

Title:	Facility Use Policy	Related Policies:	
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Status:	Adopted	Adopted:	5-12-09
Owner:	A. Mohler	Accounting:	
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Policy Detail			

Rules Governing Use of Facilities by Outside Organizations

Outside organizations shall follow these additional rules governing use of school facilities.

1. Insurance must be covered by the lessee. A copy of the lessee's insurance must be provided with the application.
2. Ensure cleanliness of facilities during the rental period. Facilities must be returned in its original condition.
3. A school custodian and/or other school employee, as designated by the Director, must be present during the activity or event. School employees are not permitted to give their building keys to an outside organization.
4. Signs, banners, pennants, etc. may not be erected on school property unless the permission of the Director is obtained in advance and only if such displays do not deface school property.
5. Adequate supervision, as approved by Administration, must be present for activities involving children.
6. Parking is permitted only in designated parking areas
7. The number of attendees may not exceed the number authorized and must be in compliance with local fire codes.
8. Approved users and their participants must stay in their assigned area at all times. Entry into other areas of the facility will be considered trespassing.
9. Any use of a facility beyond the time specified in their use agreement is subject to additional fees charged in quarter hour increments.

10. All activities must be orderly and lawful and must comply with all federal, state and local laws.
11. Overnight use of school facilities is permitted only with the explicit permission of the Director.
12. Food and beverages are allowed inside school buildings only if requested in the application and approved in the use agreement. The organization is responsible for clean-up of all areas used.
13. Alcohol, illegal drugs, weapons or explosives are not allowed in school facilities or on school property and any form of gambling activity is strictly prohibited.
14. The use of tobacco products is prohibited in school facilities and on school property.
15. School facilities that are available for use by outside organizations are: cafeteria. Requests to use classrooms, media center, conference room and common areas will be considered on a case by case basis by the Director. Use of school personnel may be required.
16. Outside organizations may use tables and chairs if requested in advance. A set-up fee will be charged. Requests to use public address systems or audio visual equipment will be considered on a case by case basis by the Director. A fee will be charged and school personnel must be used. The following types of equipment may not be used by outside organizations: musical instruments, athletic equipment, computers, technical IT or laboratory equipment.
18. Outside groups may not make any modifications to school facilities in order to accommodate their use of the facility. This includes modifications to the electrical, heating, cooling, ventilation or plumbing systems or to the structure or grounds of the facility.
19. Outside organizations may not sublease school facilities to other organizations or individuals or transfer or assign their use agreement to anyone.
20. Individuals are not eligible to apply for use of school facilities.
21. School facilities shall not be used for anything other than the use(s) approved in the use agreement.
22. Lease fees are to be paid in advance. Checks should be made payable to Amana Academy. No facility will be made available until payment and the properly executed agreement is received by the Director.
23. The use of said areas shall not in any way interfere with school or office activities.

24. When school is closed because of inclement weather, all facilities use is canceled. The undersigned further agrees to pay all applicable fees at least five (5) working days prior to use.