

3315	Community Facility Use Policy
Approval Date:	May 2016
Category:	General School Administration
Governance Accountability:	Leadership
Audience:	Families, Volunteers, Community Groups

The Board of Directors recognizes that the members of the community support the charter schools. The schools will therefore be operated for the benefit of students and the citizens of the Lake Norman area.

The right to authorize the use of school facilities shall be retained by the Board of Directors through the Head of Schools or designee. Such use will be permitted only at such times as the requested facilities are free from school-sponsored activities. Authorization for use of school facilities shall not be considered an endorsement of an activity, person or entity, or the purpose(s) of such person or entity.

The Pine Lake Preparatory "Community Use of School Facilities" policy governs the use of all Pine Lake property including, but not limited to, classrooms, auditoriums, gymnasiums, cafeterias, and recreational facilities. This policy is designed to comply with local, State, and Federal law. The administration shall establish administrative procedures for the use of school facilities that shall also be designed to comply with local, State, and Federal law.

A schedule of fees will be approved by the Board of Directors. The schedule will take into consideration the purpose of the event and include fees sufficient to cover operational expenses, including any required custodial services and any additional stagehand use. The Board reserves the right to review and adjust fees on an annual basis. Any person and/or groups interested in applying to use school facilities must agree to the fees and payment terms as set forth in writing in advance. Appropriate, sufficient, and current Insurance Policies must be provided by groups needing to prove proper insurance coverage before use of facilities is considered.

Authorized Use

The Pine Lake Board of Directors authorizes the use of school facilities by all responsible entities and persons. Pine Lake Property may not be used for private social functions.

Priority of Use

Priority for the use of school facilities shall be as follows:

- A. School-sponsored activities
- B. Non-school sponsored activities
- C. Non-Profit Civic or Municipal organizations
- D. Other non-school activities by authorized Pine Lake entities on a first-come, first-served basis

School-sponsored activities shall be approved by the building principal or designee and shall have precedence over other requests for the use of facilities. The building principal or designee shall keep a calendar of scheduled school activities and maintain a current list of approved users.

Limitations on Use

Notwithstanding any other provision in this policy, use of school facilities shall be restricted as follows:

The Board of Directors reserves the right to deny use of school facilities for activities which are harmful to District youth or incompatible with the mission of the Pine Lake Preparatory.

In determining whether a request for use of facilities should be referred to the Board of Directors on the basis that a proposed activity may be harmful to Pine Lake youth or incompatible with the mission of the school, the Head of Schools or designee shall consider:

- A. Whether the proposed activity is directed in whole or in part at a school age audience or involves school age participants. If the proposed activity is directed in whole or in part at a school age audience or involves school age participants, the Head of Schools or designee shall further consider:
 - 1. Whether the proposed activity is inconsistent with the educational mission of the school.
 - 2. Whether the proposed activity involves or encourages behavior that is deemed inappropriate under school policies governing student conduct during school hours;
 - 3. Whether the proposed activity poses an unreasonable risk of physical injury to school age attendees or participants.
- B. Whether the proposed activity poses a substantial risk to school security.
- C. Whether the proposed activity poses a substantial risk of damage to school property.
- D. Whether the proposed activity poses a substantial risk of illegal activities.
- E. Whether the proposed activity involves subject matter which is obscene,

determined by reference to an activity' s intended audience or participants.

In determining whether to deny use of facilities on the basis that a proposed activity is harmful to youth or incompatible with the mission of the school, the Board of Directors shall, in addition to considering the above-referenced factors, consider whether the imposition of reasonable time, place or manner restrictions would provide a meaningful assurance that a proposed activity will not be harmful to youth or incompatible with the mission of the school.

Failure to Follow Rules

The failure of an organization or group to follow administrative rules and guidelines established by the Pine Lake Board of Directors relating to community use of school facilities may lead to the suspension of that organization's facility usage privileges. The school may also seek additional compensation from any organization or group who fails to follows rules and guidelines, when such activities lead to further damage involving the school property.