



GreenWood Charter School

Policy Number:

Policy Section: 500 Business and Operations

POLICY TITLE: Building Use Policy

Revision History

Effective Date	Action Date	Revised
	October 9, 2019	October 7, 2019

Board Policy Sections:

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff policies 400 series
- Business and Operations policies 500 series
- Community 600 series



Building Use Policy

Purpose

The purpose of this policy is to establish procedures for the use of GreenWood Charter School's ("the School") buildings and facilities by outside individuals and groups. The primary purpose of Greenwood Charter School is to support the educational programs of the school. This primary purpose has priority over all other possible uses of the facility.

Policy

The GreenWood board recognizes that school facilities can serve other well established community interests. Outside groups are subject to the following stipulations:

Acceptable use of the facility falls into two categories:

1. **By invitation** of the school. The school may invite an outside group to use the facility for the express purpose of furthering the particular educational mission or specific goal of the school. The Director shall develop guidelines for the use of the facility by invited outside groups to be outlined in the facility use agreement.
2. **By sponsorship** of a staff or board member. An individual staff or board member – who has been trained in the custodial and supervisory responsibilities of hosting an outside group- may sponsor and supervise the use of the facility by an outside group. Scheduling of all such uses is subject to the primary purpose of the event, even after being scheduled, is always subject to cancellation if it conflicts with a need to use of the facility for a school related function. Guidelines will be outlined in the facility use agreement.

In the event of a community disaster, the Board shall make the school and/or facilities available, at no charge, for the housing and care of victims or potential victims when requested by local, State, or Federal authorities.

No liability shall attach to this School, any employee, officer, or member of this School specifically as a consequence of hosting outside individuals or groups.

Procedures

Activities may be scheduled outside of school hours when the building is available. The director can make the decision to collect the fee and rent the building. If the activity falls outside of those parameters and they want their fees waived or reduced they must present to the board. Fees for the use of facilities shall be charged as outlined in this Policy and will be collected prior to use. A Building 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 to anticipated closing of the doors. Closing time shall be the time when all persons associated with the use have left the building, and the fee will be adjusted for additional time used. Persons lingering in the building are the user's responsibility.



Equipment, and property under \$500 can be loaned or removed from the building with the director's permission. If the value is over \$500 they must have a signed agreement. Keys will be given to only administration and teachers to access the building at any time. Key pods will be given to renters when necessary and time limits will be set within rental hours.

Facilities such as computer lab or media center shall not be used unless approved by the School Director and such personnel are present during the entire time of the function.

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

Any individual 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 \$2 million general aggregate. The individual or entity must also name the School as an additional insured and is primary and noncontributory. The individual/entity's insurer waives their rights of subrogation against GreenWood. The organization must insure their own personal property and that of their guests while using the premises. Worker's Compensation coverage must be provided for the organization's employees and the organization agrees to waive their rights of subrogation against GreenWood. A copy of the insurance certificate showing proof of required coverage needs to be attached to the Building Use Agreement.

The user must 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 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 School 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 facilities or School equipment caused by their use.

Fees

Except where the administration 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. Additional fees may be charged for the use of School equipment (projectors, microphones, etc.) and supplies.

The schools Family Crew Organization 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 before the 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, and cities and counties. The Board may grant free use of the facilities to non-profit organizations at their discretion when the use will not create additional expense for the School.

Security Deposit

At the discretion of the Board, the user may be charged a refundable security deposit of up to \$500. The School 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 School Director or designee shall inspect the facility 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

The School Director will set the fee based on the number and type of personnel required for a particular activity. As needed, additional supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member. Users must pay for any additional custodial services that are required.

Equipment Fees

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

Facility	Commercial	Charitable/Nonprofit
Parking Lot	\$40/day	\$10/day
Cafeteria	\$125/hr	\$50/hr
Auditorium	\$125/hr	\$50/hr
Personnel		
Building Supervisor	\$35/hr	\$35/hr
Additional Staff	\$20/hr	\$20/hr
Users must pay for any additional custodial services that are required.		