

Early Light Academy Facilities Usage Policy

1.0 Use of School Facilities

1.1 Primary Use of School Facilities

The primary use shall be for the educational program of Early Light Academy (“ELA”). All other uses shall be secondary and shall not interfere with the school program or purpose. To the extent any portion of this policy is in conflict with any other agreement to which ELA is a party, this policy shall be null and void. In addition, ELA may, in their sole discretion, for any reason or no reason, deny use of the School Facilities. As such, this Facilities Usage Policy is not legally binding on ELA to any extent.

1.2 Secondary Use of School Property and Facilities – School property and facilities may be used for other purposes as set forth below.

1.2.1 ELA Sponsored Programs, Activities, Meetings, and PTO Use

School property and facilities may be used by the ELA Parent Teacher Organization, teachers, students, administration, and other authorized persons for school-sponsored programs and activities.

1.2.2 Community Use

School property and facilities may be used for Community Use, which applies to citizens, youth groups, public agencies, senior citizens organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities.

1.2.3 Charitable or Non-Profit Use

School property and facilities may be used for Charitable and Non-Profit Use, which applies to organizations that have tax-exempt status under 501c3.

1.2.4 Commercial Use

Commercial use applies to organizations or individuals whose motive is to make a profit.



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Facilities may be used for commercial purposes in accordance with regulations as long as such use is of a general interest to the public and not primarily directed toward selling products, services or entertainment to the students or employees of the facility.

1.2.5 Other Uses and Limitations

School facilities may be made available to public agencies for polling places and mass care shelters during disasters or emergencies affecting public health and welfare.

School property and equipment shall not be loaned or taken from the school for non-school affairs.

School facilities will be available for secondary use only at times other than normal school hours, except for approved school-supported events and when used as polling places.

2.0 Application and approval for use of school facilities

2.1 Procedures

2.2.1 An application for use of school facilities shall be submitted for all uses other than school-related purposes, and at least 5 days in advance of the requested date. Exceptions may be granted with administrative approval.

2.2.2 The application must be signed by an adult of 21 years of age or older. The signatory is responsible for all aspects of use as outlined in the policy and regulations.

2.2.3 The Director shall review an application and determine classification of use, personnel requirements, fees and any additional costs for the activity, and ensure compliance with policy.

2.2.4 The Director may refuse the use of school facilities when the application is incomplete or non-compliant, or the use conflicts with another scheduled event, or the use is otherwise inadvisable.

2.2.5 The school shall collect any applicable rental fees in advance.

3.0 Rental Fees and Costs

The Rental Fee Schedules shall be established by the Board of Trustees.



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3.1 Determination of Fees

- 3.1.1 The Director shall initially determine fees and costs upon examination of the classification of the use, equipment and provisions needed, personnel needed, and usage time.
- 3.1.2 Fees are subject to adjustment based on the actual rental time, personnel and services used, and/or excessive mess or damage.

3.2 Classification for Rental Fees

3.2.1 No Cost

Groups, events and activities that are organized under the direction of Early Light Academy are not considered lessees and are not subject to rental fees or costs.

Government agencies, community groups or citizens, associations and non-profit organizations may also qualify for this classification if they are serving the public interest and/or convening for educational, general character building, and/or charitable purposes, and the school does not incur any Actual Cost, as defined below, in connection with the meeting or activity. All meetings qualifying under these provisions must also be non-exclusive, open to the public, and free of charge. The organizers of meetings or activities that require facilities or services above the normal provisions or scheduled duty must pay the Actual Cost, as defined below.

3.2.2 Actual Cost

Actual Cost means the charge for facility use will not exceed the actual cost incurred for the use and operation of the facility. Actual Cost shall apply to organizations or individuals that require facilities or services above normal provisions, charge admission fees, solicit contributions, or charge for services or products, the net proceeds of which are expended for the benefit of the community in general, or the benefit of the school, or for other charitable purposes.

3.2.3 Commercial Rates

Commercial rates shall apply to those organizations or individuals that charge admission fees, or charge for services and/or products, for the purpose of making private or corporate profit and which proceeds are spent for other than charitable or welfare purposes.



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3.3 Security Deposit

At the discretion of the Director, the lessee may be charged a refundable security deposit of up to \$500.00.

3.3.1 Following the rental period, the Director or supervisory personnel shall inspect the facilities for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit, and the remaining amount shall be refunded to the lessee in the form of a check. Should there be no extra charges assessed, the full amount shall be refunded. The Director will determine whether the full deposit should be refunded.

3.4 Additional Costs

The following items are not included in the basic rental fee schedule as normal provisions and may be subject to additional fees and/or security deposit:

3.4.1 Personnel

Additional on-duty personnel may be required, depending upon the nature and size of the activity or event. The Director is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy. Guidelines for determining necessary personnel are as follows:

3.4.1.1 At least one staff member is required to be on duty during the entire duration of the facility usage. If time and services are required beyond those as scheduled to be performed by the staff at the facility, or an on-duty staff member is pulled away excessively from his/her regularly assigned duties, additional costs may be charged to the lessee.

3.4.2 Loss, Damage or Excessive Mess

Charges may be assessed for the actual replacement, repair, or clean up cost for any loss, damage, or condition resulting from any activity above normal wear and tear.

3.5 Collection of Fees

3.5.1 Building fees and related costs must be paid before the date of



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rental.

- 3.5.2 Additional costs assessed will be collected at the conclusion of the rental period or deducted from the security deposit (if applicable).

4.0 Regulations for Use

4.1 Supervision

- 4.1.1 In addition to the building supervision provided by the school, the lessee must provide two or more adult supervisors to remain on the premises during the entire rental period to maintain order and prevent damage or loss of school property. The School is not responsible for crowd control or any criminal activity that takes place during the rental period.

4.2 Liability Coverage

- 4.2.1 All events and activities held at the school must have appropriate liability and damage coverage.
- 4.2.2 Early Light Academy assumes no liability for personal injury or property damage on behalf of the lessee. The lessee is required to provide a Certificate of Insurance for liability and property damage in an amount not less than \$1,000,000.00 per occurrence. The certificate must provide appropriate coverage for the activity, and name Early Light Academy as the additional insured.

4.3 Other Regulations for Use

- 4.3.1 No storage is available, and belongings owned by individuals or organizations must be removed after each use.
- 4.3.2 The possession or use of alcohol, tobacco or narcotics shall not be permitted within the school facility or grounds. Profane language, quarrelling, fighting, lewd conduct, and gambling are also prohibited activities. Violation of these rules may result in the forfeiting of all deposits (if applicable).
- 4.3.3 No open fires or flames (candles) shall be permitted without proper authorization.



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- 4.3.4 The facilities must be left clean and in the same condition as the user found them. The school reserves the right to assess clean-up charges.
- 4.3.5 Persons or organizations using school facilities may not remove or displace furniture or fixtures, including lights, thermostats, etc. except under the direct supervision of the school.
- 4.3.6 Food is permitted only in designated areas as approved by administration.

Mia Prazen - ELA Board President

Date