



The Classical Academy	Policies and Procedures
Policy Name:	TCA Community Use of School Facilities Procedures
Policy Number:	KF-R-TCA
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Category:	Operations
Author:	Operations Office Assistant
Approval:	Director of Operations

RESPONSIBILITY

The Classical Academy Director of Operations and the Activities office will be responsible for the development of the TCA policy and procedural guidance for the TCA Community Use of School Facilities. The individual school principals and staff will be responsible to implement the TCA policy and procedures for the respective TCA campus/schools. The TCA Finance Office will provide finance/accounting support as required to the respective campus/schools. Implementation of the TCA procedures will provide direct support to Academy School District 20’s Board of Education policy direction to encourage community use of school facilities.

SCHEDULING

Following the scheduling of school activities, space will be available with attention to broad and equitable use of facilities. Alternate locations will be offered whenever possible if a particular campus cannot accommodate all requests. All use is subject to the guidelines of these procedures and to the availability of TCA staff.

REQUEST FOR USE

The Operations Office Assistant will manage the Community Use Facilities Agreements and Permits. All requests for gyms, fields, classrooms, and the Brown PAC should be directed to the Operations Office Assistant. All applications for use of facility space will be coordinated by the Operations Office Assistant with the TCA master calendar/scheduler point of contact in the Activities office. TCA will accept and confirm applications for use at the ≤ 60 day point. Approval of requested use must be documented by completion of the Community Use Facility Agreement and issuance of Permit. Category I users do not need to complete a Community Use Facility Agreement if the use is directly school-related and does not involve the imposition of any fees.

CANCELLATION AND REVOCATION

The user must notify the Operations Office Assistant if the intended use is canceled or adjusted. Notification of cancellation of use must be given at least 24 hours prior to the scheduled use (unless weather related issues are present). If timely notification of cancellation is not given, the user will be assessed the agreed fee for the use that was canceled. Repeated or short notification of cancellations may result in denial of further building use.

TCA reserves the right to cancel Community Use Facility Agreements should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances and attempts will be made to offer alternate space. TCA may revoke an agreement at any time. When this occurs, appropriate financial adjustments will be made.

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

School equipment is usually not loaned or leased to community groups; areas are rented as furnished. If a request for use of school equipment is approved by the administration, additional fees may be charged. Such fees are to be specifically noted on the Community Use Facility Agreement.

TCA Administration may determine if specific equipment to be used requires operation by school (or school-approved) personnel. School operators shall be paid by TCA at an established rate or at a flat fee as established by the administration. Appropriate fees will be included in the Community Use Facility Agreement.

FIELD USE

Fields may be available for limited and approved community use. This use is subject to cancellation or adjustment due to weather or field conditions.

GENERAL PROCEDURES

1. The Community Request for Use of TCA School Facilities is available on the TCA website or through the Operations Office Assistant. The request form includes rental categories, fee schedule, and the Community Use Facility Agreement, which must be signed. A Community Use Facility Agreement shall be required for use of a school building or grounds for any event that is not a part of the regular TCA school program. Such agreements may be granted for a single use or a limited, recurring use not to exceed one year. As a part of the Community Use Facility Agreement, proof of insurance will be required and if applicable, documentation of non-profit status will be required. Once the signed Community Use Facility Agreement and proof of insurance have been received, a Permit will be issued.
2. Facility use times will be specified in the Community Use Agreement and Permit. All groups are expected to vacate the premises by the hour specified. An additional hour rental may be charged for early arrival or late exit. All facility uses will terminate by 10:30 p.m. Exceptions to this may be approved by the administration.
3. Facilities may be rented Mondays through Fridays as space is available and if such rental does not interrupt or disturb regular school activities. Saturday, Sunday, and holiday use of school facilities will be subject to staff availability.
4. Advertising and promotional materials of building users are subject to review by the administration.

GUIDELINES FOR RELIGIOUS USE

1. Church services and religious activities must be conducted at times when school/school activities are not in session.
2. Religious objects and symbols must be removed after each use.

NONDISCRIMINATION

All users are subject to laws and regulations applicable to schools that prohibit discrimination based upon age, sex, national origin, race, color, religion, or disability.

GUIDELINES FOR DENIAL OF USE

TCA reserves the right to deny a use for any reason in accordance with the policy and procedural guidance. Uses will be denied if, in the judgment of the administration, no appropriate TCA employees are available to be on the premises during the intended use or insufficient time is available between the request and the intended use, or the proposed activities would:

- jeopardize the equipment and/or facilities of the building
- conflict with school activities

- be incompatible with the school neighborhood
- violate any TCA or Academy School District 20 policy or local, state, or federal law

Should school facilities be closed due to an emergency, inclement weather, or any other event that is beyond the control of TCA, facilities will not be available for use. A full refund will be issued upon written request.

