



BOARD POLICY ON SCHOOL FACILITIES USE

1. Purpose:

This policy sets forth the limitations, requirements, and guidelines for third-party use of the John Adams Academies, Inc. ("JAA") school facilities. By enacting this policy, JAA does not intend to create a public forum in its facilities, but to further the academic mission and vision of the JAA.

2. Permitted Use:

The Governing Board of JAA approves of making its academy facilities, as provided in this policy, reasonably available to:

- a. organizations or groups directly related to programs and operations, which are supported by, sponsored by, or affiliated with JAA;
- b. organizations or groups providing board-approved enrichment programing pursuant to the JAA board Policy on Before/ After School Programs and Supervision of Scholars (such as child care or day care programs, etc.);
- c. veterans' organizations for ceremonial, patriotic celebration, or related board-approved educational assembly purposes; and
- d. organizations or groups whose academic purposes directly align with the academic mission and vision of JAA.

Use authorized by this policy shall be solely for meetings and activities, which are compatible with the mission and vision of JAA, and the operation of, and the safe, quiet and secure conduct of, a public charter school.

3. Prohibitions and Restrictions:

All permitted uses of the facilities (1) shall not interfere with the academy's operations, including related and incidental uses, and mission, vision and goals for scholar learning, and (2) shall not pose a health and safety risk to persons or property.

Organizations, associations, entities, or other groups using the school facilities shall not do or permit the following:

- a. Use or possess alcoholic beverages, use or possess illegal drugs, use or smoke legal substances (i.e., tobacco or marijuana);
- b. Engage in loud, noisy, obscene, illegal, or obnoxious behavior;
- c. Engage in political activities;
- d. Modify, alter, or damage school property; or
- e. Affix any materials to academy property with nails, tacks, screws, epoxy, or other destructive adhesive or appliance.

4. Priority of Use:

The operational and educational needs of JAA shall take precedence over all other uses of the academy facilities. Scheduled use of academy facilities under this policy is subject to cancellation at the discretion of JAA. JAA shall endeavor to provide as much notice as possible of any cancellation and, in the event of cancellation, shall return any fees paid to reserve use of a school facility.

In the event multiple applications are submitted requesting the same date and time for use of an academy facility, the following priority of use shall apply:

- a. JAA Operated Charter Schools
- b. JAA and Affiliated Organizations
- c. JAA Affiliated Parent or Teacher Organizations
- d. Organizations providing JAA Board-Approved Enrichment Programming
- e. Other organizations listed in section II above.

5. Access & Use of Facilities:

The academy facilities available for public use in accordance with this policy are those facilities appropriate for group assembly and use, including, but not limited to, the conference room, multi-purpose room (MPR), and the multi-purpose building. An academy staff or faculty member or other authorized personnel will open and close the academy facilities at the requested and approved times and may attend the meeting or activity, as the charter school deems appropriate.

Unless otherwise specifically approved, public use of academy facilities is permitted when the academy is not in session or the academy facilities are not otherwise being used for academy related events and activities. The general hours the academy facilities shall be made available for public use are weekdays between 3:30 p.m. and 9:00 p.m. and weekends between 8:00 a.m. to 9:00 p.m. In the event the academy requires use of its facilities during these times, the academy facilities shall not be available for public use.

JAA is solely responsible for providing access to and use of its academy facilities as provided in this policy. Unless prior written approval of JAA is provided and obtained, JAA shall not provide supplies, equipment, sustenance, furniture, setup or breakdown services, or other related services.

Any organization, association, entity, or other group that utilizes the academy facilities shall leave the academy facilities in the same condition as it received the academy facilities and agrees to comply with the following:

- a. No signage or placards are allowed on the academy facilities without prior approval from JAA.
- b. Halls, entrances, elevators, and stairways shall not be obstructed or used for any purpose other than ingress and egress.
- c. No furniture, freight, or equipment shall be brought to an academy facility without prior notice and written approval by JAA.
- d. No self-provided food services are permitted without prior written approval from JAA.
- e. Animals, other than those need by disabled persons, are not permitted on any academy facility.

6. Damage to Facilities & Liability:

If any organization, association, entity, or other group using the academy facilities causes any damage or destruction to the academy facilities or property, JAA may charge the public agency, organization, association, or other group the amount necessary to repair, clean, or replace the academy facilities. JAA may additionally deny the public agency, organization, association, entity, or other group further use of the academy facilities.

