

East Point Academy – Policy
Focus Area – Business Management
Policy BM 108 – Outside Use of School Facilities

Issued:

Purpose: To establish the Board's vision for use of school owned facilities.

The East Point Academy Board of Directors recognizes the benefit of granting permission to recognized groups/organizations for the use of school buildings, facilities and/or grounds for educational, recreational or community activities.

The Board supports use of school facilities for the common good so long as the use does not interfere with the daily school routine, school sponsored activities or the instructional process in general.

The Head of School must oversee the use of school buildings, facilities and grounds. He/she must ensure applicants requesting use of school buildings, facilities or grounds:

- Officially represent the organization listed on the application.
- Indicate they will be present for entirety of event.
- Sign or cause to have signed a “Hold Harmless” agreement releasing EPA from any legal claims.
- Guarantee orderly behavior of attendees while using the facility.
- Underwrite any damage due to their use of the premises and agree to make prompt restitution.
- Ensure their activity is lawful and in conformity with local laws and school regulations.
- Be at least 18 years of age at the time the application is submitted.
- Submit the request in writing at least thirty (30) days prior to the requested date
- Make payment with all monies submitted to the bookkeeper at least five (5) days before the event.
- Only use the facilities requested in the application

East Point Academy reserves the right to cancel any request, at any time with or without cause. Approved applications are not transferable and any inaccurate or untruthful statements made in applications or violation of regulations may be cause for denial of future building use.

The rental schedule below provides standard rental rates. The total cost includes the Facilities Cost plus the custodial fee.

Location	Facilities Cost	Custodial Fee
Gymnasium	4 hours or less - \$100 4 – 8 hours \$150	\$45 per hr. w/ a 2 hour min
Cafeteria	4 hours or less - \$65 4 – 8 hours \$90	\$45 per hr. w/ a 2 hour min
Media Center	4 hours or less - \$65 4 – 8 hours \$90	\$45 per hr. w/ a 1 hour min
Classroom	4 hours or less - \$40 4 – 8 hours \$75	\$45 per hr. w/ a 1 hour min
Other	As determined by the Head of School	

- All activities must be supervised by a responsible adult or adults. Failure to control the behavior of users may result in the forfeiture of future privileges to use the facilities.
- In all cases where minors are present, a sufficient number of chaperones (at least 18 years of age) must be present, at a minimum of 1 adult for every 25 minors.
- Names of supervisors or chaperones must be filed with the application.
- An authorized school employee shall be on duty when school facilities are in use. He/she shall be responsible for custodian service, opening and closing of the building.
- Any group using school facilities shall be responsible for all damages to the school facilities, normal wear and tear accepted. Failure to make prompt settlement with the school shall result in the forfeiture of future privileges to use the facilities.
- School personnel on duty shall inspect facilities before and after use. Evidence of damage shall be reported in writing to Head of School.
- All damages will be restituted promptly.

This policy supersedes all previous EPA policies concerning Outside Use of School Facilities.