

DaVinci Academy of Science and The Arts

Policy Number: 505

Policy Section: 500- Business/Operation Policies

POLICY TITLE: Facility Use/Rental Policy

Revision History

Effective Date	Action Date	Revised
18 May 2013		

Facility Use

All after-hour activities for purposes other than school or district educational use will be scheduled through the Charter School Building Officer. The Charter School Building Officer is responsible for coordination of all school rentals.

Schools are given first priority when a schedule is submitted to the Charter School Building Officer by July 1 of each year. Rental requests made after July 1 will be scheduled on a time and space available basis. Each school year begins on July 1 and ends on June 30.

Local School Related Use (PTSO, School Community Group, In- service, etc.)

Use of Davinci Academy facilities will be granted free of charge for school sponsored programs and activities according to Category 1 of the fee schedule. If use impacts local personnel's normal duties or requires additional personnel, those costs will be charged to the sponsoring group.

An exception to this guideline would be the curriculum-based, class-level activities of elementary schools (Science fairs, plays, literature nights, etc.) parent/teacher conferences, officially sponsored PTSO meetings or activities, and school community group activities. If the activity requires additional custodial time, that time should be submitted to the office of the Charter School Building Officer on a time sheet. The Charter School Building Officer will code and sign the time sheet and forward it to Payroll. These costs will be covered by District funds.

No cost for use of District facilities will be charged for Curriculum Department-sponsored in-service classes when held at designated locations. The Charter School Building Officer has the responsibility to send in-service groups to those designated locations. Any other schools/facilities requested are subject to appropriate fees and are granted based on time and space availability.

All groups are responsible to provide their own supplies, including photocopies, paper, markers, chalk, etc. Needed equipment can be requested at the time the room request is completed. School functions will take priority over other activities in scheduling buildings.

In-Service Use, Other Than School or District Use

Individuals from the Utah State Office of Education, who wish to hold in-service classes at a Davinci Academy facility, should make arrangements through the Charter School Building Officer.

The USOE will be encouraged to conduct in-service classes at designated locations and during business hours. Otherwise, as per Utah Code 53A-3-414, prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, and utilities.

School Clubs

Facilities will be made available for school clubs to conduct meetings according to Category 1 on the fee schedule.

Clubs associated with organized sports leagues and not sponsored by UHSAA, such as lacrosse, rugby, hockey, and rodeo club are subject to rental fees for conditioning, practices and games.

School Fundraisers

All school fundraisers must be approved by the school administration.

Any fundraiser designed to compensate personnel, businesses or any outside entity must be conducted as a rental through the Facilities Scheduling office.

Special Event Partnerships

Under the direction of the Administrator, and the Charter School Building Officer, school administrators may form special event partnerships that will be mutually beneficial to the business, and Davinci Academy.

The distribution of revenue from such a partnership will be determined on an individual basis; however, all costs for personnel, building maintenance and utilities must be covered and forwarded to the Charter School Building Officer's office.

The business must complete the rental process with the Charter School Building Officer so that there can be a proper distribution of funds to cover District expenses, indemnification and liability requirements.

Camps and Clinics

All revenue-generating camps and clinics held at Davinci Academy are to be scheduled through the Charter School Building Officer, who will coordinate with school administration.

Inter-local Governmental Agreements

Davinci Academy may enter into inter-local agreements for the use of properties or buildings with municipalities or tax-supported agencies that are beneficial to the students of Davinci Academy. Davinci Academy may negotiate inter-local agreement fees on an individual basis.

Inter-local agreements will be developed at the District level by the Executive Administrator or a designee with Board of Education approval.

If a request is made at the school level for use of the building by a governmental agency, they should be referred to the Charter School Building Officer. Since the local administrator is frequently responsible for or impacted by an inter-local agreement, his/her input should be sought.

Inter-local agreements may include such activities as pageants, music and drama productions, recreational activities, etc.