Any organization, association, entity, or other group using JAA school facilities under this policy shall agree to be liable for any personal injury, property damage, or liabilities arising out of the conduct of the meeting or activity or the conduct of the participants.

JAA may require a public agency, organization, association, entity, or other group to provide proof of liability, property, or other applicable insurance if JAA, in its sole discretion, believes the proposed activity poses significant risks to JAA, its charters schools, or its scholars. Proof of liability and property insurance is required if the meeting or activity is expected to exceed 100 persons.

7. Facility Fees:

In the event of a meeting or activity where an admission fee is charged or contributions are solicited and the net receipts are not expended for the welfare of the scholars of a

John Adams Academy Charter School or for charitable purposes, the organization or group shall include with submission of the Application and Facilities Use Agreement a fee for the fair rental value of the school facility in accordance with the following rates:

| Room Type | Weekday Hourly Rate | Weekend Hourly Rate |
|--------------------------|----------------------------|----------------------------|
| Conference Room | \$35/hour | \$45/hour |
| Multi-purpose Room (MPR) | \$50/hour | \$60/hour |
| Multi-purpose building | \$175/hour | \$225/hour |
| Standard Classroom | \$35/hour | \$45/hour |
| Art/Science Classroom | \$45/hour | \$55/hour |
| Music/Drama Classroom | \$45/hour | \$55/hour |
| Library | \$45/hour | \$55/hour |
| Staff Lounge | \$35/hour | \$45/hour |
| Parking Lot | \$15/hour | \$25/hour |
| Commons/ Amphitheater | \$50/hour | \$60/hour |
| Athletic Field | \$525/day | \$600/day |

Should the meeting or activity exceed the hours requested, the user shall be charged for the additional time used in hourly increments. Should a meeting or activity end earlier than requested, the user shall not be entitled to a refund of fees paid. JAA reserves the right to adjust the rental rates charged based on the circumstances or nature of the request.

No facilities fee shall be charged for JAA affiliated organizations or JAA affiliated parent or teacher organizations, whose activities are deemed by JAA to be beneficial to its scholars or charter schools. If these groups plan to use JAA school facilities for fundraising activities that do not benefit JAA Charter School scholars or school activities, JAA may, in its discretion, require a fee for the direct costs for the use of the academy facilities (i.e., costs for maintenance, cleaning, etc.) in the amount of \$25 to 150.00 / hour (direct costs to be determined based by the executive director or designee).

At the discretion of the executive director or headmaster, all other public agencies, organizations, associations, entities, or groups, including religious organizations or groups, using the academy facilities for not-for-profit or charitable purposes may rent the facilities at the discounted rate of 30-50%. The not-for-profit request shall be submitted at the time of the application

In the event an organization, association, entity, or group cancels its reservation for use of the academy facilities, all submitted fees shall be refunded.

8. Applications

Any organization, association, entity, or other group seeking to use the school facilities in accordance with this policy shall submit a completed Application and Facilities Use Agreement to the Director of Business Services. The Application and Facilities Use Agreement is attached to this policy as Exhibit A. The Application and Facilities Use Agreement must be submitted at least 2 weeks prior to the requested date for use of the school facilities. The Application and Facilities Use Agreement must be complete and include any required fees or proof of insurance.

Headmaster shall provide the applicant with notice of the approval or denial of the Application, or request additional information, within a reasonable amount of time. Approved Applications and Facilities Use Agreements are nontransferable. As a courtesy to other organizations that may desire to use the academy facilities, the Governing Board requests any notice of cancelation be provided to the Headmaster as soon as possible.

JAA may deny any application for use of its school facilities for any of the following reasons:

- a. The space requested is not available.
- b. The applicant is not among those described in Section II of this policy.
- c. The applicant has not fully complied with this policy, or the applicant has previously failed to comply with this policy.
- d. The use proposed will disrupt student education or normal charter school operations or is otherwise incompatible or prohibited under this policy.
- e. The applicant has not provided the required or requested proof of insurance.
- f. The activities of the applicant do not align with the mission and vision or 10 Core Values of the Academy.

If an application is denied, the applicant may appeal the denial to the Executive Director.

For application, please send request to:
info@johnadamsacademy.org