

COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

902 Space Use Policy

PURPOSE AND ALLOWABLE USES

Cologne Academy school buildings must only be used for the purpose of operating a public charter school, including, without limitation, providing the usual academic, school, administrative and related services associated with a public charter school, as well as extracurricular or ancillary programming that is, in the reasonable business judgment of Cologne Academy, related or complementary to Cologne Academy's operation of a public charter school.

This policy is intended to foster use of the School's facilities primarily by Cologne Academy, with limited usage by other organizations in a manner that reimburses Cologne Academy for the costs and expenses incurred in furnishing its facilities for use, and that protects Cologne Academy from liability for incidents that may occur when third parties are using its facilities.

Pursuant to state and federal laws, activities sponsored by individuals, agencies, organizations or groups and conducted in Cologne Academy, whether under contract or by any other arrangement, shall not discriminate against any person on the basis of sex, race, creed, religion, color, national origin, age, marital status, sexual orientation, economic status or disability.

USE PRIORITY

All groups or individuals wishing to use school facilities outside the school day are required to apply for such use and meet all requirements of facility usage. In all cases, no third party will be permitted to use any portion of any Cologne Academy facility that Cologne Academy requires for its own use for its regular classroom education, business operations, or extracurricular activities.

Group I: (a) Extra-curricular activities and events involving Cologne Academy students which are sponsored, led, or run by Cologne Academy staff or parents; and (b) Cologne Academy's community services programs and activities (PAVE, etc).

Group II: (a) Non-profit agencies and community organizations providing programs and activities for Cologne Academy students, families, and staff that are **free of charge**; and (b) community groups using school facilities for community meetings and workshops.

Group III: (a) Any organization in Group II that charges a fee for individual participation; (b) individual and for-profit businesses and organizations use.

Outdoor facilities are open to the public, during non-school hours only, on a first-come, first-served basis when not occupied or needed by Cologne Academy for its programs. Groups that use the outdoor facilities may be assessed a fee for cleanup of trash and garbage, for damage to the facilities, and any other unforeseen costs due to the use. Use of any outdoor facility may be prohibited at any time.

FACILITIES AVAILABLE FOR USE AND USAGE FEES

	Group I	Group II	Group III
Cafeteria/Commons	No Cost	\$75	\$150
Gymnasium*	No Cost	\$100	\$200
Classroom	No Cost	\$50	\$100
Kitchen**	No Cost	\$150	\$300

Only the spaces listed above are available for use outside of the regular school day. Cologne Academy reserves the right to adapt pricing for formal partnerships. A formal partnership between an organization and Cologne Academy requires a memorandum of understanding (MOU). If you are seeking a formal partnership with Cologne Academy, reach out to Communications to learn more about this process.

* Cologne Academy's gymnasium is available only for sporting events. Only non-marking, rubber-soled shoes are allowed. No food or drink in the gym

**Kitchen use is subject to licensure requirements. Applicants seeking use of the kitchen must demonstrate that they have appropriate licensure to conduct food service activities. Kitchen users must supply their own ingredients and supplies, and must clean the kitchen after use to the degree required for use by Cologne Academy. Any violation of these obligations will result in immediate cessation of rights to kitchen use.

CANCELLATION FOR COLOGNE ACADEMY USE

All third party scheduled uses may be canceled by Cologne Academy to accommodate unforeseen events or schedule changes for Cologne Academy functions. Upon notice of cancellation, Cologne Academy will notify the user organization and/or person involved and attempt to make alternate facilities or arrangements if possible.

INSURANCE

The Facility Use Agreement contains requirements for insurance coverage. Upon written request of a user in Group I or Group II, Cologne Academy may, in its sole discretion, waive the insurance requirement. No waiver will be effective unless in writing signed by an officer of Cologne Academy.

CUSTODIAL CHARGES

Setup, Cleanup, and Custodial Overtime

The main job of Cologne Academy's custodial team is to assure that the physical plant and grounds of schools are safe, clean and well-maintained so they are appropriate learning spaces for students. Any organization that rents Cologne Academy space is responsible for restoring the space to its original state. In addition, the space may require additional custodial cleaning that could result in custodial overtime. The overtime costs are explained in the facility use contract and will be billed to the organization over and above the agreed to hourly rental rate.

BUILDING SUPERVISION

Security Personnel

All external groups must hire security for the space at an additional cost. Cologne Academy provides contact information for preferred security vendors.

Rule of 25

At the discretion of Cologne Academy, an exception to the foregoing rule may be allowed for a group of 25 or fewer people that has at least one Cologne Academy staff member or parent in said group. In such cases the Cologne Academy staff member or parent in the group assumes responsibility for the group, the building and for security and therefore must prearrange facility access procedures if additional school personnel will not be present. A responsible person must be identified to open the building, disarm the security system, relock, and reset the security.

REGULATIONS

1. When school is canceled due to inclement weather or physical problems, all activities during the day, immediately after school, or in the evening are canceled. Refer to WCCO radio or the district website www.cologneacademy.org for school closing announcements.
2. A three hour minimum is required on weekends and holidays.
3. Payment for use of facilities, equipment, and Cologne Academy personnel fees is due in advance. No use will be permitted without advance payment.
4. Any equipment or decorations brought into a facility by a group must be approved by Cologne Academy. Equipment and decorations should be removed directly following an activity.
5. Helium balloons and open flames are prohibited.
6. Applicant is responsible for the 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.
7. Applicants must supply any special supervision required (e.g., police protection).
8. Cologne Academy 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 District office. Policies include, but are not limited to, the following:
 - a. Gambling and drinking/possession of intoxicants or dangerous, harmful, or illicit drugs on school grounds is prohibited.
 - b. School facilities are tobacco free. Smoking, vaping, or use of tobacco products is prohibited in all Cologne Academy facilities.
 - c. Weapons and firearms in any form are not allowed on school district property except with prior authorization for instructional programs and/or law enforcement personnel.
 - d. District policy prohibits all forms of sexual harassment and violence.
 - e. If a fire alarm sounds in any area of a building, the entire building must be evacuated.
 - f. No parking in fire lanes is allowed. Access to emergency vehicles must be maintained at each facility.
9. The applicant is liable for personal injury and property damage.
10. Groups must furnish their own first aid kits.
11. All users must return the rooms they use to the original order. This includes moving chairs, tables, AV equipment, and putting refuse in trash receptacles, and lights turned off. Classroom supplies

must not be used or disturbed. Additional custodial costs for special set-ups or clean up necessary to prepare the facility for the regular school program will be assessed.

12. Food and refreshments must be consumed in appropriate areas, which does not include gymnasiums, auditoriums, computer rooms, and other special use rooms.
 13. Soft-soled shoes must be worn for athletic activities in gymnasiums.
 14. All facility use requests must be accompanied by a \$25.00 non-refundable application fee.
 15. All requests for facility use should be made at least two weeks in advance of the event.
 16. Any requests for facility use not covered by this policy shall be referred to the School's administrator.
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