

**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 Cologne Academy's facilities is assigned in the following priority:

*1st Priority* Cologne Academy's regular curricular activities and programs.

*2nd Priority* Cologne Academy's extra-curricular activities and events.

*3rd Priority* Cologne Academy's 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 Cologne Academy 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 Cologne Academy Usage**

- Regular Cologne Academy curricular activities and programs.
- Cologne Academy extra-curricular activities and events.
- Cologne Academy 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, and 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. \$20 application fee.

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

- Business and commercial organizations
  - Non-profit organizations
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. \$20 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. \$20 application fee.

## **REGULATIONS**

Mutual consideration is necessary to continue providing access to facilities. Certain rules and regulations exist to protect property owned by Cologne Academy and to ensure safety to users.

The following rules are to be adhered to when using district facilities.

1. When school is cancelled due to inclement weather or physical problems, all activities during the day, immediately after school, or in the evening are cancelled. Refer to WCCO radio or the district website [www.cologneacademy.org](http://www.cologneacademy.org) for school closing announcements.
2. Use of Cologne Academy facilities on holidays or holiday weekends is permitted only when supervisory staff is available. A three hour minimum is required on holidays.
3. School district facilities must be supervised by an appropriate adult Cologne Academy employee. Keys will only be issued to school district employees by the building administrator or approved supervisors by Cologne Academy. Charges for facility use on weekends, vacation periods, and overtime hours may be assessed.
4. Use of Cologne Academy equipment must be applied for at the same time the facility use application is placed.
5. Payment for use of facilities, equipment, and Cologne Academy personnel fees are due 10 days after receipt of the billing statement.
6. Any equipment or decorations brought into a facility by a group must be approved by Cologne Academy. Equipment and decorations should be removed directly following an activity.
7. Helium balloons and open flames are prohibited.
8. Applicant is responsible for supervision of their activity. Adult supervisors are required to remain with the group at all times and until all participants have left the premises. Adult supervisors are responsible for the group's conduct and compliance with all rules.
9. Applicants must supply any special supervision required (e.g., police protection).
10. Cologne Academy policies, local and state ordinances, laws, and fire codes pertaining to the use of public facilities must be observed. Copies of all school policies are available at the District office. Policies include, but are not limited to, the following:
  - a. Gambling and drinking/possession of intoxicants or dangerous, harmful, or illicit drugs on school grounds is prohibited.
  - b. Cologne Academy is Tobacco Free. Use of tobacco products is prohibited on district property including buildings and grounds.
  - c. District policy prohibits all forms of sexual harassment and violence.
  - d. If a fire alarm sounds in any area of a building, the entire building must be evacuated.
  - e. No parking in fire lanes is allowed. Access for emergency vehicles must be maintained at each facility.
  - f. Firearms and weapons of any kind are prohibited.
11. The applicant is liable for personal injury and property damage.
12. Groups must furnish their own first aid kits.
13. All users must return the rooms they use to original order. This includes moving chairs, tables, AV equipment, and putting refuse in trash receptacles. Additional custodial costs for special set-ups or clean up necessary to prepare the facility for the regular school program will be assessed.
14. Classroom materials and information on bulletin boards, white boards, or blackboards must not be disturbed or erased. Classroom supplies will not be used.

15. Food and refreshments must be consumed in appropriate areas, which does not include gymnasiums, auditoriums, computer rooms, and other special use rooms.
16. Non-marking, soft-soled shoes must be worn for athletic activities in gymnasiums.
17. All facilities shall be vacated within the scheduled time of usage or appropriate staffing charges will be assessed.
18. Facilities use permits issued by Cologne Academy may be canceled if there is just cause. An attempt will be made to find an alternative space for the user group.
19. All gym and lobby lights must be turned off when leaving. Failure to do so will result in \$30 energy surcharge.
20. Follow checklist upon entering and leaving facility.

1. Cologne Academy reserves the right to grant or deny permission for use of facilities in accordance with Federal Equal Access Laws.
2. Authorization for use of Cologne Academy 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 Cologne Academy 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 \$20.00 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 |
| <b>Lunchroom Space</b>    |         |            |           |          |
| Application fee (per use) |         | \$20       | \$20      | \$20     |
| Energy fee/admin fee      | \$0     | \$15/hr    | \$20/hr   | \$25/hr  |
| <b>Gymnasium/Lobby</b>    |         |            |           |          |
| Energy fee/admin fee      | \$0     | \$22.50/hr | \$30/hr   | \$40/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**