

**COLOGNE ACADEMY**  
**MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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## **902 Space Use Policy**

### **PURPOSE**

Cologne Academy recognizes that school facilities represent a valuable asset for the development and enrichment of both school and community life. Cooperation is pledged by the School Board in the promotion of activities that appear to be in the best interest of the school district and community. As there are expenses involved in the use of facilities, procedures have been established to allow use of the facilities and to assess charges for these expenses in a fair and consistent manner.

### **USE PRIORITY**

All groups or individuals wishing to use school facilities outside the school day are required to apply for such use and meet all requirements of facility usage. Use of school district facilities is assigned in the following priority:

*1st Priority* Regular school district curricular activities and programs.

*2nd Priority* School district extra-curricular activities and events.

*3rd Priority* School district Community Services programs and activities (PAVE, etc).

*4th Priority* Community and other nonschool use with approved facility use permit from Cologne Academy administration based on classifications set forth in this policy.

Outdoor facilities are open to the public at no charge on a first-come, first served basis when not occupied by school district programs. Groups that use the outdoor facilities may be assessed a custodial fee for cleanup of trash and garbage and any other unforeseen costs due to the use.

### **Classifications**

#### **Class I School District Usage**

- Regular school district curricular activities and programs.
- School district extra-curricular activities and events.
- School district Community Services programs and activities.
  1. No usage or service fees charged.
  2. Activity must be scheduled on facility use calendar.

#### **Class II Public Activities; Not-for-Profit Community Organizations**

- Meetings and events (i.e. public hearings, elections) of tax-supported entities such as city, township, county and state governments as defined by State Statute.
- Non-profit youth groups (i.e. 4-H clubs, scouts, athletic organizations).
- Board, staff, and families of Cologne Academy
- Extension classes from local colleges.
- Charitable group meetings.
- Organized community services.
- Citizen and civic groups (i.e. Rotary, Lions, VFW, American Legion, Chamber of Commerce).
- Political party meetings and conventions.
- Religious and church organizations.
- Private schools.
  1. Usage fee charged for each space used per day.
  2. May be charged service fees (i.e. custodial, or other school district personnel) depending on schedule and event needs
  3. Proof of liability insurance.
  4. \$15 application fee.

### **Class III Local for-Profit Enterprises; Non-Local Non-Profit Groups**

- Business and commercial organizations within school district boundaries
  - Non-profit organizations not within school district boundaries.
1. Usage fee charged for each hour of use.
  2. May be charged service fees (i.e. custodial or other school district personnel) depending on schedule and needs.
  3. Proof of Liability insurance.
  4. \$15 application fee.

### **Class IV Non-Local for-Profit Enterprises**

- Business and commercial organizations out of school district boundaries.
1. Usage fee charged for each hour of use.
  2. May be charged service fees (i.e. custodial or other school district personnel) depending on schedule and needs.
  3. Proof of Liability insurance.
  4. \$15 application fee.

## **REGULATIONS**

1. The school district reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.
2. Authorization for use of school district facilities shall not be considered an endorsement or sponsorship by the school district of the activity.
3. Permit holder use shall not interfere with any major maintenance, construction or alteration projects.
4. Responsibility for injury to persons or damage to school property, including equipment, must be assumed by the organization/individual(s) making the application.
5. Evidence of insurance is required of applicants requesting use of school district facilities. Based on consultation with the school district's insurance carrier, the school's administration may waive requirement of liability insurance for small sponsoring groups.
6. Groups using school district facilities will be required to provide responsible adult supervision of their activities.
7. Alcohol or illegal chemical substances in any form are prohibited on school premises without express permission of the Board of Education.
8. School district buildings and vehicles are tobacco free. Smoking or use of tobacco products is prohibited in all school district buildings.
9. Weapons and firearms in any form are not allowed on school district property except with prior authorization for instructional programs and/or law enforcement personnel.
10. The School Board will annually review usage and service fees for maintenance, operations, and staffing of facilities.
11. Facility usage fees will be charged based on classification of the user.
12. The school district will comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination in the use of its facilities.
13. All facility use requests must be accompanied by a \$15.00 non-refundable application fee.
14. All requests for facility use should be made at least two weeks in advance of the event.
15. Any requests for facility use not covered by this policy shall be referred to the School's administrator.

**If unforeseen circumstances arise that necessitate rescheduling the use of school facilities, the school district may cancel a facility use agreement. If a facility use agreement is canceled, the school district will refund the facility use usage fee paid to the school district. The school district is not responsible for expenses incurred to any group or individual due to cancellation or scheduling change.**

Hourly Usage Fee				
	Class I	Class II	Class III	Class IV
Lunchroom Space				
Application fee (per use)		\$15	\$15	\$15
Energy fee/admin fee	\$0	\$25/day	\$50/ day	\$60/day

**APPLICATION FOR USAGE OF COLOGNE ACADEMY/ FACILITY USE AGREEMENT**

Applicant/Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Organization/party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time of Use: From: \_\_\_\_\_.

Purpose of Use: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

**I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED POLICY. I UNDERSTAND THAT COLOGNE ACADEMY MAY CANCEL ANY RESERVED MEETING OR EVENT.**

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**Name of organization, group or individual**

\_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

**Signature**

\_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

**Signature**