



## DRAFT FACILITY USE POLICY

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

The purpose of this policy is to set guidelines for use of meeting space and classrooms at Ben Franklin Academy ("the Academy"). The Academy expects that any user of its facility will respect and take care of the building and furnishings within the building.

### **SECTION 2. GENERAL USE GUIDELINES**

The Academy encourages and supports the fair and equal use of its facility for non-school sponsored activities, for all interested groups. The areas available for rental use are the fields, gym, and classrooms. 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, 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 (the "Academy Facility Use Agreement"), 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.

### **SECTION 3. 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.

Gym Rate:	\$25.00/hr
Classroom:	\$12/hr/classroom
Field Rate:	\$12/hr

#### **NON-AFFILIATED GROUPS**

A non-affiliated group is any non-profit business, club or organization with less than 75% confirmed Academy student members.

Gym Rate:	\$50.00/hr
Classroom:	\$25.00/hr/classroom
Field Rate:	\$12/hr

#### **COMMERCIAL GROUPS**

A commercial group is any for-profit business, club or organization.

Gym Rate:	\$75.00/hr
Classroom:	\$50.00/hr/classroom
Field Rate:	\$50.00/hr

### **SECTION 4. SECURITY DEPOSIT AND DAMAGES**

#### **SECURITY DEPOSIT**

Every group wishing to rent rooms at the Academy will be required to provide a security deposit of \$200. The Academy reserves the right to increase this amount based on the size and the nature of the event.

#### **DAMAGES**

The Academy reserves the right to cancel any event judged as potentially dangerous or damaging to the Academy's property, or to cause more than a reasonable disturbance.

Damage of any kind to the Academy's property must be reported within 24 hours to the Academy's Office Manager. In the event of any damage, the group renting in that room will be responsible for payment for any related repair or replacement costs, and will forfeit their security deposit. 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.

#### **SECTION 5. CANCELLATION**

If the Requester/Renter cancels an 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, including, but not limited to, the loss of the security deposit. If the event is a very large activity, the Academy 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.

#### **SECTION 6. 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. All keys or badges must be returned to the Academy within 48 hours of the end time of the event or the security deposit will be forfeited. A missing key or badge must be reported immediately to the Academy's Office Manager.

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 unsecured, an additional charge of \$50 may be imposed and charged for any damage or theft resulting there from. 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.

#### **SECTION 7. 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 81 cars. Larger events where more vehicles are expected will need to make arrangements for additional parking elsewhere.

#### **SECTION 8. TIME LIMIT**

Any group renting a room may only do so for the time period specified through the Academy's Office Manager. All rented meetings and events must be finished, and attendees vacated, by 10 pm.

**SECTION 9. EQUIPMENT AND SUPPLIES**

Once a Rental Contract has been signed, the Academy's Office Manager can assist in arranging for specialized services or equipment, such as audio-visual or gym equipment.

**SECTION 10. DECORATIONS AND SIGNAGE**

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

**SECTION 11. CLEAN-UP**

Individuals and 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.

**SECTION 12. LAWS AND ORDINANCES**

Individuals and 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.

In addition:

- Alcoholic beverages or illegal drugs in any form are not permitted on the Academy property.
- Smoking is prohibited inside all areas of the Academy facility and grounds.
- 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.
- 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.

**SECTION 11. 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

## **SECTION 11. OTHER REQUIREMENTS**

### **FACILITY MONITOR FEE**

A facility-monitoring fee may be required. This fee will cover costs for the Academy staff to monitor the facility and/or grounds while being used.

### **INSURANCE**

All groups must provide a certificate of insurance that exceeds \$1M per occurrence and names Ben Franklin Academy as an additional insured party.

### **ACADEMY FACILITY USE AGREEMENT**

An Academy Facility Use Agreement must be complete and on file prior to any use of the facility or grounds.

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#### **POLICY HISTORY:**

Original: approved by the board XXXXXX