

SEVEN HILLS PREPARATORY ACADEMY

RICHFIELD CAMPUS GYMNASIUM USE POLICY

A. PURPOSE

Seven Hills Preparatory Academy (“SHPA”) recognizes that school facilities represent a valuable asset for the development and enrichment of both school and community life. Cooperation is pledged by the School Board in the promotion of activities that appear to be in the best interest of SHPA and the community. As there are expenses involved in the use of facilities, procedures have been established to allow use of the facilities and to assess charges for these expenses in a fair and consistent manner.

B. USE

All groups or individuals wishing to use Richfield Campus school facilities outside the school day are required to apply for such use and meet all requirements of facility usage. Use of SHPA’s Richfield Campus facilities is assigned in the following priority:

- 1st Priority:* SHPA’s regular curricular activities and programs.
- 2nd Priority:* SHPA’s extra-curricular activities and events.
- 3rd Priority:* SHPA’s partnership programs and activities
- 4th Priority:* Community and other non-school use with approved facility use permit from SHPA administration based on classifications set forth in this policy.

Playground facilities are open to the public at no charge on a first-come, first served basis when not occupied by SHPA programs. Groups that use the playground facilities are expected to notify SHPA administration in advance at info@shpamn.org. Users of the playground facilities are also expected to adhere to this policy and may be assessed a custodial fee for cleanup of trash and garbage or any other unforeseen costs due to the use.

C. CLASSIFICATIONS

I. Class I SHPA Usage includes:

- a) Regular SHPA curricular activities and programs.
- b) SHPA extra-curricular activities and events.
- c) SHPA Partnership programs and activities.

For all Class I activities:

- i. No usage or service fees charged.
- ii. Activity must be scheduled on events calendar.

II. Class II Public Activities; Not-for-Profit Community Organizations, including:

- a) Meetings and events (i.e. public hearings, elections) of tax-supported entities such as city, township, county and state governments as defined by State Statute.
- b) Non-profit youth groups (i.e. 4-H clubs, scouts, and athletic organizations).
- c) Board, staff, and families of SHPA
- d) Extension classes from local colleges.
- e) Charitable group meetings.
- f) Organized community services.
- g) Citizen and civic groups (i.e. Rotary, Lions, VFW, American Legion, Chamber of Commerce).
- h) Political party meetings and conventions.
- i) Religious organizations.
- j) Private schools.

For all Class II activities:

- i. Usage fee charged for each hour of use (see chart below).
- ii. May be charged service fees (i.e. custodial, or other SHPA personnel) depending on schedule and event needs.
- iii. Proof of liability insurance.
- iv. \$20 application fee.

III. Class III Local for-Profit Enterprises; Non-Local Non-Profit Groups, including:

- a) Business and commercial organizations
- b) Non-profit organizations

For all Class III activities:

- i. Usage fee charged for each hour of use (see chart below).
- ii. May be charged service fees (i.e. custodial or other SHPA personnel) depending on schedule and needs.
- iii. Proof of Liability insurance.
- iv. \$20 application fee.

IV. Class IV Non-Local for-Profit Enterprises, including:

- a) Business and commercial organizations out of school district boundaries.

For all Class IV activities:

- i. Usage fee charged for each hour of use (see chart below).
- ii. May be charged service fees (i.e. custodial or other SHPA personnel) depending on schedule and needs.
- iii. Proof of Liability insurance.
- iv. \$20 application fee.

Hourly Usage Fees				
Multipurpose Room	Class I	Class II	Class III	Class IV
Application fee (per use)		\$20	\$20	\$20
Energy fee/admin fee	\$0	\$15/hr.	\$20/hr.	\$30/hr.
Technology Fee (per use)		\$25	\$25	\$25
Custodial Fee (per use if applicable)		\$20/hr.	\$20/hr.	\$20/hr.
Gymnasium				
Application fee (per use)		\$20	\$20	\$20
Energy fee/admin fee	\$0	\$25/hr.	\$40/hr.	\$60/hr.
Technology Fee (per use)		\$50	\$50	\$50
Custodial Fee (per use if applicable)	\$20/hr.	\$20/hr.	\$20/hr.	\$20/hr.