GUIDELINES FOR APPEAL

The applicant may file a written appeal to the President if facility use has been denied. Further appeal, if necessary, may be made to the TCA Board.

FEES

1. Event Manager/Custodian

Any organization or individual, regardless of classification, will be required to pay the cost of an Event Manager for indoor rentals and multiday rentals. An Event Manager must be an exempt TCA staff member. However, in certain cases, a custodian or the Operations Office Manager can act as an Event Manager. If custodial services are required outside of normal work hours, overtime costs will be paid at the salary time and a half rate, and on holidays the salary rate times two. For those facilities where a custodian is regularly on duty during the use, there will be no additional charge unless substantial additional work is required related to the use. In such situations, an additional fee will be charged, or additional TCA staff may be assigned at the discretion of the administration, and the user will be charged appropriately.

2. Food Service Areas

TCA kitchen equipment such as ovens, refrigerators, freezers, and dishwashers are not available to be used by renters. TCA's food preparation and food service areas will be closed and locked during rentals. Renters can bring in their own food and drinks to eat in designated eating areas near the cafes. Alcoholic drinks are not allowed on any TCA campus. Food and drink are not allowed in the Brown PAC, the dressing rooms, classrooms, or fields.

3. Security

A renter has the option to choose to have a security presence at their event if an ASD20 security guard volunteers. TCA will contact ASD20 security guards assigned to TCA, as well as the ASD20 security team, to ask for volunteers to work a facility rental taking place outside of school hours. If there is no volunteer, ASD20 will ask the security guard on duty to do a specific patrol check on TCA by driving to the campus to check for any observable unusual activity. In an emergency, the Event Manger can always call ASD20 Dispatch at (719) 234-1300.

4. Payment of Fees

All users will be expected to pay rental fees by the day of the event unless prior arrangements have been made. Failure to pay the agreed fee may result in denial of access to the facility and denial of future requests. Checks should be made out to The Classical Academy and submitted to the Operations Office Assistant All payments for building rentals will be sent to the Finance Department for deposit in TCA's Custodial R&M or Facilities Purchased Services account. The funds credited to these accounts will be used to improve, repair, replace, offset, or in some manner enhance the building or equipment. Funds will be managed to reimburse the operating obligations first, then accounted for by campus and distributed accordingly. All custodial overtime that is accumulated during the time the building is being rented will be charged to the school's custodial overtime account.

5. Fee Structure

Fees are listed in the Fee Schedule for Community Use of TCA Facilities document accompanying this procedure and are designed to reflect the guidelines of this procedure. These fees are subject to review and revision by TCA Operations.

6. Fee Structure Exceptions

TCA's Director of Operations will make all exceptions to the fee schedule, including waiver of fees, for all Community Use Facility Agreements that are beyond the contemplation of this policy and procedure.

7. Volunteer Event Workers

TCA exempt staff members can volunteer as an Event Manager, Lighting Tech, Sound Tech, or Backstage Manager for a rental. They will be paid via stipend the amount recorded for those responsibilities listed under "Personnel Fees" minus PERA and Medicare withdrawals. Custodians who work overtime in support of a rental will note the hours on their timesheet.

RENTAL CATEGORIES

Category I – School Affiliated TCA sponsored activities. No Community Use Facility Agreement nor insurance required.

Applies to:

- Regular curricular programs of the school
- School-sponsored student activities and organizations free and open to all participants/spectators and approved by the school principal
- School-sanctioned athletic and activity events ratified by the TCA Board
- School-affiliated organizations whose use is approved by the school principal and where no fees are assessed nor donations requested of participants (PTO meetings, faculty/staff meetings, recognized school related parent group meetings, and recognized school related community group meetings)
- National, state, and local governmental elections
- School-requested and staff development approved in-service or staff development offering free to outside personnel
- Such use by school employee groups as may be provided for within specific personnel policies (e.g., technology classes)

Category II – Community Rate All rental activities that are not approved, sponsored, or sanctioned by TCA. Community Use Facility Agreement and insurance are required.

