

Facilities Use Policy

Adopted: May 19, 2020

Revised: March 21, 2023

Purpose

The purpose of this policy is to establish procedures for the use of Bridge Elementary's (the "School") building and grounds by outside individuals and groups.

Policy

In accordance with state law, the School's building and grounds ("facilities") are available for use as a "civic center" when such use does not interfere with a School function or purpose, does not violate any applicable law or regulation, and does not otherwise impose an unreasonable burden on the School or expose the School or participants to unreasonable risk.

Any permission to use the School's facilities as a civic center is granted pursuant to Utah Code § 53G-7-209 and -210 and is considered a permit for governmental immunity purposes under Utah Code § 63G-7-201(4)(c). The School therefore has full governmental immunity under the Utah Governmental Immunity Act for claims arising in connection with such use of its facilities.

Procedures

Fees for the use of the facilities shall be charged as outlined in this policy and will be collected prior to use.

A Facility Use Agreement must be signed by the user prior to the date of use.

Usage time shall initially be computed from the time of requested opening of the facilities to anticipated closing of the facilities. Closing time shall be the time when all persons associated with the use have left the facilities, and the fee will be adjusted for additional time used. Persons lingering in or on the facilities are the user's responsibility.

Equipment, keys, or property shall not be loaned out or removed from the facilities.

Facilities such as a computer lab or media center shall not be used unless approved by the Director and School personnel are present during the entire time of the function. The School's kitchen shall not be used by outside individuals and groups.

The School building may not be used without adequate School supervision as determined by the Director. The assigned staff supervisor is responsible for oversight of the facilities while in use. The School's outdoor facilities (parking lot and play field area) may be used without School supervision unless the Director determines that a staff supervisor is needed for the use.

In addition to the supervision provided by the School, all user groups must provide supervision to maintain order and prevent damage to or loss of School property.

Any individual, group, or entity using the facilities for commercial 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 the School as an additional insured.

The user must comply (and ensure that all its guests and patrons comply) with any applicable standards of safety and behavior of the School and Utah law. Violation of any of these standards is grounds for termination of the Facility 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.

The turf field was not designed or constructed for playing competitive or contact sports. It is not rated for concussions and is not safe for playing competitive or contact sports. Therefore, users are prohibited from using the turf field for competitive or contact sports.

Additional fees may be charged for use of School equipment (spotlights, DVD players and televisions, microphones, etc.) and supplies.

The Director may establish conditions of use intended to protect the facilities from damage or unreasonable wear and tear.

Users shall pay for any damage to the School's facilities or equipment caused by their use.

Fees

Except where the Director has discretion under this policy, users will be charged fees as set forth in the Facility Use Fee Schedule below, which is subject to periodic review and revision.

The School's parent organization, if any, and individual classes may use the facilities free of charge for qualifying School-related activities. Such use must be approved by and coordinated with the School's Director. These activities must be approved by the Director before notice of the event is distributed.

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 the School.

Security Deposit

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 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 user in a separate check and deposited by the School.

Following the use period, the Director or designee shall inspect the facilities and grounds for damage or 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 user. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded.

Personnel

At least one School staff member must be present during any use of the building. The Director will set the fee based on the number and type of School personnel required for a particular activity. General supervision of the building may be assigned to a School custodian, teacher, administrator or other qualified staff member.

Users must pay for any additional custodial services that are required.

Facility Use Fee Schedule		
FACILITY	Commercial	Charitable/Nonprofit
Parking lot	\$40/day	\$10/day
Cafeteria	\$125/hr	\$50/hr
Multipurpose room	\$125/hr	\$50/hr
Classroom (each)	\$40/hr	\$20/hr
Play field area (turf, asphalt, and scooter path)	\$50/hr	\$25/hr
PERSONNEL	Commercial	Charitable/Nonprofit
Supervising Staff	\$35/hr	\$35/hr
Additional Staff	\$20/hr	\$20/hr
EQUIPMENT	Commercial	Charitable/Nonprofit

This fee is done on a case-by-case basis. Fees are set by the Director or designee. Fee shall be documented in Facility Use Agreement.

TBD

TBD