

ASPEN ACADEMY

Adopted: March 19, 2013

Revised: December 17, 2013, Dec 12, 2017

901 FACILITY AND GROUNDS USE POLICY

I. PURPOSE

Aspen Academy recognizes that its school facilities represent a valuable asset for the development and enrichment of both school and community life. The purpose of this policy is to allow for orderly use of school facilities by school related groups and third party groups when in the best interest of the school and community. As there are expenses involved with the use of facilities, policies and procedures are necessary to allow the use of school facilities and to assess charges for these expenses in a fair and consistent manner.

II. GENERAL STATEMENT OF POLICY

The Aspen Academy Director or designee is authorized to agree to school groups and third party use of the school facility and grounds without prior Board approval so long as all the provisions of this policy are met. The Director or designee is authorized to act in any case not covered by this policy as he or she deems appropriate.

The school reserves the right to reject or cancel any request for use of school facilities that is contrary or detrimental to the purpose of the school's policies or if deemed not in the public's best interest. The following types of activities will not be permitted: activities advancing any theory or doctrine subversive to the laws of the United States or any of its political subdivisions; activities that would tend to injure the school, its image in the community, or its facility or grounds; and activities that are discriminatory or harassing in nature. The final authority concerning denial of a facility use request rests with the Director or designee.

III. DEFINITIONS

None at this time.

IV. USE CLASSIFICATIONS

To make maximum use of school facilities, it is necessary to arrange facility user groups on a priority basis. All groups or individuals wishing to use school facilities during or outside the school day are required to apply for such use and meet all requirements of facility usage. Use of school facilities is assigned in the following priority:

1. All school-related activities whether during or outside regular school hours, such as performances by students, conferences, extra-curricular activities, staff, Board and committee meetings, and staff development activities.
2. All Aspen Academy Community Education, before and after school care activities and activities, and groups organized to support Aspen Academy.
3. Not-for-profit groups comprised primarily of Aspen Academy students with approved facility use application and facility use agreement as set forth in this policy.
4. All other not-for-profit groups with approved facility use application and facility use agreement as set forth in this policy.
5. For-profit groups with approved facility use application and facility use agreement as set forth in this policy. Fundraising activities hosted by for-profit or non-profit groups not specifically designed to support Aspen Academy are both considered Priority 4.

V. EQUAL ACCESS ACT

Meetings held under the Equal Access Act must adhere to the following guidelines as set forth in the Act:

1. the meeting is voluntary and student-initiated;
2. there is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. employees or agents of the school or government are present at religious meetings only in a nonparticipatory capacity;
4. the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
5. nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

VI. PROCEDURES

- A. All requests for use of school facilities must be requested and scheduled through the school administration. Scheduling requests should be submitted a minimum of three school days prior to the requested use.

B. Any group in Priority 3, 4 or 5 requesting use of the school facilities must complete a Facility Use Application and Agreement, provide proof of insurance, and pay a deposit of half the estimated facility use fees. Use of school facilities is subject to the Rules for Facility Use included in Attachment A of this policy.

C. The school will notify the applicant when the facility use is approved. Approved use of school facilities are not transferrable and are restricted to the organization, dates, hours and space stated on the approved Facility Use Application and Agreement.

D. Any cancellations, additions or changes to a Facility Use Application and Agreement must be communicated in writing to the school a minimum of 2 days in advance. Full charges may be assessed to any group if cancellation is not received with adequate notice.

E. Use of equipment belonging to the organization must be approved prior to the event and removed immediately following the event unless storage of certain items has been pre-approved in writing. The school is not liable for loss of or damage to equipment belonging to facility users. The school will not assume liability for use of the organization's equipment.

F. Groups need to conclude their activity according to the times listed on the approved Facility Use Application and Agreement. This and other violations of the Rules for Facility Use in Appendix A may result in additional assessed charges and may result in the group being denied future facility use.

G. The school will try to accommodate all scheduled events, but groups may be asked to reschedule due to a school need.

VII. FEES

Use of school facilities beyond the academic and extra-curricular activities shall not be of cost to the school. The Director or his or her designee may waive certain costs with a written agreement due to unique circumstances. Facility use fees are listed in Appendix B attached to this policy.

VIII. IMPLEMENTATION

The school administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the School Board for approval. Upon approval by the School Board, such guidelines and procedures shall be an addendum to this policy.