Applies to:

- Youth activities where instructors or supervisors receive payment for their involvement in the activity and/or where fees are assessed, or donations requested of participants and/or spectators
- Educational and/or recreational activities for youth offered by YMCA or community “feeder” athletic teams
- Sports camps offered to TCA youth
- Organizations sponsoring activities for adults.
- Church services and other activities sponsored by religious organizations
- Other community-sponsored groups where instructors or supervisors receive payment for their involvement in the activity and/or where fees are assessed, or donations requested of participants and/or spectators
- TCA community adult recreational groups
- Boy and Girl Scouts meetings

Category III – Commercial Rate All commercial use of TCA facilities/grounds. Community Use Facility Agreement and insurance are required.

Applies to:

- Day care programs
- Pre-school programs
- Food service programs

The Classical Academy Community Use Facility Agreement

Use of TCA facilities requires acceptance of the following conditions as described in TCA policy KF-R-TCA. Failure to comply may result in the cancellation of any existing rental agreements and denial of future rental requests.

1. The Classical Academy reserves the right to cancel building Community Use Facility Agreements should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer alternate space. Reasonable effort will be made for timely notification when a cancellation is necessary.
2. A TCA employee must be on the premises during the use of any school building by groups that have entered into a Community Use Facility Agreement.
3. Fields may be available for limited and approved community use. This use is subject to cancellation or adjustment due to weather conditions, field conditions, or maintenance operations.
4. Use of the facility is only approved for those activities stated and agreed to on the Community Use Facility Agreement.
5. No agreement shall be transferred to any person or group other than the one with whom entered. (Subleasing is not permitted.)
6. Payment
 - a. For onetime rentals the fee needs to be paid by the day of the event. A \$10 fee will be added for every day the payment is late. Check will be held until day after event, in case of cancellation due to weather or emergency.
 - b. For re-occurring rentals the user will receive an itemized invoice per rental event. Fee needs to be paid within 30 days of date on invoice. Failure to make payment within the allotted time will result in a \$20 monthly late fee and possible cancelation of re-occurring Permit.
7. All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:
 - a. Exit lights cannot be covered or blocked
 - b. Open flame (including candles) is prohibited
 - c. Room capacity is not to be exceeded
 - d. Smoking or the use of any tobacco product is prohibited in all areas of the building and grounds
 - e. Temporary electrical or mechanical modifications are prohibited. However, a re-locatable power strip for temporary use is acceptable.
 - f. Flammable holiday or other decorations are prohibited
 - g. Stairways, corridors, and entrances/exits must be kept free of obstruction at all times.
 - h. No equipment, scenery, or decorations of any type shall be used within the building or on the premises except as specifically provided in the agreement. Such equipment, scenery, or decorations shall be fire resistant and shall conform to all local, state, and federal regulations governing such equipment and shall not be attached to the walls, floors, or ceilings (except to anchors presently provided).
8. Use or possession of alcoholic beverages and illegal drugs is prohibited. Failure to comply will be reported and dealt with by local law enforcement agencies and will void any/all future rentals. Tailgating is prohibited.
9. Gambling is prohibited on any school property.
10. All disruptive or illegal activity, including obscene language, quarreling, fighting, or noncompliance with TCA policies and procedures is prohibited and may result in revocation of the Community Use Facility Agreement.
11. The user identified on the Community Use Facility Agreement shall be responsible for any and all damages and losses whatsoever to the building and/or its contents and shall indemnify and hold

harmless the ASD20 Board of Education, the TCA Board of Directors, and their employees from any claim whatsoever resulting from or arising out of the use of the school facilities named in the agreement or any part of the facilities covered in the agreement.

12. TCA shall not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property (as well as rubbish) must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.
13. TCA insurance coverage does not extend to the conduct of community or other groups utilizing school facilities. TCA shall require a certificate of insurance from the user naming The Classical Academy and Academy School District 20 as "additional insured." Minimum coverage required in a general liability policy is \$1 million per occurrence and \$2 million aggregate.
14. All Community Use Facility Agreements shall specify building spaces or fields. It shall be the responsibility of the user to restrict the activities of the group to that specific area except for necessary hallways and restrooms. Expenses incurred resulting from non-compliance shall be paid by the user (i.e., fire/police response to false alarm). Use of the facility is approved only for those activities stated and agreed to on the Community Use Facility Agreement.
15. Advertising and promotional materials of building users are subject to review and must comply with policy KHB-TCA.
16. Snow removal from parking areas cannot be guaranteed for non-school sponsored activities. User may arrange for snow removal at their own expense but must notify the Operations Office Assistant if they do.
17. All non-service animals must be approved by the campus principal and the head nurse before they are brought into any buildings.
18. Users must comply with TCA's signs for nut-free areas and rooms.
19. Notification of cancellation of use must be given at least 24 hours prior to the scheduled use, unless weather related issues are present. If timely notification of cancellation is not given, the user will be assessed the agreed fee for the use that was canceled. Repeated or short notification of cancellations may result in denial of further building use.
20. The user agrees to submit proof of insurance and assumes all liability for any damage, injury, or loss connected with this event. Further, the user will be responsible for the conduct and supervision of all participants associated with this event. The user also understands that tobacco, alcohol, illegal drugs, and weapons are expressly forbidden on school property.

