

Policies and Procedures

ENDEAVOR CHARTER SCHOOL Policies

The following policies are applicable to rental of Endeavor Charter School ("ECS") facilities.

- 1) ECS groups and activities, including, but not limited to, school athletic events, school drama and choral productions, meetings of student organizations, will have first priority in the use of school facilities.
- 2) The licensee must pay a 15% non-refundable deposit within 10 days of [submitting rental request form / receiving rental total from ECS] that is creditable toward the rental's overall total.
- 3) REFUND POLICY: ECS will issue a 100% refund/credit in the event ECS cancels the rental reservation and no make-up date is available or workable for Licensee. ECS will issue a 85% refund/credit of recoverable fees if Licensee cancels 14 calendar days or more in advance of the first day of the scheduled rental. 100% transfer of recoverable fees if patron requests a change 14 calendar days or more in advance of the first day of program/license. No refund/credit/transfer if the patron cancels less than 14 calendar days in advance of the first day of the program/license. Outdoor field usage canceled due to inclement weather may be rescheduled pending space availability. Refunds must be requested in writing.
- 4) Endeavor Charter Schools employees shall be treated with respect at all times.
- 5) A facility checklist shall be completed by the Licensee before and after each use of the facility (Please see page 5). It is the Licensee responsibility to walk through with the site supervisor before the rental to make sure the facility is cleaned and ready for their use. The Licensee is responsible for making sure everything is cleaned up at the end of their rental.
- 6) Firearms are prohibited on school property per state and federal law.
- 7) Games of chance and other forms of gambling are not permitted on school premises.
- 8) Alcoholic beverages, narcotics, controlled substances, and drug paraphernalia are not permitted on school premises.
- 9) Open fire or flames are not permitted on school property.
- 10) Smoking, or use of any tobacco product, are prohibited on school property.

Tobacco products are not permitted on school system property.

11) Damages:

a) Licensee is responsible for all damage to school facilities, property or equipment that occurs while the facility is being used by the group, regardless of who caused the damage.

b) Licensee is responsible for the conduct of all persons involved in Licensee's activities while on school property.

c) Licensee is responsible for seeing that all vehicles park in designated parking lots. In the event of damages to buildings, fields, athletic or other equipment, ECS will bill Licensee for repair and/or replacement pursuant to the terms of the License Agreement.

12) Any misrepresentation by an organization or individual and/or abuse of any school ECS employees or property may result in immediate termination of the contract, including immediately vacating the premises and denial of that renter's request for future use.

13) Mask policies at Endeavor Charter School are changing as the pandemic changes. Our current policy is that masks are optional for anyone in the school building. This is subject to change throughout the year as we receive information from the government and the CDC.

My initials acknowledge that I have read, understand, and will abide by the information on this page, the general rules page and any site-specific rules, given to me on this date. Further, I will be responsible for ensuring my organization and any attendees will abide by these rules.