D. RULES

Mutual consideration is necessary for SHPA to provide outside access to facilities. Certain rules and regulations exist to protect property owned by SHPA and to ensure safety to users. The following rules are to be adhered to when using the Richfield Campus facilities:

1. When school is cancelled due to inclement weather or physical problems, all activities during the day, immediately after school, or in the evening are cancelled. Refer to local television media outlets or www.sevenhillspreparatoryacademy.org for school closing announcements.
2. Use of SHPA facilities on holidays or holiday weekends is permitted only when supervisory staff is available. A three-hour minimum is required on holidays.
3. SHPA facilities must be supervised by an appropriate SHPA employee. Keys and access cards will only be issued to SHPA employees by the SHPA administration or approved supervisors. Charges for facility use on weekends, vacation periods, and overtime hours may be assessed.
4. Helium balloons and open flames are prohibited.
5. Applicants are responsible for supervision of their activity. Adult supervisors are required to remain with the group at all times and until all participants have left the premises. Adult supervisors are responsible for the group’s conduct and compliance with all rules.
6. Applicants must supply any special supervision required (e.g., police protection).
7. SHPA policies, local and state ordinances, laws, and fire codes pertaining to the use of public facilities must be observed. Copies of all school policies are available at the SHPA office. Policies include, but are not limited to, the following: Policy 413 Harassment & Violence,

Policy 418 Drug-Free School, Policy 419 Tobacco-Free Environment, and Policy 501 School Weapons, and Policy 902 Use of School District Facilities

8. Gambling and drinking/possession of intoxicants or dangerous, harmful, or illicit drugs on school grounds are prohibited.
9. SHPA is Tobacco Free. Use of tobacco products is prohibited on district property including buildings and grounds.
10. SHPA policy prohibits all forms of sexual harassment and violence.
11. If a fire alarm sounds in any area of a building, the entire building must be evacuated.
12. No parking in fire lanes is allowed. Access for emergency vehicles must be maintained at each facility.
13. Firearms and weapons of any kind are prohibited, except for law enforcement personnel.
14. Tables and chairs may be made available for use with setup and takedown as well as overall care and maintenance the responsibility of the rental user or organization.
15. All users must return the spaces they use to original order. This includes moving chairs, tables, AV equipment, and putting refuse in trash receptacles. SHPA reserves the right to assess additional custodial costs for special set-ups or clean up necessary to prepare the facility for the regular school program.
16. Classroom materials and information on bulletin boards, white boards, or blackboards must not be disturbed or erased. Classroom supplies, including PE equipment, will not be used.
17. Food and refreshments may not be consumed in the gymnasium.
18. Non-marking, soft-soled shoes must be worn for athletic activities in gymnasiums.
19. Permit holder use shall not interfere with any major maintenance, construction or alteration projects.
20. All facilities shall be vacated within the scheduled time of usage or appropriate staffing charges will be assessed.
21. All gym and lobby lights must be turned off when leaving. Failure to do so will result in \$30 energy surcharge.
22. All gymnasium doors must be closed and locked upon leaving and all trash and personal belongings must be picked up or future use may be denied and additional charges assessed
23. All renters must review and follow a checklist of procedures, located to the left of the main double-doors to the gymnasium upon entering, and sign upon leaving, the facility.

E. REGULATIONS

The following regulations are to be adhered to when applying to use the Richfield Campus facilities:

1. All requests for facility use should be made at least two weeks in advance of the event.
2. SHPA reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.

