



Adopted: October 1, 2008

Revised: October 18, 2010

#902 FACILITY USE POLICY

I. PHILOSOPHY

The facilities of DaVinci Academy of Arts and Science shall be available for community use under conditions prescribed or permitted by law and in accordance with adopted policies, rules and regulations of the Board of Directors.

II. USAGE GUIDELINES

- A. The school administrator or designee shall be authorized to grant the use of school facilities and to establish the conditions under which they shall be used. The school administrator may reject any application or rescind any agreement for use of DaVinci Academy's facilities when the activity is inconsistent with the educational goals, school mission and/or cultural interest of the school community or local community, or when the activity is likely to damage school facilities or endanger individuals.
- B. There will be no gambling, or use of alcoholic beverages, chemical substances, weapons, or tobacco in the building or on school grounds.
- C. Disorderliness, profanity, or abusive language is prohibited.
- D. Users of school facilities may be required to provide evidence of liability insurance coverage.
- E. Applicants granted use of school facilities are responsible for all damages. The "responsible party" listed on the Facility Use Agreement Form accepts full responsibility for reporting any and all damages and reimbursing the school for all costs associated with remediation.
- F. The Board of Directors shall establish fees for the use of school facilities. Payment of fees is required in advance of the activity.
- G. The use of the facilities is limited to the area or areas selected on the Facility Use Agreement Form, which must be completed in full.

- H. If fees are not paid prior to the scheduled event, use of the facilities will be terminated.
- I. Users are responsible for clean up after use (i.e. wiping down tables, cleaning up spills, re-stacking chairs, moving furniture and equipment back, etc.) The facility is to be returned to its original setup and condition unless otherwise arranged.
- J. Group leaders/responsible parties must become aware of emergency exits, fire extinguishers and other first aid materials or equipment prior to the scheduled activity. 911 should be called in the case of an emergency. Any emergency should also be immediately reported to the Site Monitor (if onsite) or to the person granting approval.
- K. All children/students (17 and under) must be closely supervised by adults at all times. At no time shall children be running or roaming the halls and other areas not approved in the Facility Use Agreement Form.
- L. DaVinci Academy equipment, including sports equipment, electronics, televisions, instructional and non-instructional supplies may only be used if special arrangements have been made with the appropriate personnel. (See Facility Use Agreement Form)
- M. The “responsible party” on the Facility Use Agreement Form must be present during use and is responsible for ensuring that all participants abide by the rules and exit promptly at the predetermined ending time. If another person will be responsible, they must be listed on the agreement.
- N. Any brochures or publications advertising the use of the building should:
- a. position the sponsor’s name on the front cover
 - b. use larger font for the sponsor rather than for the location at DaVinci Academy of Arts and Science
 - c. Include in legible type “This activity is not sponsored by DaVinci Academy of Arts and Science, a nonsectarian public school.”
- O. Cancellations
- School cancellations will not occur with less than 4 days notice unless for power outages, safety concerns, inclement weather or building emergencies. DaVinci Academy is not responsible for direct or incidental losses due to cancellations.
 - Cancellation by the User with less than 4 days notice will be charged a \$25 cancellation fee.
 - Cancellation by the User with 4 or more days notice will not be charged a cancellation fee.

III. Scheduling Priorities/Classifications

Group A: DaVinci Academy sponsored activities will have priority. This includes, events and functions such as concerts, extracurricular events, school-related functions and activities, sporting events, and school board and committee meetings,

Group B: Non-profit organizations servicing primarily DaVinci Academy students. This includes groups such as 4-H, youth athletic organizations, Girl Scouts, Boy Scouts, Booster Clubs etc.

Group C: All other non-profit organizations (excluding those in Group D), civic and religious organizations.

Group D: Non-profit organizations charging fees or generating revenue, for-profit or commercial groups.

IV. USAGE FEES

A. Facility Usage Rates: All rates listed are hourly rates. DaVinci Academy reserves the right to re-negotiate the fees listed below based on the size and scope of the event.

Facility	C	D	Other
Gym/Cafeteria/Stage	\$20	\$30	
Kitchen	\$30	\$40	
Classroom/Conference Room	\$10	\$20	
Media Center	\$40	\$60	
Other:			
Other:			

B. Personnel Rates: Groups using DaVinci Academy facilities may be responsible for additional staff charges resulting from their use (if the facility rental does not adequately cover the expense).

Personnel	Rate
Custodial	\$21
Kitchen Staff	\$16
Building Security	\$15
Theater/Sound Technician	\$15

C. Damage Deposit: A \$100 damage deposit is required at the time of booking for all Group C & D Users. This damage deposit will only be returned after a school administrator or designee has determined the site is left clean and in the original condition, without damage to the facility or property, but within one week of event if site deemed left in original condition.

D. Other Fees: DaVinci Academy reserves the right to charge additional fees as deemed necessary.