, class performances, or school-wide fundraisers. These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out.

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Events that require use of the kitchen or require use of personnel may be subject to a fee depending on the number of school personnel required.

School-sponsored activities shall have first priority in scheduling. The Director may approve or deny requests based on alignment with the school's mission, safety considerations, and staffing capacity. Personnel fees may be assessed when additional staff are required, though the Director retains discretion to waive or reduce fees for educational or community benefit.

Charitable and Non-Profit Use

Charitable and Nonprofit rates apply to community organizations such as service clubs, Scouting America, Girl Scouts, United Way, cities and counties. These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out.

Generally a nonprofit organization will have a tax exempt IRS number.

The Director may grant free use to public service organizations who perform strictly public services, such as civic groups, Scouting America and Girl Scouts when custodial and other services are not required beyond the regularly scheduled duty and when no additional school funds are used to subsidize these meetings.

This section aligns with Utah Admin. Code R277-107, which permits the charitable use of school property when the activity serves a public or educational purpose.

Other Groups and Individuals

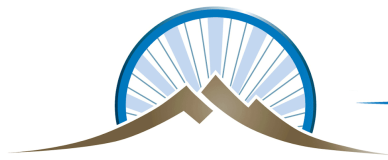
These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out. This includes groups such as businesses, religious institutions, home school, higher education institutions, recreational groups, private groups and other organizations or individuals. All private or commercial groups using school facilities must provide proof of liability insurance and agree to the school's standard facility-use terms, including indemnification. Users must also follow all applicable state laws and school policies. Regular fees may be assessed for these groups.

PROCEDURES

The Director or designee may qualify applications on a case-by-case basis. Applications should be approved at least two weeks prior to use.

The Director or designee shall require a completed copy of the Building Use Agreement from the user with all appropriate signatures, obtain all indemnification paperwork and collect all associated deposits and fees prior to the date of the rental.

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Incomplete applications or those lacking insurance verification may be denied

SCHEDULING

Scheduling of activities will be the responsibility of the facility coordinator. A single application may be made for a series of meetings of like character. However, if any of the meetings/activities are found to conflict with school programs, such meetings will be canceled and/or rescheduled.

Prior to scheduling individual classrooms for use, the facility coordinator will coordinate with classroom teachers and school staff. Building Use schedules will be posted at least one week in advance in order to inform teachers, employees and custodial staff of building/class usage.

The school reserves the right to cancel or reschedule events as needed for operational, safety, or emergency reasons. Every effort will be made to provide at least 24 hours' notice to the user.

PERSONNEL

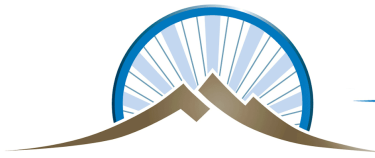
The Director or designee is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy. A user who does not agree with this determination may appeal to the Board.

General supervision/security is required if the Director or designee determines the building use activity requires such. General supervision of the facility may be assigned to an activity supervisor (teacher, administrator or other qualified school personnel). In rare cases, a non-employee activity supervisor may be approved. Non-employee supervisors must be pre-approved by the Director and meet background screening requirements under Utah Code §53G-11-402.

In some instances, an approved non-employee activity supervisor may receive authorization to be issued a key for facility use when school staff is not present. The named supervisor shall read and adhere to the school's key policy and submit an Application for Key Form. Upon approval, the key will be checked out through the facility coordinator. The approved supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the school office immediately following contracted use. The named supervisor shall be held responsible for any damages or losses sustained to the building, school facilities or equipment while in possession of keys.

At least one member of the school lunch staff is required for rental of the kitchen. Computer lab and library use requires the presence of an approved school personnel. Payment of wages for personnel

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providing supervision or other services in support of building rental shall be paid in compliance with the signed Building Use Agreement.

Personnel providing supervision, custodial, or food service support shall be compensated through approved payroll systems in accordance with state wage and hour law.

The Director retains discretion to determine when staff presence is required based on the activity's nature, time, and risk level.

Special Conditions

Facilities such as stage/sound equipment or kitchen require approval from the Director or designee and may only be used when qualified school personnel are present for the full duration of the event.

INSURANCE/WAIVER OF LIABILITY

The user of school facilities must hold Promontory School of Expeditionary Learning, its Governing Board, and school employees harmless from any and all claims by any person arising from the use of the premises except for the sole negligence of the School.

Each application for use of facilities shall provide proof of bodily injury and property damage liability coverage. The Certificate shall be for no less than one million dollars (\$1,000,000) per occurrence, and the school shall be named as an additional insured. Applicants will be responsible to contact their individual insurance providers to obtain a copy of insurance coverage.

