

Great Oaks Academy

Use of Facilities Policy No. 808

I. Purpose

The purpose of this policy is to provide the parameters for the responsible use of Great Oaks Academy's facility by individuals or groups.

II. General Statement of Policy

- A. The Executive Director or his/her designee of Great Oaks Academy has been designated by the Board of Directors to manage the use of school facilities during non-school hours.
- B. Great Oaks Academy's facility is generally available after the school day, all day on Saturdays and Sundays, and all day during the summer when not in use by summer school. Use of the facility during these times may result in groups being assessed a supervisory or custodial fee.
- C. The use of Great Oaks Academy's facility is limited to accredited educational institutions. The Board of Directors reserves the final right to deny the use of the facility when activities are deemed contrary to the purpose of Great Oaks Academy.
- D. Activities sponsored by Great Oaks Academy have first priority.
- E. Community use of the facility under this policy does not imply Great Oaks Academy's sponsorship, endorsement, or approval of the activity, groups, or organizations, nor the purposes they may represent.
- F. This policy may be amended on an individual basis, as needed, by the Executive Director and/or the Board of Directors.

III. Definitions

- A. Facility means the property being leased by Great Oaks Academy at 115 Elm St. Farmington, Minnesota, and being scheduled for use by an individual or community group.
- B. Facility user means the group or individual scheduling Great Oaks Academy's facility.
- C. Application means the form completed by the Executive Director and signed by the user of the facility. The application includes type of activity, facility requested, facility fee, custodial/supervisory charges, and/or special charges, and the equipment requested for the event.
- D. For profit refers to groups or individuals whose revenue exceeds expenses.
- E. Non-profit refers to groups or individuals whose main purpose is to meet expenses but not make excess revenue over expenses, or if revenue is in excess, it is used for the good of the community.

IV. Fair Opportunity Criteria

Consideration for use of facilities is provided equally to all.

V. Procedures

- A. A Facility Usage Fee is of fair market value and can be discussed with the Great Oaks Academy's Executive Director or designee. It is reviewed periodically and adopted by the Board of Directors.
- B. Every organization using Great Oaks Academy's facility must complete a Facility Usage Application. The responsible party must sign the application.
- C. Liability and Insurance
 - 1. The applicant and/or organization agrees to assume all responsibility for damage or liability and further agrees to hold harmless Great Oaks Academy from any expense occurring as a result of the use of the facility and/or equipment under the agreement.
 - 2. Certificates of Insurance or an endorsement of liability are required in the amount of \$1 million aggregate/\$1 million per occurrence.
 - 3. The Certificate of Insurance or endorsement must name Great Oaks Academy as an additional insured and be submitted to Great Oaks Academy's Executive Director or designee before facility usage can occur.
- D. All groups and individuals are expected to leave the facility in the condition in which it was found prior to the event, otherwise a custodial fee will be charged (The Facility Usage Fee is of fair market value).
- E. A supervisory fee will be charged, when necessary, to let groups and individuals into the school building (The Facility Usage Fee of fair market value).
- F. Miscellaneous Facility Usage Information
 - 1. 1. Great Oaks Academy teachers who use Great Oaks Academy's facility to teach students in their respective curricular area (eg. tutoring, music lessons, etc.) for the said purpose of improving academic excellence will not be charged a facility usage fee. Said personnel are required to register with the Executive Director or designee for scheduling purposes.
 - 2. Charges are payable in advance.
 - 3. Custodial and supervisory fees will be billed after the event.
 - 4. All groups and/or individuals using Great Oaks Academy's facility must sign in upon entering the facility and sign out upon leaving the facility.

Legal References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non Curricular Purposes)

Cross References:

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)
Application for Use of Facilities Form
Facility Usage Fee is of fair market value

Adopted: 3/20/2023

Revised: