

Year: 2010	
Policy Number: 2210	
Section:	
<input checked="" type="checkbox"/> Community Relations <input type="checkbox"/> Administration <input type="checkbox"/> Business Procedures <input type="checkbox"/> Community Operations <input type="checkbox"/> Personnel <input type="checkbox"/> Students <input type="checkbox"/> Instruction	

SUBJECT: Use of School Facilities

Policy Statement

The use of school facilities shall be available for the community within the limits of the law and so long as such usage does not conflict with the instructional programs of Health Sciences Charter School (“HSCS” or the “School”). The use of the facilities will follow the priority of:

- (1) school-sponsored activities;
- (2) community recreation, youth groups, and cultural activities; and
- (3) other educational activities.

Requests from the general public are required to be:

- (1) of an educational or philanthropic nature;
- (2) likely to contribute to the physical, moral and ethical well-being of the participants;
- (3) legally and culturally acceptable;
- (4) open to all regardless of color, sex, gender, creed or national origin; and
- (5) not deemed to be for a competing fundraising activity.

Authorization for use of School facilities shall not be considered an endorsement or approval of the activity, group or organization or the purposes it represents.

The Head of School has the responsibility and authority to approve applications for the use of HSCS facilities when such use would not conflict or interfere with HSCS programs and services and is permitted and/or authorized by law. Permission to use a particular facility may be denied based on the School’s evaluation that the activity proposed may not be in the School’s interests, or due to the level of previously scheduled use. The Head of School also maintains the authority to waive fees where appropriate.

The Head of School shall arrange for the utilization of the building through the Business Office. All requests must be submitted in writing to the Business Office Manager or designee at least two weeks prior to the activity, including specific requests and/or arrangements for staff, schedules, times, personnel, equipment, and supplies. The organization requesting use of the facilities will have access to the facility only after the use of the facilities has been approved. The School assumes no obligation to approve any changes in requests and/or arrangements that have not been stated in the original signed agreement. With each request, charges will be determined on the basis of annually established rental rates, projected personnel, equipment and supply costs. Actual personnel, equipment and supply costs will be charged and billed to the lessee

after the scheduled event. Additional charges for custodial services or other costs are at the discretion of the Head of School. Use of the School's technology equipment is prohibited unless:

- 1) agreed upon as part of the Facilities Use Request/Agreement and
- 2) the lessee provides a qualified IT person who meets in advance of the use with the Schools' IT Coordinator.

The lessee must provide sufficient supervision to ensure security of personal property and maintenance of the facilities to include cleaning.

Any organization using HSCS facilities will furnish, at its own expense, comprehensive general liability insurance. The lessee's policy shall have bodily injury coverage limits of no less than \$1 million and property damage coverage limits of no less than \$500,000. A certificate of such insurance with HSCS named as an additional insured must be submitted prior to final approval and use of facilities and given to the Business Office Manager. In high-risk situations, HSCS reserves the right to require additional insurance.

Organizations using HSCS facilities are responsible for the proper care of the buildings, grounds and equipment and will be assessed for any damages and or required cleanings.

Supporting Procedures:

Staff Handbook

Facilities Use Request/Agreement Form

Related Laws, Regulations & Acts:

Adopted: 08/12/10

Revised: 2/25/2021