Election Use

The Board of Education authorizes the use of Davinci Academy facilities for election purposes. Teachers and staff are expected to cooperate. The election judge assigned to each site is responsible for setting up the election booth. The school will provide a table and chairs for each voting district. The voting should be set up near handicapped entrances for easy access.

Davinci Academy is expected to remain open for the duration of the agreed upon time. A custodian or sweeper must be present and must be available for assisting the election chairman as needed. The custodial staff should complete regular duties when not assisting the election chairman. Custodians working during their regular hours will not be paid extra for assisting with elections.

A fee will be negotiated and assessed to the County/City to cover District expenses associated with the election use.

Charitable Use

Those wishing to rent the facilities under this category must provide evidence of their non-profit status: 501c3 form. Category 3 or 4 fees, according to the fee schedule, will be charged to recoup building expenses, provide necessary custodial supplies, and for personnel time.

As per Utah Code 53A-3-414, prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, and utilities.

Commercial Use

Davinci Academy's primary mission is the academic, physical, cultural, and emotional development of the students we serve in our schools. Due to the nature of Davinci Academy, commercial rentals are discouraged. Large rentals that are taxing on employees and facilities should be referred to professional business agencies, which can better serve their needs.

Rentals used to gain profit or make a living are deemed to be a commercial rental.

Criteria used to approve appropriate commercial rental are as follows:

1. Is there another facility that could service the rental?
2. Is the requesting commercial entity part of the local school community?
3. What would the impact be on the school facility and school personnel?
4. Does the requesting commercial entity have a business license?
5. If admission or fees will be charged or items sold, the requesting commercial entity must have a Temporary Sales Tax License.

The renter will be charged for all spaces used for such rentals. Only the rented space and adjoining restrooms and common areas may be used. If storage of equipment is required for the rental, a fee will be charged to store equipment or other items.

As per Utah Code 53A-3-414, prices should be set at a rate to cover all costs including administration, supervision/technician, custodian(s), supplies, and utilities.

Memorial Services

Memorials and funerals should be referred to professional business agencies, which can better serve their needs.

Alumni Class Reunions

All alumni class reunions must be scheduled through the Facilities Scheduling office, are subject to applicable fees, and must provide evidence of liability insurance covering the reunion.

Equipment

Those requesting to use equipment such as: stage lighting, sound systems, pianos, risers, projectors, DVD players, mats, etc., must pay an additional fee as per agreement.

Davinci Academy trained technicians must be hired to operate auditorium sound and lighting equipment. Any damage to or loss of District equipment must be charged to the renter.

Supervision

There must be an employee of the school/District present during any building rental from an outside group. If the activity occurs during the custodian's regular time, additional personnel must be hired to supervise the activity. The supervisor must be accessible to the group using the facility.

The Charter School Building Officer will use discretion in requiring adequate additional supervision by law enforcement and school personnel for the type of activity and the number of people involved.

When the kitchen is used, appropriate Nutrition Services staff must be hired to supervise use of the kitchen equipment. A Davinci Academy employed technician(s) must be hired to operate the sound and lighting system for use of the auditorium, and for other audio/visual equipment.

Davinci Academy personnel who provide services or supervision during a rental must be paid through the Davinci Academy Business Manager. This personnel time should be submitted on a time sheet. Classified employees will be paid at their hourly rate. Certificated employees will be paid at the in-service rate per hour.

Warranty of Inspection

The renter is entitled to a walkthrough of the rental space requested prior to the event. The renter is then responsible to notify the Charter School Building Officer in writing, of any objectionable conditions, no later than one week before the date of the event.

Indemnification

All renters must be willing to sign the Application for Use of School Facilities & Users Agreement, indemnifying and holding Davinci Academy harmless.

Insurance

All non-school district groups using Davinci Academy facilities must provide evidence of liability insurance in the amount of one million dollars, and name Davinci Academy as the Certificate Holder.

