

## Facilities Use Policy

### General Facility Use

The Academy encourages and supports the fair and equal use of the facility for non-school sponsored activities, for all interested groups. The rooms within the facility available for rental use are the Cafeteria and the Gym (“Rental Rooms”). The use of these rooms is subject to this policy and shall be processed by the Academy on a first-come, first- served basis contingent upon room availability, requested use, and when appropriate, staffing requirements.

No use shall be granted in a manner that constitutes a monopoly for the benefit of any person or organization. However, the Academy events shall have priority over all other events.

Confirmation of facilities usage shall not occur until the Academy verifies that the person requesting (“Requestor/Renter”) a rental has submitted a signed contract, paid all fees due, and submitted all required supplemental dues. Based on event complexity, a planning meeting may be required before a commitment to an outside event is made. If the Requester/Renter cancels the event, a written notification of cancellation must be received by the Academy within three (3) working days (72 hours) prior to the event in order to avoid financial obligation. If the event is a very large activity, the School reserves the right to require a one (1) or two (2) week cancellation notice. The Requester/Renter is subject to pay any costs incurred by the Academy due to failure of the Requester/Renter to cancel within the contractually designated timeline.

### Groups and Group Rates

#### Affiliated Groups

An affiliated group is any non-profit business, club or organization with 75% or more confirmed Academy student members in the group. Cafeteria Rate = \$12.00/hr; Gym Rate = \$25.00/hr

#### Non-affiliated Groups

A non-affiliated group is any non-profit business, club or organization with less than 75% confirmed Academy student members. Cafeteria Rate = \$22.00/hr; Gym Rate = \$40.00/hr

#### Commercial Groups

A commercial group is any for-profit business, club or organization. Cafeteria Rate = \$35.00/hr; Gym Rate = \$70.00/hr;

### Damages

The Academy reserves the right to cancel any event judged as potentially dangerous or damaging, or to cause more than a reasonable disturbance, to the Rental Rooms in the Facility.

Damage of any kind to any item in a Rental Room or Area must be reported within 24 hours to the Academy Office Manager. In the event of any damages to a Rental Room or Area, the group renting in that room will be responsible for payment for those damages. The person whose signature is on the Academy Facility Use Agreement will be held responsible for payment. Until such payment is made in full, the rental contract will be suspended, and related activities cancelled. The Academy reserves the right to cancel any rental contract with any group as a result of damages, and to withdraw consideration for future use.

## Facility Security and Safety

The Academy has a sophisticated security system using coded badges and card readers, as well as manual keys.

When an event has been scheduled, the lock system will be automatically programmed to accommodate the scheduled event timing. Every rental group must have a designated Event Supervisor. The Event Supervisor will be responsible for communicating and coordinating with the Academy's Office Manager to be sure that the lock schedule has been set for their event, and to exchange any necessary keys or badges before and after the event. A \$200 fee will be charged for each key and/or badge that the rental group fails to return to the Academy within 24 hours of the end time of the event. The Event Supervisor will be responsible for making sure that all members of the group or audience have left the building after the event and that the building is locked when they leave. If the facility is left unlocked, an additional charge of \$50 may be imposed. If the Academy Office Manager is off-site and is required to assist the rental group during the event, an additional charge of \$50 may be imposed.

## Parking

The Academy reserves the right to determine adequate parking circumstances for all events and to add the cost associated with the use of parking to the contract. The Academy has a limited parking area and can only accommodate up to XXX cars. Larger events where more than that number of vehicles are expected will need to make arrangements for additional parking elsewhere.

## Equipment, Supplies, Food:

Once a rental contract has been signed, the Academy Office Manager can arrange for specialized services such as audio-visual or gym equipment (an extra charge may apply). Food may only be served in the Cafeteria. At no time is food allowed in the Gym or the Front Lobby. These areas are carpeted and/or have special flooring.

## Decorations and Signage

Individuals / organizations using the Academy property and facilities shall not affix any kind of decoration or signage to any part of the facility or grounds.

## Clean-up

Individuals / organizations using the Academy property and facilities need to make every reasonable effort to leave the Rental Room or Area in the condition in which they found it.

## Laws and Ordinances

Individuals / organizations using the Academy property and facilities shall conform to all state, county, and Douglas County School District rules, regulations, and ordinances including, but not limited to those pertaining to fire, health, and safety.

- \_ Alcoholic beverages or illegal drugs in any form are not permitted on the Academy property.
- \_ No weapons of any kind are permitted on Academy property. Weapons include bladed weapons, bee-bee, pellets, replica, or paint guns.
- \_ Regular exit doors, walkways, and access to fire extinguishers shall not be blocked at any time. Doors leading to the exterior of the building must never be propped open.
- \_ Facility capacity (room capacity) ratings shall be followed. Cafeteria: XXX; Gym: XXX.

- \_ Smoking is prohibited inside all areas of the Academy facility and grounds.
- \_ Consumption of food and beverages restrictions in designated rooms shall be followed.
- \_ All meetings and events shall be open to the Academy Board of Directors or their designated representatives.

### Objectionable Conduct

The School reserves the right to eject any individual whose conduct is disorderly or disruptive including, but not limited to, one or more of the following ways:

- \_ Intoxication
- \_ Use of abusive, indecent, profane, or vulgar language
- \_ Making offensive gestures or displays
- \_ Abusing or threatening another in an obviously offensive manner
- \_ Making unreasonable loud noises
- \_ Fighting with another person
- \_ Vandalism

### Rules for Gym Use

- \_ *Food and Beverages:* There shall be no beverages *except water* and no food allowed at any time in the gym or front lobby area. Any food and/or drinks other than water must be kept in the Cafeteria.
- \_ *Time Limit:* Any group renting a room may only do so for the time period specified through the Academy Office Manager. The gym curfew is 10:00 pm. All rented meetings and events must be finished, and attendees vacated, by 10pm.
- \_ *Shoes:* Spectators and players must wear basketball, running, or tennis shoes on the gym floor. No hard-soled shoes are allowed on the gym floor at any time.

### Rules for Cafeteria Use

- \_ *Food and Beverages:* Food and beverages are allowed in the Cafeteria, with the exception of alcoholic beverages. Because the Academy has no kitchen, the Renter/Requester must arrange for outside food and beverage service. No food or beverage is allowed in the Front Lobby at any time.
- \_ *Time Limit:* Any group renting the Cafeteria may only do so for the time period specified through the Office Manager. The Cafeteria curfew is 10:00 pm. All rented meetings and events must be finished, and attendees vacated, by 10pm.

\*\*\*\*\*  
\*\*\*\*\*