By signing below, the user understands these conditions and agrees to comply with the above statements and any other restrictions deemed necessary by the school.

User Signature

Date

Administrator Signature

Date

Fee Schedule for TCA Community Use of Facilities

Facility	Category I	Category II	Category III
	School Affiliated	Community Rate	Commercial Rate
Central field	No charge	\$50/hour	\$60/hour
Central gym	No charge	\$30/hour	\$40/hour
East cafetorium	No charge	\$25/hour	\$35/hour
East cafetorium with use of stage	No charge	\$35/hour	\$45/hour
East field	No charge	\$50/hour	\$60/hour
North Brown PAC (only rented in the summer)	No charge	\$75/hour	\$85/hour
North Brown PAC clean up after each performance	No charge	\$147 per	\$157 per
North Brown PAC commons area and ticket booth	No charge	\$20/hour	\$30/hour
North Brown PAC dressing rooms and Black Box	No charge	\$120/hour	\$130/hour
North Brown PAC scene shop	No charge	\$15/hour	\$15/hour
North conference rooms (only during after school hours)	No charge	\$15/hour	\$25/hour
North elementary cafe	No charge	\$20/hour	\$30/hour
North baseball/softball field	No charge	\$75/hour	\$85/hour
North football/soccer field	No charge	\$75/hour	\$85/hour
North football/soccer field with lights	No charge	\$85/hour	\$95/hour
North field with use of PA system	No charge	\$100/hour	\$110/hour
North main gym (not rented during school basketball season)	No charge	\$35/hour	\$45/hour
North aux gym (not rented during school basketball season)	No charge	\$25/hour	\$35/hour
North auxiliary gym with use of stage	No charge	\$35/hour	\$45/hour
North track (not including turf field)	No charge	\$15/hour	\$25/hour
North Lecture Hall	No charge	\$20/hour	\$30/hour

Personnel Fees	I	II	III
Backstage Manager*	No charge	\$15/hour	\$15/hour
Custodial Support	No charge	\$30/hour	\$30/hour
Custodian (outside of work hours)	No charge	\$45/hour	\$45/hour
Event Manager	No charge	\$25/hour	\$25/hour
Lighting Tech*	No charge	\$15/hour	\$15/hour
Security from ASD20	No charge	\$75/hour	\$75/hour
Sound Tech*	No charge	\$15/hour	\$15/hour

*may be provided by the renter if trained and approved by TCA staff

- Gyms and fields are rented without any equipment or services
- All facilities will be ready 15 minutes before contract time
- Lessees are expected to vacate leased areas 15 minutes after contract time. Overtime fees will be charged if the facility is not vacated by the specified time.
- Availability of facilities is based on school use and maintenance requirements
- Field use is subject to closure due to overuse, weather restrictions, or maintenance
- No animals are allowed on TCA's artificial turf fields
- Cafeteria areas must be cleaned as they were found
- Charges will be applied if food or liquid are spoiled due to refrigeration appliance being unplugged
- Charges will be applied if property not previously requested is used or if prohibited TCA property is used

Policy Revision History

Date	Revision Details	Revised By
5/1/2013	Reformatted policy into new template. Completed annual review.	Operations Area Assistant
10/27/2015	Added information to Community Use Facility Agreement. Completed annual review.	Operations Area Assistant
7/30/19	Additions to the Community Use Facility Agreement: conditions #17 and #18, Personnel Fees security/sound tech/light tech, Brown PAC rooms and fees, and the phrase “Charges will be applied if property not previously requested is used or if prohibited TCA property is used”. Reorganized the information on the Community Request for Use of TCA School Facilities and added more items under “Other Needs”.	Operations Area Assistant
8/1/22	Additions to the Community Use Facility Agreement: security information under Fees, #7 under Fees, Brown PAC is only rented in the summer, North gyms not rented during basketball season, no animals allowed on fields, and updated Community Request for Use of TCA School Facilities form on the website.	Executive Assistant to the DO