Entities that do not have a current policy may contact the insurance company of their choice. Utah State Risk Management (insurance carrier for Davinci Academy) offers a commercial insurance program to cover outside entities without insurance.

Current information on this insurance is available from the office of the Charter School Building Officer.

Forms

The Charter School Building Officer is responsible to insure that all applications for rental are complete and that proof of insurance is included with each application. The school administrator and custodian will be notified of an approved application, to include all of the agreed upon details of the event.

Davinci Academy personnel must submit a time sheet to the Charter School Building Officer when requesting payment for supervision and support.

Payment

Fees will be charged for use of facilities according to the approved fee schedule. All fees may be paid by cashiers check or money order and must be submitted prior to the activity, and will be collected by the Charter School Building Officer.

Personnel time sheets resulting from a rental must be submitted to the Charter School Building Officer on a District time sheet for proper coding and payment.

A 10% deposit or \$200, whichever is greater, will be required on all rentals. This deposit covers damage to the school, additional personnel required, and additional time or space added to the original agreement. If the deposit does not cover these costs, the renter is responsible to cover all additional costs. All or a portion of the deposit will be refunded if all costs are covered in the original agreement.

If the Charter School Building Officer must be notified of a cancellation of the planned activity, the contract amount and a portion up to 50% of the deposit may be refunded, if requested within 30 days of the event. The renter must submit to the Charter School Building Officer a request in writing of those fees to be refunded. The request must include all mailing information, to whom the check should be made, and a copy of the rental application.

Restrictions

- Non-compliance of these standards will result in forfeiture of further use.
- The Charter School Building Officer will deny requests that would disrupt regular programs or threaten damage to the facility or grounds.
- Davinci Academy personnel cannot be compelled to work on Sundays or holidays for school rentals. Therefore Sunday and holiday rentals are strongly discouraged.
- Because of the time commitment required of staff and the limitations placed on school use of the building, on-going rentals will also be discouraged.
- A school's power equipment may only be operated by authorized Davinci Academy personnel.
- Supplies or equipment belonging to the school or its students may not be removed from the premises.

Utah State Codes

53A-3-413. Use of public school buildings and grounds as civic centers.

- (1) As used in this section, "civic center" means a public school building or ground that is established and maintained as a limited public forum to district residents for supervised recreational activities and meetings.
- (2) Except as provided in Subsection (3), all public school buildings and grounds shall be civic centers.
- (3) Use of school property for civic center purposes may not interfere with a school function or purpose.

53A-3-414. Local school boards' responsibility for school buildings and grounds when used as civic centers.

(1) As used in this section, "civic center": has the same meaning as provided in Section 53A-3-413.

A local school board:

- (a) Shall manage, direct, and control civic centers under this chapter;
- (b) Shall adopt policies for the use of civic centers;
- (c) May charge a reasonable fee for the use of school facilities as a civic center so that the District incurs no expense for that use;
- (d) May appoint a special functions officer under Section 53-13-105 to have charge of the grounds and protect school property when used for civic center purposes;
- (e) Shall allow the use of a civic center, for other than school purposes, unless it determines that the use interferes with a school function or purpose; and
- (f) Shall ensure that school administrators are trained about and properly implement the provisions of this section and Section 53A-3-413.

All State and local laws will be enforced at school facilities (not limited to those listed below.)

76-10-106.(3).(a) Prohibition of smoking in elementary and secondary educational facilities and child care centers.

(3) A person may not smoke or use tobacco in any area of the following facilities or locations whether or not they are also public places:

- (a) Public or private elementary and secondary school buildings and educational facilities and the property on which those facilities are located.

53A-3-501 Possession or consumption of alcoholic beverages at school or school-sponsored activities.

(1) A person may not possess or drink an alcoholic beverage:

- (a) Inside or on the grounds of any building owned or operated by a part of the public education system; or
- (b) In those portions of any building, park, or stadium, which are being used for an activity, sponsored by or through any part of the public education system.

User Category Definitions

Category 1: School educational use.

