



Policy Number: 5010

Dated: 02/05/2013

FACILITY USE POLICY

1. PURPOSE

The primary use of American Leadership Academy facilities shall be for the school's educational, athletic, and extra-curricular programs. All other uses shall be deemed secondary. School administrators are responsible for the implementation and administration of this Facility Use Policy, including the determination and assignment of the appropriate classification, the collection of funds pursuant to the Fee Schedule and this policy, and assuring compliance with the Rules and Regulations. Individuals or groups using school facilities and grounds are subject to facility use Rules and Regulations contained herein and in the Facility Use Agreement.

2. DEFINITIONS

- 2.1 Class Definitions: Describes the types of users (classes) who may use American Leadership Academy facilities.
- 2.2 Fee Schedule: Lists rental and use fee information.
- 2.3 Rules and Regulations: Contains detailed conditions, rules, and regulations governing the use of American Leadership Academy facilities.

3. CLASS DEFINITIONS

3.1 Class I: ALA Sponsored Teams/Group

Groups associated with American Leadership Academy. Such groups shall be subject to the school's internal policies, procedures, rules, and regulations.

- 3.1.1 All school activities must have the approval of the school director. Money transacting activities are overseen by the school and all money must go through the school finance department in accordance with applicable school accounting procedures.

(Fees - Per School Regulations)

3.2 Class II: Instructional/Governmental Use

This classification shall apply to those groups that are organized for instructional or governmental purposes. Such groups could include educational institutions, government entities, political groups, and others whose purpose is to provide information and instruction to the general public.

(Fees - Per Fee Schedule. The purpose and objective of charging fees to groups in Class II is to cover the

school's personnel costs associated with supervision and security necessary for the activity).

3.3 Class III: Charitable, Civic, Religious and Private Use

This classification shall apply to those organizations that solicit fees, dues, or contributions from the participants or the public; the net proceeds which are expended for charitable purposes, or purposes that are for the betterment of the community. These organizations operate primarily on unpaid volunteer help. In addition, this classification shall apply to private functions and events, such as family reunions, weddings, dinners, holiday celebrations, and other such activities.

(Fees - Per Fee Schedule).

3.4 Class IV: Market Use

This classification shall apply to any commercial profit or non-profit organization or any other group whose motives, objectives, and operational structure are to make a profit, operate primarily on paid personnel or charge admission and/or participation fees.

(Fees - Per Fee Schedule. The purpose and objective of charging fees to groups in Class IV is to collect an approximate fair market rental value for the use of the school facilities. Such fees should adequately cover the school's actual costs, which include personnel costs associated with supervision necessary for the activity and utility costs, and include an additional amount to be used by the school for the maintenance of school facilities).

4. RULES AND REGULATIONS

4.1 School administrators are responsible for the implementation and administration of this Facility Use Policy. School administrators are responsible for the scheduling and oversight of all activities that utilize the school buildings, facilities, and grounds. While discharging this responsibility, school administrators shall do the following:

4.1.1 Assign school personnel to provide supervision to provide protection of all school property.

4.1.2 Assign any necessary technicians to provide assistance with the lights, sound, equipment, and other systems associated with the school facilities being utilized.

4.1.3 Assign the activity to the proper classification under the Class Definitions.

4.1.4 Collect the appropriate rental and use fees pursuant to the Fee Schedule and this policy.

4.1.5 Assure compliance with the Rules and Regulations.

4.2 A Facility Use Agreement shall be signed between the sponsoring group or individual and the school administrator.

4.2.1 Fees will be charged in accordance with the Fee Schedule and this policy.

4.2.2 Additional fees will be charged for use of special equipment, additional services, and personnel.

4.2.3 Applications for use should be submitted at least two (2) weeks in advance of the activity.

The Facilities Use Agreement, Certificate of Insurance, and full payment of rental and use fees must be received before the event is placed on the calendar.

4.2.4 The facility shall be left clean and in the same condition as the sponsoring group or individual found them.

4.2.5 Depending upon the type of activity, the facility to be used, the number people involved, and

other relevant factors, the school administrator has the discretion and right to require a security/cleaning deposit shall be determined by the school administrator and received by a check made payable to the school. The check will not be deposited but shall be held in safekeeping by the school administrator until after the activity is completed. The school administrator shall then assess if there is any property damage, property loss, and clean-up associated with the activity. If there is no property damage, property loss, or clean up, the check shall be returned to the sponsoring group or individual. If there is any property damage, property loss, and/or clean-up the school administrator shall ascertain the costs of such and may deposit the check to cover such costs. A written itemized accounting of the property damage, property loss, and/or clean-up costs shall be provided by the school administrator to the sponsoring group or individual with a bill for payment for the deficient amount.

- 4.3 Insurance: All sponsoring groups or individuals using school facilities must comply with these insurance requirements. Only school-sponsored groups and activities are covered by the school's insurance and are exempt from these requirements.
 - 4.3.1 The sponsoring group or individual will procure and maintain full insurance coverage during the entire activity.
 - 4.3.2 Responsibility for paying for and obtaining such insurance coverage rests solely with the sponsoring group or individual.
- 4.4 Sponsoring Group Responsibilities
 - 4.4.1 Request for facility usage will not interfere with any school activity, event, function, or purpose and may be denied if the request is determined to be inadvisable.
 - 4.4.2 All activities must be compatible with the school facility being used. Activities that are not compatible with the type of use typically associated with the school facility are not permitted.
 - 4.4.3 It shall be the responsibility of the sponsoring group or individual to assure that only authorized portions of the school facilities are used and the premises are vacated as scheduled.
 - 4.4.4 The school assumes no liability for personal injury or property loss or damage. Sponsoring groups or individuals are solely responsible for any and all claims, damages, liabilities, costs, and expenses (including attorney's fees) arising out of or in any way associated with the activity. In addition, the sponsoring group or individual shall defend, hold harmless, and fully indemnify the school of any and all such claims, damages, liabilities, costs, and expenses.
 - 4.4.5 Sponsoring groups or individuals shall provide sufficient, competent adult supervision (at least 21 years of age).
 - 4.4.6 The sponsoring group or individual shall pay all damages to the building, equipment, or grounds which occurred during the activity.
 - 4.4.7 Profane language, quarreling, fighting, and gambling are prohibited activities on school property.
 - 4.4.8 No food and/or drink will be allowed in the auditorium and in other designated portions of the school. Permission for the consumption of any food and/or drink in the school must be specifically authorized by school administration **and only in approved areas.**

- 4.4.9 All activities shall comply with any and all applicable federal, state, and local laws.
- 4.5 Sponsoring groups or individuals using school facilities, including a stage or stage equipment, shall not be permitted to remove or displace furniture, equipment, or apparatus.
- 4.6 General Prohibitions
 - 4.6.1 Emergency or unforeseen circumstances that require the use of school facilities will take precedence over any prior scheduling by the sponsoring group or individual.
 - 4.6.2 No open fires, flames, or lighted candles shall be permitted in the school facilities.
 - 4.6.3 Classrooms shall not be disturbed or rearranged to accommodate the activity. All drawers, cupboards, closets, and other such areas in the school are off-limits and shall not be opened.
 - 4.6.4 Any violation of these Rules and Regulations shall be sufficient for denying further use of school property and facilities to any individual or organization.