

FLA Board of Directors Policy #9.2300
USE OF FACILITIES, EQUIPMENT, AND SERVICES

FACILITY USAGE AGREEMENT AND FEE SCHEDULE

Adopted January 6, 2015

Revised November 1, 2018

Approval of the use of school facilities by non-school individuals and groups may be granted by the FLA chief administrator only when such use will not interfere in any way with the regular programs and activities of the school.

Authorized Users of School Facilities

School staff and student organizations have first priority for use of school facilities for activities which are an extension of the school day or an outgrowth of the schools program. No facility use contract is required for these uses of FLA facilities.

Board-recognized parent organizations and other groups that co-sponsor educational activities which enhance the school and its programs have second priority use of school facilities. Such groups include, but are not necessarily limited to, the PTA, PAC, the Band / Music Booster Club, and the Flight Crew Athletics Booster Club. No facility use contract is required for these uses of FLA facilities.

Non-school organizations, groups, businesses, and individuals who are approved and designated as "FLA Partners" may use school facilities at no charge. All such use of school facilities are subject to the same regulations and procedures as are uses of school facilities by paying entities.

FLA staff members and Board members may use FLA facilities at no charge according to the restrictions outlined in Board policy #9.2300 USE OF FACILITIES, EQUIPMENT, AND SERVICES.

Community service agencies including – but not necessarily limited to – rescue squads, fire departments and law enforcement groups, and other organized community and civic groups, supervised youth groups, recreational groups, church groups, and non-profit groups conducting a non-income activity may use school facilities in accordance with Board Policy #9.2300 and the provisions of this Facility Usage Fee Schedule. All such groups must submit a security deposit in the amount specified in the Fee Schedule and present a proof of insurance document meeting the amount of coverage specified by the Falls Lake Academy Board of Directors unless this provision is specifically waived by the chief FLA administrator or by action of the Board of Directors.

Organizations operating for private gain may use school facilities only when the activity serves an educational, civic, or charitable purpose. Such groups must submit a security deposit in the amount specified in the Fee Schedule and present a proof of insurance document meeting the amount of coverage specified by the Falls Lake Academy Board of Directors unless this provision is specifically waived by the chief FLA administrator or by action of the Board of Directors.

Rules and Procedures

The Reservation Contract for Usage of School Facilities must be signed at least seven (7) days but no more than sixty (60) days prior to the event.

The person assigned or designated by the chief FLA administrator to be in charge of the building when it is approved for use by an outside individual or organization – the "responsible party" – shall be responsible for the provisions of the facility use contract and accountable to the Board of Directors.

All groups leasing FLA school facilities must provide adequate adult supervision as specified by the chief FLA administrator for their activities within and/or on the grounds of the facility. The adult supervisor(s) must be in

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attendance at all times and accept the responsibility of caring for the school facility and equipment, monitoring the conduct of their group while using the facility, confining the activities of the group only to the area specified in the contract, using equipment agreed upon in the contract, and leaving the premises at the time specified in the contract. Failure to provide adequate adult supervision may result in the prevention of any future utilization of school facilities by that group.

Facilities must be cleaned and left in the same condition as they were found. THIS INCLUDES FLOOR SWEEPING AS WELL AS CLEANING THE RESTROOMS IF THEY WERE AVAILABLE TO THE USERS OF THE FACILITY WHILE UNDER CONTRACT.

The cost to repair any damage done to the property or any injury incurred by participants or spectators shall be paid by the leasing organization or individual.

Falls Lake Academy reserves the right to determine the propriety of any request, the right to deny the use of school grounds and/or facilities, and the right to charge additional fees for the use of school facilities.

If police protection is needed, as determined by the chief FLA administrator, it must be provided by the leasing organization.

Any rearrangement of school furniture must be accomplished by the leasing group and only with the specific permission of the building principal. The leasing group must return the furniture to the original configuration before leaving the facility.

All school buildings and campuses are smoke free areas. Open flames, the use of any tobacco product on school premises, the use of any alcohol, gambling, or the possession of any form of weapon **(except by duly-sworn law enforcement personnel while on duty at the leasing organization's activity)** is strictly prohibited. Fire marshal occupancy requirements relative to occupancy must be strictly followed. FLA reserves the right to use metal detectors with any group using the facility. Violation of any of these rules will result in the offending person(s) being escorted from the school grounds.

Areas and ideas for the use of school facilities which are not addressed by this policy may be negotiated with the Board of Directors.

Fees and Charges*

Softball	\$25 \$125	/2 hour minimum /all day
Middle School Gym	\$45 \$260	/2 hour minimum /all day (8 hours max)
Classrooms, band room, library	\$25	/per hour
FLA Staff Supervisor (if required by FLA)	\$30	/per day
Non-refundable facility cleaning fee	\$30	/per event

APPLICATION FOR USE OF FALLS LAKE ACADEMY FACILITIES

Leasing Organization
or Individual _____
Event _____
Facilities leased _____
Day(s) – Date(s) _____ Time(s) _____
Responsible Party: Name _____
Address _____
Phone _____ e-mail _____

On behalf of the leasing organization listed above, or on behalf of myself alone, I, the "Responsible Party" listed above, accept the regulations, procedures, and conditions listed in the FLA Board Policy #9.2300's FACILITY USAGE AGREEMENT AND FEE SCHEDULE and agree to be bound by them. I understand that I, or the leasing organization which I represent, am/is fully and completely responsible for the safety and well-being of all participants and spectators attending the event listed above as well as the security of and any damages to FLA property and/or facilities arising from the event. I hereby hold FLA, its staff, its Board of Directors, and FLA, Inc., harmless in the event of accident, illness, or injury to any event participant or spectator. I agree to pay the full amount determined by FLA as indicated below in advance of the event and any unanticipated additional overage charges when the event is concluded.

****Note: Charges are computed from the time the building is opened and/or any pre-event activities commence until the time the Event Supervisor (staff or non-staff) closes the building and/or exits the premises.***

Signature of Responsible Party _____
Date _____

FLA Use Only Below This Line

FLA requires: _____ Staff supervisor (Note: if FLA staff supervisor is not required, the ***Responsible Party*** listed above is responsible for handling all entrance, exit, and security measures required by FLA)
_____ Law enforcement presence (must contract directly w/ Granville County Sheriff's Office or Butner P.D.) _____ Photo I.D. required
_____ \$1mil Certificate of Insurance

Contract costs
_____ hours @ \$ _____ per hour = total time cost of \$ _____
Cleaning fee \$30 \$ _____
Security deposit (if applicable): _____ \$ _____
Additional charges: _____ \$ _____
Total Costs in Advance \$ _____

This application is approved once the fees and charges listed above are received.

Signature of Chief FLA Administrator or Designee _____ Date _____