

Jubilee Academic Center, Inc.

NON-SCHOOL USE OF SCHOOL FACILITIES

SCOPE OF USE

The School shall permit non-school use of designated facilities by certain organizations in accordance with this policy. Non-school use will be permitted only when the use does not conflict with school use, state or federal law, with this policy, with existing lease or contractual obligations of Jubilee Academic Center, Inc. or with bond and financing covenants. The School shall not permit individuals or for-profit organizations to use its facilities for financial gain. No meeting or activity shall be permitted in a school building or on school grounds that is contrary to the purpose of the public school. School facilities shall not be available for use by individuals or groups for political advertising, lobbying, campaign communications, or electioneering, as those terms are used in state and federal law.

Priorities for scheduling the use of school facilities shall be as follows:

1. The regularly scheduled educational program, including instructional activities; meetings, practices, and performances of school-sponsored groups; and staff meetings related to official school business.
2. Meetings and other activities of school-support groups organized for the sole purpose of supporting the schools or school-sponsored activities.
3. Meetings and other activities of groups made up primarily of or providing services to school-aged children.
4. Meetings and activities of other nonprofit organizations and groups on a first-come, first-served basis.
5. Meetings and activities of other organizations and groups on a first-come, first-served basis and only as space is available as determined by the School.

APPROVAL OF USE

1. Application submitted by requestor.
2. Review/Approval of campus administrator.
3. Review/Approval of the CEO or designee.
4. Contract executed by the CEO or designee with notification to appropriate staff members and requestor.

USE AGREEMENT

Any organization or individual approved for non-school use of School facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the School is not liable for any personal injury or damages to personal property related to the non-school use. Any organization must be in good standing with the State of Texas and maintain adequate insurance with documentation acceptable to the School.

Approved March 2, 2017

REQUIRED CONDUCT

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, firearms, and the use of tobacco products on school property.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.
4. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the School for the cost of any such repairs.
5. Comply with directives of the School and with the terms of any use agreement.

FEES FOR USE

Non-school users shall be charged a fee for the use of designated facilities. The CEO or designee may establish, maintain, or change a schedule of fees based on the cost of the physical operation and the location of the facilities. All fees must be paid prior to the event. Failure to remit fees may result in future denials of applications for use.

Campus	Hourly Fee Rates	Category I		Category II		Category III	
		Direct School Support		Youth and Nonprofit Organizations		For Profit Commercial	
		School Day	Weekend Holiday	School Day	Weekend Holiday	School Day	Weekend Holiday
All Sites	Classroom Usage Common Areas (gyms, library, cafeteria, etc.) Football Field Baseball/Softball Fields	No Charge	\$50 \$25	\$25 \$25	\$75 \$100 \$50 \$25	Not Available For Use	Not Available For Use

Note: If additional staff is required, additional fees may be applicable as shown below.

Administrator/Facility Supervisor: \$30/hr.

Custodial/Maintenance: \$20/hr.

Security: \$30/hr.

Computer Lab Technician: \$30/hr.

Other: To be determined at time of rental

NON-SCHOOL USER CATEGORIES

Category I: Direct School Support Organizations – Parent-Teacher Organizations, School Education Foundation, Booster Clubs, etc.

Category II: Youth and Nonprofit Organizations – Boy Scouts, Girl Scouts, Camp Fire Girls, Boys & Girls Club, YMCA, YWCA, Volunteer Fire Departments, Churches, Homeowners’ Associations, 501(c) entities, etc.

Category III: For Profit, Commercial Organizations – Businesses, Corporations, etc.