

# **BSTA- Facility Use Policy**

## **COMMUNITY USE OF SCHOOL FACILITIES**

It is the intent of the School Board to establish guidelines for community use of school owned facilities that are within guidelines set in State Code Annotated 53A-3-413 and 53A-3-414.

- Any unauthorized use of school facilities may result in individual(s) being required to leave the facility or grounds.
- Authorized use of school facilities or grounds will require a permit to be issued. The permit must be available for presentation at the request of the community use supervisor.
- Use of school facilities are to be used at each persons own risk. 63G-7-301 provides the school immunity and its employees immunity for use of school facilities and grounds.
- Any person or entity that is permitted to use school facilities or grounds, can choose whether or not property and liability insurance should be purchased. If the person or entity does not secure property insurance, State of Utah Risk Management may legally pursue the entity if property damage occurs.
- Any use of school owned buildings or land will require supervision as provided by the school at the cost of the entity or group using the facility or grounds.
- The School Board authorizes the Director of School or Business Administrator the right to assess special charges or deposits for unusual functions or use of school buildings.
- The School Board authorizes the Director of School or the Business Administrator the right to waive fees for Government Entities and its political subdivisions as long as it is in the best interest of School. Such an agreement shall be in the form of a memorandum of understanding (MOU) or contract if use is planned for multiple times each year.

## **REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES**

- All non-school Organizations will submit to the school administration the applicable documentation and assessed fees prior to the school facility or grounds being reserved.
- Reservations for school district facilities or grounds use will not be accepted more than 2 months in advance. Exceptions may be made in an MOU if it is in the best interest of School.
- If an event is scheduled less than 21 calendar days in advance, the school building use official may reject use of the facility if in their opinion the proper requirements cannot be met prior to the event. This determination includes the inability to schedule a building supervisor or other personnel needed for the event.
- Applicants are responsible for providing any additional supervision needed, i.e., police protection, parking supervision, etc. School building use official can require any applicant or organization to furnish additional

supervisors, police protection, parking supervision, etc. if it is in the best interest of School.

- The School Director may reject and/or cancel any group if it is in the best interest of School. Upon cancellation, the group may appeal to the School Board.
- Arrangements for any special equipment, facilities, or personnel shall be made at time the community use contract is finalized and before the permit is issued. School equipment is never to be removed from the school premises.
- Smoking, use of tobacco products, and alcoholic beverages are not permitted in school facilities or on school grounds. Discovery of such activities or vulgar language will result in the offenders being removed from the school facilities or grounds. Such a violation may result in the group being removed from the facility/grounds and may result in the group's inability to rent the facility/grounds in the future.
- Misuse of facility/grounds may result in the groups' inability to rent the facility/grounds in the future.
- Use of materials on walls, floors, or other parts of the building is prohibited without specific approval of the school administrator.
- Rental contracts are non-transferable.
- No refund shall be allowed unless the school administration is notified at least ten working days prior to the rental date on the contract.
- Applicant shall agree to pay the cost of all damage done to any School property, directly or indirectly related to the applicants use.
- No outside properties or equipment may be brought into the building without prior approval of the school administrator. When permission is granted, such property or equipment shall be removed immediately following its use. The school board or its agent is not responsible for damages to such property or equipment.

#### RESTRICTIONS ON PUBLIC USE OF SCHOOL FACILITIES

- Gambling, raffles, bingo, or other games of chance are unlawful and prohibited in school facilities.
- Programs interfering with regular schoolwork or programs classified as a nuisance by school officials shall be prohibited.
- No school facility shall be available for dances excepting those sponsored by the school or approved by the school administration.

#### SUPERVISION

- The school building use official is responsible to assign needed staff to provide supervision for the building during rental periods.
- Emergency use of school facilities must be according to plans approved by the Board or under direction of duly authorized government agencies empowered to commandeer school facilities.
- The school reserves the right to reschedule or cancel any event.

SCHEDULE OF FEES

A schedule of fees is below. Changes to the schedule of fees will be presented to the Board.

**Beehive Academy**

Facility and Grounds Use Fee Schedule

Rates are per hour unless noted

Facility (Current Fee)	Non-Business Events Involving K-12 Kids	Gov Charitable Not-For Profit	Commercial or Fee Charged
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Cafeteria/Commons	No Fee	\$50	\$80
Parking Lot	No Fee	\$40	\$60
Classroom – 1 <sup>st</sup>	No Fee	\$30	\$50
Classroom – Additional	No Fee	\$20	\$40
Computer Lab (Tech must be present) (\$40)	No Fee	\$40	\$80
Science Lab	No Fee	\$40	\$60

Personnel	Events Involving K-12 Kids	Gov Charitable Not-For Profit (Kids)	Commercial or Fee Charged
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Building Use Supervisor	\$27	\$27	\$35
Custodial Staff	\$27	\$27	\$35
Above Positions – Holiday, School Holiday Break, Sunday	\$40	\$40	\$60

Equipment Use priced separately.

\* Adopted: October 11, 2014