

UPDATED Facility Usage / Rental Process - Non-School Days / Hours

The process below applies to fee-based programs for students or for outside organizations wanting to rent Peak to Peak facilities. When P2P staff are using the space for essential school programming (e.g. credit recovery in the summer), this process does not apply. In those cases, the individual and relevant administrator (e.g. high school principal) should coordinate with John Wilcox, Facilities Director.

Process for Outside Organizations	Process for P2P Staff Members
<p><input type="checkbox"/> Step 1: An outside organization completes the Facility Use Request Form. When a form is completed, the school's two Facility Coordinators (FCs) are notified:</p> <ol style="list-style-type: none"> 1. The Athletic / Activity Assistant (A&A Assistant) who manages all facility requests for secondary students (6th - 12th grades). 2. The Elementary Activities Coordinator (EAC) who manages all facility requests for elementary students (K-5th grades). 	<p><input type="checkbox"/> Step 1: An internal staff member completes the Facility Use Request Form. When a form is completed, the school's two Facility Coordinators (FCs) are notified:</p> <ol style="list-style-type: none"> 3. The Athletic / Activity Assistant (A&A Assistant) who manages all facility requests for secondary students (6th - 12th grades). 4. The Elementary Activities Coordinator (EAC) who manages all facility requests for elementary students (K-5th grades).
<p><input type="checkbox"/> Step 2: The appropriate FC (based on whether the program is for elementary or secondary students) receives the request and reviews it against the master schedule and ensures that there will be a staff monitor.¹ If no staff monitor is identified by the outside organization, the Athletic/ Activity Assistant proceeds to Step 3.</p> <p>Note: In general, facility usage requests are handled on a first come, first served basis. There may be times in which</p>	<p><input type="checkbox"/> Step 2: The appropriate FC (based on whether the program is for elementary or secondary students) receives the request and reviews it against the master schedule. If the program proposes to serve more students than can be monitored at once by the organizing staff member, the FC ensures that there will be a staff monitor.¹</p> <p>Note: In general, facility usage requests are handled on a first come, first served basis. There may be times in which</p>

¹ **Staff monitors** need to be on-campus and in the proximity of the event for the duration of the activity. They are the point of contact for the person running the program in an emergency and they ensure that the facility is in good condition and locked after the activity ends. Peak to Peak employees who are serving as a staff monitor after their normal work hours are paid \$25 per hour. Following the conclusion of the event, they should complete a [Stipend Request Form](#), get required signatures, and submit it to the appropriate FC for approval (who will forward it to Nina Hankla for processing in the next payroll cycle).

Any staff member is welcome to serve as staff monitor. Interested staff monitors should complete this [interest form](#).

When a program or camp is organized by a staff member, that staff member can also serve as the staff monitor so long as all program participants can be supervised by that staff member at one time. Programs that require students to be in multiple spaces or classrooms will also require a staff monitor.

<p>same-day requestors are asked to connect with each other in order to determine prioritization across our K-12 community.</p>	<p>same-day requestors are asked to connect with each other in order to determine prioritization across our K-12 community.</p>
<p><input type="checkbox"/> Step 3: If space is available, the FC identifies a staff monitor (if not already identified) by reaching out to individuals who have responded to the staff monitor interest response form, and then seeks approval from one of the following program approvers:</p> <ol style="list-style-type: none"> 1. Athletic Director or A&A Assistant - Athletic event / activity for secondary students 2. ES Assistant Principal - Elementary event / activity 3. MS Assistant Principal - Non-athletic middle school event / activity 4. HS Assistant Principal - Non-athletic high school event / activity <ul style="list-style-type: none"> • If denied, the requester is notified. • If a staff monitor is available and the request is approved, continue to Step 4. 	<p><input type="checkbox"/> Step 3: If space is available, the FC seeks approval from one of the following program approvers:</p> <ol style="list-style-type: none"> 1. Athletic Director or A&A Assistant - Athletic event / activity for secondary students 2. ES Assistant Principal - Elementary event / activity 3. MS Assistant Principal - Non-athletic middle school event / activity 4. HS Assistant Principal - Non-athletic high school event / activity <ul style="list-style-type: none"> • If denied, the requester is notified. • If the request is approved, continue to Step 4.
<p><input type="checkbox"/> Step 4: If one of the program leaders has approved the request and the event would happen on a non-student contact day, the FC seeks approval from the Facilities Director. (Evening events on school days do not require this approval and in those cases, skip ahead to step 5.)</p> <ul style="list-style-type: none"> • If denied, the requester is notified. • If approved, continue to Step 5. 	<p><input type="checkbox"/> Step 4: If one of the program leaders has approved the request and the event would happen on a non-student contact day, the FC seeks approval from the Facilities Director. (Evening events on school days do not require this approval and in those cases, skip ahead to step 5.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> If denied, the requester is notified. <input type="checkbox"/> If approved, continue to Step 5.
<p><input type="checkbox"/> Step 5: The FC creates and the requester signs a facility usage agreement (one time per year only).</p>	<p><input type="checkbox"/> Step 5: The FC creates and the requester signs a facility usage agreement (one time per year only).</p>
<p><input type="checkbox"/> Step 6: The FC creates a permit for the usage, which includes an invoice that covers the cost for rental.</p> <p>Note: When organizations that are</p>	<p><input type="checkbox"/> Step 6: The FC creates a permit for the usage.</p>

