

Title: **Facility Use**

Effective Date: March 13, 2018

References: 53A-3-414

### Purpose

To serve the community and provide opportunities for citizens to participate in educational and recreational activities by making available appropriate use of school facilities in accordance with law and available resources in the school.

### Definitions

“Facilities” means the school building, grounds, accessory buildings (i.e. storage sheds), equipment, and property belonging to Ignite Entrepreneurship Academy.

### Policy

#### **Primary Use of School Facilities**

1. The primary use shall be for the educational program of IEA. All other uses shall be secondary and shall not interfere with the school program or purpose.

#### **Secondary Use of School Property and Facilities**

1. School property and facilities may be used by the IEA School Organization, teachers, students, administration, and other authorized persons for school-sponsored programs and activities, including but not limited to membership meetings, committee meetings, after-school programs, clubs, fairs, sports, and all other school-related activities.
2. Merely allowing students, a school club, team or program to access an activity, or provide concessions at an activity, does not qualify the activity as a school-sponsored program.

#### **Community Use**

1. Community use applies to citizens, youth groups, public agencies, senior citizens organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities.

#### **Charitable or Non-Profit Use**

1. Charitable and Non-Profit Use applies to organizations such as service clubs, scouting organizations, civic groups, public service organizations, church and religious organizations, and other groups that have tax-exempt status under 26 U.S.C. § 501(c)(3).

#### **Commercial Use**

1. Commercial use applies to organizations or individuals whose motive is to make a profit and may include, but not be limited to, events for which admission is charged or items and/or services are sold, and teachers or persons (including those employed by the school) who are providing private instruction in any subject for a fee.
2. Facilities may be used for commercial purposes in accordance with regulations as long as such use is of a general interest to the public.

**Other Uses and Limitations**

1. School facilities may be made available to public agencies for polling places and mass care shelters during disasters or emergencies affecting public health and welfare.
2. School property and equipment shall not be loaned or taken from the school for non-school affairs.
3. School facilities will be available for secondary use only at times other than normal school hours, except for approved school-supported events and when used as polling places.

**Application and approval for use of school facilities**

The application for, approval of, and use of facilities shall be in accordance with the terms, conditions, and limitations as set forth in the policy and regulations established by the IEA Board of Trustees and administered by the Director.

**Procedures**

1. An application for use of school facilities shall be submitted for all uses other than school-related purposes, and at least 10 days in advance of the requested date.
2. Exceptions may be granted with administrative approval.
3. The application must be signed by an adult of 21 years of age or older. The signatory is responsible for all aspects of use as outlined in the policy and regulations.
4. The Director shall review an application and determine classification of use, personnel requirements, fees and any additional costs for the activity, and ensure compliance with policy.
5. The Director may refuse the use of school facilities when the application is incomplete or non-compliant, or the use conflicts with another scheduled event, or the use is otherwise inadvisable.
6. Upon approval, a permit will be granted to the lessee. The school reserves the right to revoke a permit at any time.
7. The Director shall collect any applicable rental fees prior to the date of use. Fees for the use of facilities shall be charged as outlined in this policy.
8. A Building Use Agreement must be signed by the user prior to the date of use.
9. Usage time shall initially be computed from the time of requested opening to anticipated closing of the doors. The fee will be adjusted for any additional time used.
10. Equipment, keys, and property shall not be loaned or removed from the building.
11. Facilities such as computer lab, kitchen, or media center shall not be used unless approved by the Director and school personnel are present during the entire time of the function.
12. The facility may not be used without adequate supervision as determined by the Director. The assigned supervisor is responsible for oversight of the facilities while in use.
13. In addition to the building supervision provided by the School, all use groups must provide additional supervision to maintain order and prevent damage to or loss of school property.
14. Use by an organization or individual with prior violations of the policy may be restricted. Whenever rules and regulations have been violated, the school may permit limited use or refuse to consider future facilities use permits for the organization or individual.
15. Any individual or entity using the facilities for non-school purposes must provide, before the use, a Certificate of Insurance, evidencing public liability coverage of one million dollars (\$1,000,000) per occurrence and naming IEA as an additional insured.

16. The user must comply with any applicable standards of safety and behavior of IEA and Utah law. Violation of any of these standards is grounds for termination of the use agreement and the immediate removal of individuals associated with the use. Violation may result in the forfeiting of all deposits, and additional charges may be assessed.
17. The user shall pay for any damage to the facilities or equipment from damage or unreasonable wear and tear.

**Fees**

1. Except where the Director has discretion under this policy, users will be charged fees as set forth in the Fee Schedule below, which is subject to periodic review and revision.
2. The school's Parent Organization and individual classes may use the facilities free of charge for qualifying school-related activities. Such activities must be approved and coordinated with the Director. These activities must be approved before notice of the event is distributed.
3. Charitable and non-profit rates apply to non-profit organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, cities and counties. The Director may grant free use of the facilities to non-profit organizations at the Director's discretion when the use will not create additional expense for IEA.

**Security Deposit**

1. At the discretion of the Director, the user may be charged a refundable security deposit of up to \$500. The Director shall determine the amount of the 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 user in a separate check and deposited by IEA.
2. Following the use period, the Director or designee shall inspect the facility for damage or mess requiring extra clean-up time. Any such charges will be deducted from the security deposit, and the remaining security deposit shall be refunded to the user. Should there be no extra charges assessed, the full amount of the deposit shall be refunded.

**Personnel**

1. At least one IEA staff member must be present during any use of facilities, unless otherwise approved by the Director. The Director will set the fee based on the number and type of personnel required for a particular activity. General supervision of the facility may be assigned by a custodian, teacher, administrator, or other qualified staff member.
2. Users must pay for any additional custodial services that are required.
3. At least one staff member is required for use of the kitchen.

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