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**I. POLICY**

- A. School facilities are available for public use at the discretion of the Lead School Administrator and under the following conditions:
1. The proposed use concerns supervised civic, educational, recreational, or community activities.
  2. The proposed use does **not** interfere with Athlos Academy's program or school activities at the time of scheduling, and shall be subject to change or cancellation should the school require the space.
  3. Long- term contracts may be negotiated and shall be approved by both the Lead School Administrator and the Governing Board, and shall include a rental fee, service fees (custodial, etc.), and proof of liability insurance.

**II. PROCEDURE**

- A. School facilities use shall be supervised under the following conditions:
1. The organization/individual(s) using the facilities shall provide supervision at no less than 1 adult to 25 children;
  2. The organization/individual(s) shall ensure that order is maintained for the duration of the event(s), including arrival to and dismissal from the grounds.
    - a. All supervising adults shall be 18 or older.
    - b. All supervising adults as well as any additional adults with unsupervised access to children shall pass a background check prior to approval of the application. Proof of background clearance shall be on file with all approved applications.
    - c. Responsibility for injury, incident, or damage to school property shall be assumed by the organization/individual(s) using the school space. A signed waiver and/or proof of insurance shall be kept on file with all approved applications.
- B. School facilities use by the public shall be approved by the Lead School Administrator with the guidance and advisement of the Board of Directors under the following conditions.
- a. Applications shall be made at least four-weeks prior to an event or the first occurrence of a repeating event, and shall be approved by the Lead School Administrator.

## School Facilities Use Procedure

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- b. The Application shall describe days, times, areas of the building, and any specific equipment (such as furniture) the organization is allowed to use. The organization or group shall be held accountable to ensure that the terms are followed.
- c. Fees for use of school facilities may be charged, shall be determined by the Lead School Administrator, and shall take into consideration building security, public safety, cost to the school and any other factors unique to the Applicant's proposed use.
- d. The Application shall outline cleaning responsibilities of the Applicant and an agreement by the applicant to reimburse the school for any cleaning costs.

### **Legal References:**

[Utah Code 53a-3-413](#) (*Use of public school buildings and grounds as civic centers*)

[Utah Code 53a-3-414](#) (*Local school boards' and charter school governing boards' responsibility for school buildings and grounds when used as civic center*)