<p>parent/guardian-volunteer run are using the space (e.g. Destination Imagination, Battle of the Books, Scouts, etc.), participants are P2P students, and no revenue is being generated, the rental fees are waived and only the staff monitor fees must be covered by the group. If there are no registration fees for the activity, the staff monitor fee will be waived.</p>	
<p><input type="checkbox"/> Step 7: The FC sends the permit / invoice to the requester along with a link for payment. The outside organization is charged based on the fee schedule.</p>	<p><input type="checkbox"/> Step 7: N/A</p> <p>Note: When P2P staff are renting the space for a purpose outside of regular, day-to-day school programming, the net revenue of the program is split 70/30 between the staff member and the school. The staff member receives 70% of the net revenue and P2P receives 30% of net revenue, which covers the facility usage cost.</p>
<p><input type="checkbox"/> Step 8: The FC collects a certificate of insurance in which the school, Prairie View Inc., and BVSD are all listed as additional insureds. Insurance must be at least \$1m per occurrence and \$2m aggregate. The certificate must be current, so organizations that have rented in previous years will need to send an updated certificate each year.</p>	<p><input type="checkbox"/> Step 8: N/A</p> <p>Note: Staff members using the space are not required to provide insurance coverage. If the revenue for the program is received by the school and the expenses are paid by the school, it is considered a “school-sponsored program” and therefore covered under the school’s insurance policy.</p>
<p><input type="checkbox"/> Step 9: The FC adds the reservation to the facility rental tracker.</p>	<p><input type="checkbox"/> Step 9: The FC adds the reservation to the facility rental tracker.</p>
<p><input type="checkbox"/> Step 10: The Accounts Receivable (A/R) Bookkeeper records the invoice for facility usage as a receivable in Financial Edge (the school’s accounting software); all revenue is coded to General Fund: Athletics and Activities Revenue (Object Code 1800-Sport or 19xx-Activity). Course/Activity detail is important to allow revenue and expense tracking. When payment is received, the A/R Bookkeeper records it in Financial Edge. If a payment is not received, A/R Bookkeeper follows up for collection.</p>	<p><input type="checkbox"/> Step 10: The FC creates the registration sign up through RegWerks allowing families to register and pay for the course. The A/R Bookkeeper receives payments from students who are registering for the staff-run program and records those payments in Financial Edge. All revenue is coded to General Fund: Athletics and Activities Revenue (Object Code 1800-Sport or 19xx-Activity). Course/Activity detail is important to allow revenue and expense tracking.</p>

<input type="checkbox"/> Step 11: The FC adds the approved event / activity to the all staff event calendar.	<input type="checkbox"/> Step 11: The FC adds the approved event / activity to the all staff event calendar.
<input type="checkbox"/> Step 12: Activities involving Peak to Peak elementary students only The activity provider sends a roster of participating students to Assistant Principal at least 3 days before the activity starts. This ensures safe movement of students from their regular classroom to the after school activity. Any after school activities must start by 3:15pm. If they do not start at 3:15pm, the provider will need to provide supervision until the activity starts.	<input type="checkbox"/> Step 12: Activities involving Peak to Peak elementary students only The activity provider sends a roster of participating students to Assistant Principal at least 3 days before the activity starts. This ensures safe movement of students from their regular classroom to the after school activity. Any after school activities must start by 3:15pm. If they do not start at 3:15pm, the provider will need to provide supervision until the activity starts.
<input type="checkbox"/> Step 13: The FC should verify with the A/R Bookkeeper that payment has been received from the provider 2 days prior to start date to ensure payment has been received.	<input type="checkbox"/> Step 13: At the conclusion of the camp or event, the FC takes care of any payments / expenses and then calculates the net revenue of the camp or event. Once the A/R Bookkeeper validates the revenue, Athletic Director (secondary events) or Elementary Principal (elementary events) approves the calculations and payouts of expense and stipend amount.
<input type="checkbox"/> Step 14: The FC sends Nina the following: <ul style="list-style-type: none"> <input type="checkbox"/> A stipend request form that indicates stipend pay for the staff monitor. 	<input type="checkbox"/> Step 14: The FC sends Nina the following: <ul style="list-style-type: none"> <input type="checkbox"/> A stipend request form that indicates stipend pay for the staff monitor. <input type="checkbox"/> A stipend request form that indicates 70% of the net revenue that is payable to the staff member who ran the program as a stipend.