



Facilities & Operations Policies BP 01-16

Board Policy: Facilities Use

Use of School Facilities

The GCC Board of Directors recognizes that the primary purposes of GCC facilities are the use and support of school programs and activities. The Board authorizes the Superintendent or his/ her designee to contract with third parties for the limited, non-exclusive use of non-district owned school facilities where such use does not interfere with school activities. Third-party use of GCC facilities shall be in the nature of a limited, non-exclusive license.

All school-related activities (clubs, class events, etc.) shall be given priority in the use of facilities under this policy.

The Superintendent or designee is authorized to accept requests for limited, non-exclusive use of GCC buildings and grounds and to grant or deny such requests in accordance with GCC policy. School District owned buildings are not subject to this policy, any such requests shall be made to the appropriate school district directly.

Unless otherwise exempted by the Superintendent or otherwise contracted for, an authorized GCC employee shall be present on-site whenever GCC facilities are used under this policy. The Superintendent or his/her designee may impose additional requirements for use of specific facilities.

Fees for Use of School Facilities

The Board authorizes the collection of fees for the use of school facilities and grounds in accordance with the following:

When an authorized GCC employee is otherwise on-duty at the facility in accordance with his or her regular schedule, the Board authorizes the use of school facilities, without charge, by school-related organizations whose activities are directly related to, or for, the benefit of GCC schools; and for regular scheduled meetings involving youth activities of non-profit organizations which promote youth activities, including, but not limited to Boy and Girl Scouts, 4H, Camp Fire Girls, etc. The Superintendent or his/her designee shall make the determination whether it is a school-related organization and use.

At all other times, and for all other third-parties at any time, all groups shall pay a use fee in an amount within GCC's sole and absolute discretion, which the Superintendent is authorized to change from time to time.

GCC facilities may not be used for political activities or to solicit contributions for any political purpose.

All groups using facilities when no authorized GCC employee is otherwise on duty (i.e. on a Saturday or after regular work hours), including those authorized to use facilities at no charge, shall pay a use fee in an amount within GCC's sole and absolute discretion, which the Superintendent is authorized to change from time to time. The Superintendent should require the group to provide a cleaning/security deposit to be returned only if the facility is left in the same conditions as when made available.

In lieu of direct or fair rental value costs, the Board may enter into a written joint use agreement with public agencies or other entities as deemed in the best interest of the GCC.

A schedule of fees for use of GCC facilities, in accordance with this policy, shall be approved by the Board. This schedule shall be periodically reviewed and updated to reflect current costs.

Current Fee Schedule:

Cleaning/Security Deposit for **XXXX** Room: \$

Cleaning/Security Depos it for **XXXX** Room: \$

Cleaning /Security Deposit for **XXXX** Field: \$

Use Fee for **XXXX** Room: \$_ per hour, \$_ minimum

Use Fee for **XXXX** Room: \$_ per hour, \$_ minimum

Damage and Liability

Contracts shall state that Groups or persons using school facilities under the provisions of this policy shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities. GCC should collect a security deposit consistent with this policy.

Any group using school facilities shall be liable for any injuries resulting from its negligence during each use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

All users shall be required to include the GCC as additional insured on their commercial general liability insurance policies, with terms and limits acceptable to the Superintendent.

Proof of insurance acceptable to the Superintendent is required before a request for use of GCC facilities shall be approved.

The Superintendent or his/her designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

Authority for Application for Use of Facilities

Any persons applying for the use of school property on behalf of any organization shall be a member of the applicant group and shall present written authorization from the group to make the application. Only persons and legal entities (e.g., nonprofit corporations) can contract for use of facilities.

Use of School Facilities Procedures

The Superintendent or his/her designee shall maintain application procedures and regulations for the use of school facilities, which he or she may revise from time to time.

Use of Athletic Facilities for Advertising Space

The placement or sale of third-party commercial messages or advertisements on athletic facilities shall require approval of the Superintendent, in his or her sole and absolute discretion. Advertisements and commercial messages must adhere to Board Policies and shall be pre-approved by the Superintendent or his/her designee

All advertising must be commercial in nature and may not conflict with the educational purposes of Gateway Community Charters or its policies. Inclusion of advertisements on athletic facilities does not constitute approval and/or endorsement of any product /organization, or activity.