

Facility Use Policy

Effective: 5/20/2017

Capstone Classical Academy shall be available for use under conditions permitted by law, and in accordance with policy adopted by the Capstone Board of Trustees. This policy covers all functions which occur outside of regular school hours. The Director will approve all outside usage of Capstone Classical Academy.

Accordingly, he or she shall not:

1. Fail to schedule the use for all Capstone facilities, including the building and all outside grounds, outside of the following priority guidelines:

Priority I Capstone sponsored educational activities, such as theatrical performances, debate tournaments, concerts, "show what you know" events, and after school clubs.

Priority II Capstone sponsored non-educational functions, such as athletics, board meetings, and committee meetings.

Priority III 501(c)(3) organizations.

2. Fail to schedule the use of Capstone Classical Academy Facilities without first giving all Capstone Classical Academy sponsored activities and functions priority over non sponsored functions and activities. In the event of a conflict, reasonable effort will be made to find a solution. Capstone Classical Academy facilities are not permitted to be used for For-Profit reasons.

3. Fail to follow the usage guidelines for Capstone Classical Academy

A. The Director is authorized to grant the use of Capstone facilities in accordance to written policy, as well as establish the conditions of facility use including which spaces are available for use and cost of such use. The Director(s) may reject any application or rescind any agreement for use of Capstone Classical Academy facilities when the activity is not consistent with the school's charter, goals or mission. Activities that are viewed to be at risk of damaging Capstone Classical Academy or other individuals shall be rejected.

B. Users are responsible for general clean up after use. The facility is to be returned to its original arrangement and condition by the responsible party, prior to leaving Capstone Classical Academy. Equipment of Capstone Classical Academy, such as smart boards, televisions, ball, pianos, may only be used if special written permission has been obtained from the appropriate personnel.

C. The responsible party must sign in with Capstone designated On- Site Monitor upon arrival, and upon leaving the facility. All minors must be supervised at all times by an adult, with a ratio no greater than 1 adult per 15 minors. Damage sustained to the facility by the user, will be responsible for the cost of repairs incurred by Capstone Classical Academy.

- D. The above guidelines are general, and are not to be understood as all inclusive.
- 4. Fail to provide a complete usage guideline to groups upon submitting an application for facility use.
- 5. Fail to receive a written request from groups desiring to use Capstone Classical Academy facilities, preferably three or more weeks in advance of the desired usage. The written request must contain the following information:
 - A. Name of organization and address
 - B. Contact person (responsible party) and contact information
 - C. Description of the activity, including date/time
 - D. Expected number and maximum number of participants
 - E. Portion of the facility requested
 - F. Proof of 501(c)(3) status.
- 6. Fail to have a Capstone Classical Academy facilities use form filled out and on file when facility use has been approved.
- 7. Fail to create a Capstone Classical Academy facility use form. The form shall not fail to contain the conditions of use, responsibilities of user, an indemnification agreement, and insurance requirements. The form must be approved by Risk management before it may be used.

See Utah Code 53A-3-414