The purpose of schools is for curriculum and student programs/functions. School and District needs supersede *any* other use.

Category 2: Municipalities and other tax-supported agencies.

Facilities may be rented for meetings, public open houses, meet the candidate nights, productions, etc.

This includes registered political parties and officials.

Category 3: Charitable or non-commercial organizations from within Ogden boundaries, non-profit events.

Facilities may be rented for non-profit events, including non-curricular student club use, and community, county and municipal recreation programs, etc.

Category 4: Charitable or non-commercial organizations from outside Ogden boundaries, non-profit events.

Facilities may be rented for non-profit events.

Category 5: Commercial organizations/for-profit events.

Rental of facilities with the intention to gain a profit or make a living either for individuals, businesses, groups or entities will be considered commercial events.

Davinci Academy Fee Schedule

	Category 1	Category 2	Category 3	Category 4	Category 5
5					
<u>Auditorium/Black Box</u>					
High	No Charge	No Charge	\$75/hour	\$150/hour	\$350/hour
<u>Gym</u>					
High	No Charge	No Charge	\$65/hour	\$130/hour	\$350/hour
<u>Classroom</u>					
Elementary	No Charge	No Charge	\$20/hour	\$40/hour	\$100/hour
Middle	No Charge	No Charge	\$20/hour	\$40/hour	\$100/hour
High	No Charge	No Charge	\$20/hour	\$40/hour	\$100/hour
<u>Kitchen</u>					
<i>(Lunch Manager MUST be present)</i>					
Elementary	No Charge	\$30/hour	\$45/hour	\$90/hour	\$150/hour
Middle	No Charge	\$30/hour	\$45/hour	\$90/hour	\$150/hour
High	No Charge	\$30/hour	\$45/hour	\$90/hour	\$150/hour
<u>Cafeteria</u>					
Elementary	No Charge	No Charge	\$45/hour	\$90/hour	\$150/hour
Middle	No Charge	No Charge	\$45/hour	\$90/hour	\$150/hour
High	No Charge	No Charge	\$45/hour	\$90/hour	\$150/hour

Above costs reflect rental of the space only.

Personnel and equipment costs will be added as per agreement for Categories: 2, 3, 4 and 5.

Each custodian	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Each supervisor	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Each Lunch Manager	\$30/hour	\$30/hour	\$30/hour	\$30/hour
Each technician	\$15/hour	\$15/hour	\$15/hour	\$15/hour

Category 1: School or District educational use.

Category 2: Municipalities and other tax-supported agencies.

Category 3: Charitable or non-commercial organizations from within Weber boundaries, non-profit events.

Category 4: Charitable or non-commercial organizations from outside Weber boundaries, non-profit events.

Category 5: Commercial organizations, for profit events.

Davinci Academy of Science and the Arts

Statement of . . .

POLICY

Effective:

SUBJECT: Use of Public School Buildings and Grounds as Civic Centers

I. Board Policy

In accordance with Utah State Code Sections 53A-3-413, the Board authorizes, on condition, for the use of school buildings and grounds as civic centers, for other than school purposes. The Board recognizes that these civic centers shall be established and maintained as limited public forums to school residents for supervised recreational activities and meetings. It is further understood that use of property for civic center purposes may not interfere with a school function or purpose.

Under Utah State Code 53A-3-414 the Board shall manage, direct, and control the use of school buildings and grounds when used as civic centers. The Board shall charge a reasonable fee for the use of school facilities as civic centers so the District incurs no expense for that use. The Board shall also ensure that school administrators are trained and properly implement District policy according to Utah Code.

II. Administration Policy

The Board authorizes the Administration to establish the facility rental guidelines, a fee schedule, and personnel necessary to manage the rental and use of school buildings and grounds for other than school purposes. The Board will review and approve the facility rental guidelines and fee schedule as needed. The Executive Administrator shall administer the rules and guidelines and see that Davinci Academy follows established procedures.