

Building Use Policy

Purpose

To provide guidelines on appropriate use of the school building for school purposes and appropriate fees for groups interested in using the building during available hours.

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.

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.*

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.

Charitable and Non-Profit Use

Charitable and Nonprofit rates apply to community organizations such as service clubs, Boy Scouts, 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, Boy Scouts, 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.



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. 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.

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 cancelled 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 has the absolute right of cancellation without liability. Every effort will be made to provide the user 24 hour notice.

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. This requires a signature from the director and the board.

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.

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

Special Conditions

Facilities such as computer lab, media center, or kitchen (unless approved by the Board and school appropriate personnel are present during the entire time of the function) shall not be rented.

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 with the Director. Exemptions must be approved by the Board.

Fees

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

Collection of fees for building or equipment is the responsibility of the Director or designee and shall be made in advance.

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.

The Director or designee shall establish additional charges for school equipment (spot lights, projectors, televisions, risers, microphones, etc.) and supplies used by the lessee.

Renters shall pay for any damage caused to the building or to any school equipment including recovery-associated costs.

Security Deposit

At the discretion of the Director or designee, the lessee may be charged a refundable security deposit

of up to \$500. 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 and deposited by the Director or designee.

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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.
- 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.



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- 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.

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 Parent Advisory Crew and other school committees.

Fee Schedule

Building use fee schedules shall be established by the Board and are subject to periodic review.

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Building Use Fee Schedule

BUILDING USE FEE SCHEDULE

FACILITY REGULAR CHARITABLE/NON-PROFIT Parking Lot \$40/day \$10/day Cafeteria \$50/hour \$25/hour Stage/Kiva \$50/hour \$25/hour Classroom (each) \$30/hour \$15/hour Commons Area (each) \$30/hour \$15/hour **Computer lab, library , and kitchen shall not be rented unless approved by the Board and school personnel are present during the entire time of the function.**

Computer Lab \$80/hour \$40/hour Library \$40/hour \$20/hour

Kitchen (When renting the kitchen facility, it is charge. mandatory to have at least one kitchen staff member \$80/hour \$40/hour present for which there is an additional personnel)

PERSONNEL REGULAR CHARITABLE/NON-PROFIT Building Supervisor \$35/hour \$35/hour Additional Staff \$20/hour \$20/hour Kitchen Staff \$25/hour \$25/hour **OTHER FEES REGULAR**

CHARITABLE/NON-PROFIT

Equipment Fee-- This fee is set documented in the Building Use on a case by case basis. Fees Agreement. are set by the Director or Concession Fee—(any user designee. Fee shall be

charging admission will require
this additional fee)
TBD TBD \$50 \$25

Security Deposit— TBD by director