Applicants (the "Applicant") may request an exception for the Certificate from the Director, who may waive or modify the insurance requirement in limited circumstances where the event poses minimal risk (e.g., a parent meeting or civic presentation). Any waiver must be documented in writing.

All users agree to indemnify and hold harmless Promontory School, its Board, employees, and agents from any and all claims, damages, or liabilities arising out of facility use, except those resulting directly from the school's negligence.

The Director or designee shall maintain all Certificates of Insurance and waiver records on file in accordance with Utah Admin. Code R277-113 recordkeeping requirements.

FEES

As applicable, the Director shall charge for the use of facilities as outlined In the Building Use Fee Schedule.

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Collection of fees for building or equipment is the responsibility of the Director or designee and shall be made in advance. The Director may, at their discretion, reduce or waive fees for events that directly benefit students, families, or the community, or in cases of financial hardship, provided such waivers are documented.

All rental times shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the activity supervisor, and closing time shall be the time when all persons associated with the rental have left the building and the building is completely secured. The fee will be adjusted for additional time taken beyond the scheduled rental. Additional time beyond the approved schedule will result in prorated fees as determined by the Director or designee.

The Director or designee shall establish additional charges for school equipment (spot lights, sound equipment, projectors, televisions, risers, microphones, etc.) and supplies used by the lessee. Such charges shall be clearly documented in the Building Use Agreement prior to the event.

Renters shall pay for any damage caused to the building or to any school equipment including recovery-associated costs. All damage costs must be paid within 30 days of invoicing. Unpaid charges may result in denial of future facility use.

Security Deposit

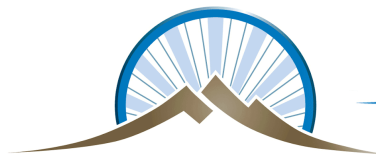
At the discretion of the Director or designee, the lessee may be charged a refundable security deposit of up to \$500 or a higher amount if the event is large-scale, extended, or presents a greater risk of damage. Deposits shall be collected and accounted for in accordance with the school's Cash Receipts Policy. The Director or facility coordinator shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the applicant in a separate check within the same timeframe.

Following the rental period, the Director or designee shall inspect the facility for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining security deposit shall be refunded to the applicant in the form of a check to the applicant. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded to the applicant in the form of a check.

Applicant/User General Information and Responsibilities

- Use of facility and/or equipment is permitted only during the agreed upon date and time.
- Areas not specifically designated for use are not available and may not be used. Groups may only use the areas agreed upon in the User Application/User Agreement.
- School personnel or an approved non-employee activity supervisor shall be on site at all times during an approved use. Approved non-employee supervisors will be made known to the Board prior to use of the facility.

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- The applicant must provide acceptable and adequate supervision for all activities applied for. The school reserves the right to review the planned activity and to determine adequate levels of supervision.
- School sponsored student events require onsite supervision by school personnel in addition to other volunteer adult supervisors who may be in attendance.
- The applicant will not give authorization for other individuals or groups into the building during time of use.
- No one will be admitted to the building until the supervisor is present.
- The activity supervisor is responsible for making sure that all participants are out of the building before leaving. Children may not be left unattended to wait for rides. Children must be supervised at all times.
- The activity supervisor must secure facilities after scheduled use.
- Unless prior arrangements have been made and fees assessed for the school to provide custodial services, the user is responsible for total cleanup of areas used. Any cleanup required on the part of the school as the result of failure to fulfill this responsibility may be billed to the user organization and/or the named activity supervisor.
- The user must report all facility problems to the Director. Damages to the facility when used by a group become the responsibility of the applicant.
- Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to authorities immediately.
- Any loss or damage resulting from the activity use will be deducted from the security deposit. If damages sustained are greater than the security deposit, the remaining balance shall be billed to the applicant. Damage fees are in addition to the established use fee.
- Equipment and property shall not be loaned or removed from the building without prior approval from the Director or designee and scheduled through the facility coordinator.
- Requests to use school furniture or equipment must be stated on the application and approved.
- The users of school equipment must accept liability for and damage or loss to such equipment that occurs while it is in their use. Users shall be financially liable for damage or loss to the facilities and property within.
- Users are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Alterations to the facilities are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- Decorations are subject to the approval of the director. No open flame decorations shall be permitted, and no decorations shall be fastened to the floor, walls or ceiling with nails, screws, tape, wax, or other fasteners that will damage the finish of the building surface.
- Courtesy and respect should be shown to all building employees and others who may be using the facility. Abusive conduct or language is not permitted in the facility.



