



Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

FACILITIES USAGE POLICY

1.0 Purpose

To serve the community and provide opportunities for citizens to participate in educational and recreational activities by making available appropriate use of school facilities in accordance with law and available resources in the school.

2.0 Definition

“Facilities” means the school building, grounds, accessory buildings (i.e. storage sheds), equipment, and property belonging to C.S. Lewis Academy.

3.0 Use of School Facilities

3.1 Primary Use of School Facilities

The primary use shall be for the educational program of C.S. Lewis Academy. All other uses shall be secondary and shall not interfere with the school program or purpose.

3.2 Secondary Use of School Property and Facilities

3.2.1 C.S. Lewis Academy Sponsored Programs, Activities, Meetings, and PTO Use

School property and facilities may be used by C.S. Lewis Academy teachers, students, administration, and other authorized persons for school-sponsored programs and activities, including but not limited to, membership meetings, committee meetings, after-school programs, clubs, fairs, sports, and all other school-related activities. Merely allowing students, a school club, team or program to access an activity, or provide concessions at an activity, does not qualify the activity as a school-sponsored program.

3.2.2 Community Use

Community Use applies to citizens, youth groups, public agencies, senior citizens organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities.



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3.2.3 Charitable or Non-Profit Use

Charitable and Non-Profit Use applies to organizations such as service clubs, scouting organizations, civic groups, public service organizations, church and religious organizations, and other groups that have tax-exempt status under 501c3.

3.2.4 Commercial Use

Commercial use applies to organizations or individuals whose motive is to make a profit and may include, but not be limited to, events for which admission is charged or items and/or services are sold, and teachers or persons (including those employed by the school) who are providing private instruction in any subject for a fee.

Facilities may be used for commercial purposes in accordance with regulations as long as such use is of a general interest to the public and not primarily directed toward selling products, services or entertainment to the students or employees of the facility.

3.2.5 Other Uses and Limitations

School facilities may be made available to public agencies for polling places and mass care shelters during disasters or emergencies affecting public health and welfare. School property and equipment shall not be loaned or taken from the school for non-school affairs.

School facilities will be available for secondary use only at times other than normal school hours, except for approved school-supported events and when used as polling places. School facilities will not be available for use on Sundays or holidays.

4.0 Application and approval for use of school facilities

The application for, approval of, and use of facilities shall be in accordance with the terms, conditions, and limitations as set forth in the policy and regulations established by the C.S. Lewis Academy Board of Trustees and administered by the School Director.

4.1 Procedures

4.1.1 An application for use of school facilities shall be submitted for all uses other than school-related purposes, and at least 10 days in advance of the requested date. Exceptions may be granted with administrative approval.



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4.1.2 School facilities may not be rented for long-term use by any community, charity, non-profit, or commercial entity. This is imperative in order to protect and preserve the buildings, grounds, and all resources owned by the school. It is up to the discretion of the School Director to determine facility rentals.

4.1.3 The application must be signed by an adult of 18 years of age or older. The signatory is responsible for all aspects of use as outlined in the policy and regulations.

4.1.4 The School Director shall review an application and determine classification of use, personnel requirements, fees and any additional costs for the activity, and ensure compliance with policy.

4.1.5 The School Director may refuse the use of school facilities when the application is incomplete or non-compliant, or the use conflicts with another scheduled event, or the use is otherwise inadvisable.

4.1.6 Upon approval, a permit will be granted to the lessee. The school reserves the right to revoke a permit at any time.

4.1.7 The School Director shall collect any applicable rental fees in advance.

4.1.8 The School Director shall inform the Board of Trustees of all uses of the school facilities.

4.2 Restrictions

4.2.1 The use of school facilities shall not interfere or conflict with the educational program.

4.2.2 No use shall be granted in such a manner as to constitute a monopoly for the benefit of an organization or individual.

4.2.3 No privilege of using the building or grounds shall be granted for a period of time exceeding one year. The privilege is renewable and revocable at any time.

4.2.4 Rental of laboratory facilities such as computer labs, media centers, music labs, science labs and art labs are prohibited.

4.2.5 Rental of the gymnasium shall be allowed when adequate protection of the gymnasium and all equipment housed therein and participants is assured by the lessee.



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4.2.6 Any requested use that does not qualify under the provisions of this policy must be approved by the Board of Trustees.

4.2.7 Use by an organization or individual with prior violations of the policy may be restricted. Whenever rules and regulations have been violated, the school may permit limited use or refuse to consider future facilities use permits for the organization or individual.

5.0 Rental Fees and Costs

The Rental Fee Schedules shall be established by the Board of Trustees and are subject to periodic review and modification.