ATTACHMENT A
RULES AND REGULATIONS FOR FACILITY USE

For schedule changes or cancellations, you must contact the Aspen Office at 952-226-5490 at least 48 hours in advance.

1. Group leaders are responsible for the conduct of both participants and spectators. **All children must be under direct parent or group leader supervision.**
2. All groups shall abide by starting and ending times on the approved Facility Use Application and Agreement.
3. Teachers' desks, phones, Smartboards, instructional equipment, and other supplies are not to be used. Only the locations or equipment specified on the approved Facility Use Application and Agreement may be used. It is the group's responsibility to see that the room or area that has been used is returned to its original condition..
4. No food or drink in the gym besides water. Wipe feet down as much as possible before walking into the gym. Keep all outside shoes off the main floor. Return the gym to its original condition, including basketball hoops at correct height.
5. After the Facility Use Application and Agreement been approved and signed by school authorities and an authorized representative of the organization, it becomes a contract with the applicant. The agreed upon rights and privileges are nontransferable.
6. In accordance with state law and school policy, alcoholic beverages or liquor are not permitted on school property.
7. Aspen policy states that all school grounds and buildings are tobacco free. No use of tobacco products is permitted.
8. No firearms shall be brought on school property for any reason other than by law enforcement personnel.
9. All refreshments are restricted.
10. Unless previously arranged in writing, groups will not be allowed to store materials or equipment.
11. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless the school from any liability and/or expense in connection with the use of the school facility. **The school is not responsible for loss of personal items or equipment.**
12. The school will require the applicant and/or organization to provide a certificate of insurance to cover potential issues of liability and property damage.
13. Inclement weather or building emergencies may necessitate a cancellation of all or a portion of the approved facility use. School closings will be communicated through the school's website.
14. Any fees or charges for use of the facilities and support services will be billed to the user. Any damage to the facility will also be billed to the user.

**USE OF SCHOOL FACILTIES MAY BE CANCELLED
IF ANY OF THESE RULES ARE VIOLATED**

APPENDIX B

FACILITY USE FEES

The following rates are per hour charges unless otherwise indicated intended to cover school costs for utilities and other operations costs. See Policy 901 Section IV for a definition of the Use Classifications.

Space	1 st Priority	2 nd Priority	3 rd Priority (Not-for profits with primarily Aspen student members)	4 th Priority (All other not-for profit groups)	5 th Priority (For profit groups, any fundraising not for Aspen's benefit)
Classroom	No charge	No charge	\$8	\$18	\$35
Gym	No charge	No charge	\$23	\$46	\$85
Media Center	No charge	No charge	\$13	\$30	\$59
Lunchroom/Cafeteria	No charge	No charge	\$13	\$39	\$67

Personal and Production Fees

+ Custodian – Facilities used by facility user groups when custodians are not normally on duty will be charged at 1.5 times the current hourly rate of compensation for after hours or Saturdays and at 2.0 times the current hourly rate of compensation for Sundays and holidays. The hours charged will include the actual hours of the activity plus any pre and post time required for preparation and cleanup of school facilities. Large groups or events may incur an additional garbage/maintenance fee of \$150.00

+ Supervisor/Building Monitor charges may be waived when the group that rents the space provides an adult leader/supervisor that can adequately control the public areas and ensure the safety, security and proper use of facilities according to the district rules and regulations. Aspen Academy retains the right to require an adult leader/supervisor to attend an orientation and training session. When it is deemed necessary by school authorities that a district hired supervisor/building monitor is required for certain facility uses and activities the supervision/building monitor time will be billed to the facility user group at the current hourly rate. The supervisor/building monitor does not replace the need for a custodian to be staff for events after school hours that are not district programs.

The approved Facility Use Application and Agreement will provide an estimate of charges. A deposit of half the estimated amount is required to be paid at the time of scheduling. After the event, an invoice detailing actual costs will be provided to the user group. Payment is due within 30 days of the date of the invoice. A late fee of \$25 will be charged to unpaid invoices and the group will be suspended from further facility rental until all outstanding invoices are paid. The administration may enter into alternate payment arrangements with groups scheduling a series of events. A \$35 fee will be assessed for any returned checks.

In the event of weather cancellations, the school will work with the organization to reschedule the event. If an event has been subject to two or more weather cancellations, the group may elect to reschedule the event or receive a refund.