3. Authorization for use of SHPA facilities shall not be considered an endorsement or sponsorship by SHPA of the activity.
4. Use of SHPA equipment must be applied for at the same time the facility use application is placed.
5. Payment for use of facilities, equipment, and SHPA personnel fees are due 10 days after receipt of the billing statement.
6. Any equipment or decorations brought into a facility by a group must be approved in advance by SHPA. Equipment and decorations must be removed directly following an activity.
7. Individuals and organizations that receive a valid use permit from SHPA shall indemnify, defend, and hold SHPA and its officials, agents, officers, and employees harmless from any and all claims, liabilities, losses, judgments, damages, or expenses, including attorney's fees, incurred as a result of any injury to person, damage to property, or other claim, demand, action, or suit for or relating to the organization's use of SHPA property.
8. Evidence of insurance is required of applicants requesting use of the gymnasium. SHPA reserves the right to cancel a facility use permit if evidence of insurance is not provided before the date of facility use. The organization using the facility shall have general liability insurance covering its use of the facility, including any death or injury to an individual or damage to the facility, in a minimum amount of \$1,000,000 each occurrence and \$2,000,000 in the aggregate. User must name the SHPA as an additional insured and must provide proof of insurance coverage (in form of certificate of insurance) 14 days before use begins. Failure to provide certificate of insurance does not waive insurance requirement by the SHPA. Additionally, SHPA will require the user to complete a hold harmless agreement to indemnify, defend, and hold harmless SHPA as well as individual participant waivers.
9. The School Board will annually review usage and service fees for maintenance, operations, and staffing of facilities.
10. Facility usage fees will be charged based on SHPA's classification of the user and as outlined in Section C.
11. SHPA will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in the use of its facilities.
12. All facility use requests must be accompanied by a \$20.00 non-refundable application fee.
13. Any requests for facility use not covered by this policy shall be referred to the SHPA's administration.
14. Facilities use permits issued by SHPA may be canceled.
15. If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, SHPA may cancel a facility use agreement. If a facility use agreement is canceled, SHPA will refund any facility use usage fee paid. SHPA is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change.

**APPLICATION FOR USAGE OF SEVEN HILLS PREPARATORY ACADEMY
RICHFIELD CAMPUS GYMNASIUM**

Date of Application: _____

Applicant/Contact Person: _____

Phone #: _____

E-mail: _____

Name of Organization/party: _____

Mailing Address: _____

Date(s) of Use: _____

Time of Use: _____ - _____

Purpose of Use: _____

Number of Participants: _____

Do you anticipate bringing any equipment or decorations for use in the facility? **Y:** ___ **N:** ___

If so, please describe: _____

Any equipment or decorations brought into a facility by a group must be approved in advance by SHPA. Equipment and decorations must be removed directly following an activity.

Do you anticipate use of any SHPA equipment? **Y:** ___ **N:** ___

If so, please describe: _____

Use of SHPA equipment must be applied for at the same time the facility use application is placed.

I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED POLICY. I UNDERSTAND THAT SEVEN HILLS PREPARATORY ACADEMY MAY CANCEL ANY RESERVED MEETING OR EVENT.

Name of organization, group or individual

Name: _____ **Date:** ___ / ___ / ___ **Signature:** _____

CHECKLIST OF PROCEDURES

1. Applicants are responsible for supervision of their activity. Adult supervisors are required to remain with the group at all times and until all participants have left the premises. Adult supervisors are responsible for the group's conduct and compliance with all rules.
2. Food and refreshments may not be consumed in the gymnasium.
3. Non-marking, soft-soled shoes must be worn for athletic activities in gymnasiums.
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5. Helium balloons and open flames are prohibited.
6. Firearms and weapons of any kind are prohibited, except for law enforcement personnel.
7. Tables and chairs may be made available for use with setup and takedown as well as overall
8. Applicants must supply any special supervision required (e.g., police protection).
9. SHPA policies, local and state ordinances, laws, and fire codes pertaining to the use of public facilities must be observed.
10. Gambling and drinking/possession of intoxicants or dangerous, harmful, or illicit drugs on school grounds are prohibited.
11. SHPA is Tobacco Free. Use of tobacco products is prohibited on district property including buildings and grounds.
12. If a fire alarm sounds in any area of a building, the entire building must be evacuated.
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Signature

Date