5.1 Determination of Fees

5.1.1 Users shall be charged according to the Director determined fees listed on the Facility Use Agreement.

5.1.2 The School Director shall initially determine fees and costs upon examination of the classification of the use, equipment and provisions needed, personnel needed, and usage time.

5.1.3 All rental time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the lessee and closing time shall be the time when all persons associated with the rental have left the building.

5.1.4 Fees are subject to adjustment based on the actual rental time, personnel and services used, and/or excessive mess or damage.

5.1.5 Facility Use Agreement may be deemed null and void if the rental fees are not given at time of reservation. The Facility Use Application must be signed, dated, and submitted at time of reservation.

5.2 Classification for Rental Fees

5.2.1 No Cost

Groups, events and activities that are organized under the direction of C.S. Lewis Academy are not considered lessees and are not subject to rental fees or costs. Government agencies, community groups or citizens, associations and non-profit organizations may also qualify for this classification if they are serving the public interest and/or convening for educational, general character building,



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and/or charitable purposes, and no other additional school funds or resources are needed to subsidize these meetings. All meetings qualifying under these provisions must also be non-exclusive, open to the public, free of charge. Meetings or activities that require facilities or services above the normal provisions or scheduled duty (i.e. events held after regular office hours) are subject to Actual Cost.

5.2.2 Actual Cost

Actual Cost means the charge for facility use will not exceed the actual cost incurred for the use and operation of the facility. Actual Cost shall apply to organizations or individuals that require facilities or services above normal provisions, charge admission fees, solicit contributions, or charge for services or products, the net proceeds of which are expended for the benefit of the community in general, or the benefit of the school, or for other charitable purposes.

Any sponsorship or hosting of commercial entities is subject to Commercial Rates.

5.2.3 Commercial Rates

Commercial rates shall apply to those organizations or individuals that charge admission fees, or charge for services and/or products, for the purpose of making private or corporate profit and which proceeds are spent for other than charitable or welfare purposes. The minimum commercial rate shall be equal to the fair market value charged for rental of comparable school facilities and as outlined in the Rental Fee Schedules.

A commercial organization that participates in revenue sharing for the benefit of the school may qualify for non-profit rates plus at least 15% of gross revenue collected from the event paid to the school.

5.3 Security Deposit

At the discretion of the School Director, the lessee may be charged a refundable security deposit of up to \$500.00.

5.3.1 The School Director shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved.

5.3.2 Security deposits shall be paid by the lessee in a separate check and be held by the school until the end of the rental period.



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5.3.3 Following the rental period, the School Director or supervisory personnel shall inspect the facilities for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining amount shall be refunded to the lessee in the form of a check. Should there be no extra charges assessed, the full amount shall be refunded. The School Director will determine whether the full deposit should be refunded.

6.0 Regulations for Use

6.1 Liability Coverage

6.1.1 C.S. Lewis Academy assumes no liability for personal injury or property damage on behalf of the lessee. The lessee is required to provide a Certificate of Insurance for liability and property damage in an amount not less than \$1,000,000.00 per occurrence for all large businesses or corporations. The certificate must provide appropriate coverage for the activity, and name C.S. Lewis Academy and C.S. Lewis Properties as additional insured.

6.2 Regulations for Equipment Use

6.2.1 Equipment, keys and property shall not be loaned or removed from the building.

6.2.2 The lessee will repair or replace any equipment which might be damaged, lost or stolen while under its jurisdiction.

6.3.3 The use of school equipment may be restricted.

6.4 Other Regulations for Use

6.4.1 All permits are for specific facilities and hours. It shall be the responsibility of the applicant to see that unauthorized portions of the facilities are not used and that the premises are vacated as scheduled.

6.4.2 All functions shall close by 10:30 p.m. unless special permission is secured in advance from the School Director.

6.4.3 No storage is available, and belongings owned by individuals or organizations must be removed after each use.



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6.4.4 The lessee is subject to adherence to the standards of behavior of the school and Utah State Law. The possession or use of alcohol, tobacco or narcotics shall not be permitted within the school facility or grounds. Violation of these rules or Utah State Law is sufficient cause for denying further use of school facilities to the organization or individual, and may result in the forfeiting of all deposits (if applicable).

6.4.5 Shoes with cleats or plates are not permitted in the school building.

6.4.6 The facilities must be left clean and in the same condition as the user found them. The school reserves the right to assess clean-up charges.

6.4.7 Persons or organizations using school facilities may not remove or displace furniture or fixtures, including lights, thermostats, etc. except under the direct supervision of the school's facilities manager.

6.4.8 Food is permitted only in designated areas as approved by administration.

7.0 Rental Fees

Rental fees will be determined by the Director and updated on the Facility Use Application and will be updated annually. School administration may wave the rental fee at their discretion.