- The user is subject to adherence to the standards of behavior of the school and Utah State Law.
- Smoking, alcohol, tobacco or drugs are not allowed on school property, or within 500 feet of school grounds.
- Firearms, explosives or other weapons either real or play are prohibited on school grounds as defined by law.
- The users must be familiar with the location and operation of lights and emergency systems prior to facility use.
- The user agrees to be responsible for full compliance with the Americans with Disabilities Act pertaining to its use of the Facility.
- All national, state and local laws and rules of police and fire departments must be complied with by the persons or organizations using the buildings.
- Corridors, exits, and stairways must be free of obstructions at all times. Members of audiences must never stand or sit so they block exits, stairways, or aisle ways.
- Violation of any of these standards is grounds for termination of the use agreement and the immediate removal of those individuals associated with the rental. Violation may result in the forfeiting of all deposits, and additional charges may be assessed.

Users are also responsible for ensuring all participants follow school safety procedures, emergency evacuation procedures, and the Visitor and Volunteer Policy.

The Director or designee reserves the right to immediately terminate any use of facilities that poses a threat to safety, violates school values or Utah law, or damages property.

All use must comply with the Utah Fire Code, ADA accessibility standards, and the Utah Administrative Code R277-400 (School Emergency Response Plan).

Use of Fees Collected

Funds collected for use of the facilities will be deposited in the school's general fund. After deducting 10% for overhead, the balance will be allocated by the Director to items on the wish list developed by the Director in consultation with the PoP! Committee, and other school committees.

Fee Schedule

Building use fee schedules shall be established by the Board and are subject to periodic review. Fee schedules will be published on the school website and made available in the school office for public use.

The Director may, in accordance with Utah Admin. Code R277-113-6(3), adjust, waive, or reduce fees for events that provide educational or civic benefit, provided such adjustments are documented.

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BUILDING USE FEE SCHEDULE

FACILITY RENTAL FEES

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| ● Parking Lot: | Non-Profit: \$10/day | Regular: \$40/day |
| ● Cafeteria: | Non-Profit: \$35/hour | Regular: \$80/hour |
| ● Stage/Kiva: | Non-Profit: \$35/hour | Regular: \$85/hour |
| ● Classroom (per room): | Non-Profit: \$15/hour | Regular: \$30/hour |
| ● Commons Area (per area): | Non-Profit: \$25/hour | Regular: \$50/hour |
| ● Library**: | Non-Profit: \$20/hour | Regular: \$40/hour |
| ● Kitchen**: | Non-Profit: \$40/hour | Regular: \$80/hour |
- *When renting the kitchen facility, it is mandatory to have at least one kitchen staff member present. Additional personnel fees apply.*

****Note:** The Library and Kitchen shall only be rented with prior approval from the Director, school personnel must be present for the entire duration of any event in these areas. Additional personnel fees apply.

PERSONNEL FEES

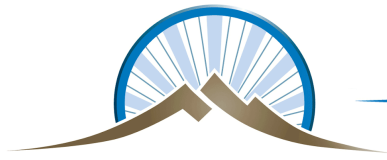
(Although Rental Fees may be waived at the discretion of the Director, Personnel Fees may be required when school staff supervision is necessary or when specified by the Director)

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| ● Building Supervisor: | Non-Profit: \$35/hour | Regular: \$80/hour |
| ● Additional Staff: | Non-Profit: \$20/hour | Regular: \$30/hour |
| ● Kitchen Staff: | Non-Profit: \$25/hour | Regular: \$50/hour |

OTHER FEES

- **Equipment Fee:** This fee is set on a case-by-case basis. Fees are set by the Director or designee. Fee shall be documented in the Building Use Agreement.
- **Concession Fee** *(required for any event charging admission):* \$50/event
- **Security Deposit:** Determined by the Director based on the type of event, facilities requested, duration, and anticipated custodial or security needs.
- **Contract Fee:** \$25 per executed Building Use Agreement.
- **Clean-Up / Set-Up Fee:** Non-Profit: \$35/event Regular: \$80/event
 - *Applies when tables, chairs, staging, or other physical setup/tear-down are required.*

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PROMONTORY

school of expeditionary learning

PUBLIC USE OF WEST FIELD

The West Field may be used as a public space outside of school hours in coordination with Perry City. Promontory School retains full authority over the property and may restrict, limit, or revoke access at any time to support school events, ensure safety, protect school operations, maintain the grounds, or comply with school policies and legal requirements. The Director may establish procedures for reserving or using the field. All use of the West Field must respect school property, follow posted rules, and comply with any conditions established by the Director. Individuals who use the field without authorization or fail to follow school rules may be asked to leave immediately and may be restricted from future use.

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