

# POLICY: COMMUNITY USE OF SCHOOL FACILITIES

J PAUL TAYLOR ACADEMY

[www.jpaultayloracademy.org](http://www.jpaultayloracademy.org)

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## I. PURPOSE

This policy sets forth rules for use of the J. Paul Taylor Academy (JPTA) Facility.

## II. CATEGORY OF USE

Only the following groups and individuals wishing to use the school facility will be considered:

- A. Category 1: JPTA educational programs - on-going school, and school activity programs.
- B. Category 2: school-related, non-profit groups - includes parent/teacher groups, school clubs, school activities, extended care services, and intersession activities. To qualify for inclusion in Category 2, a group must meet at least one of the following criteria:
  - be designated as a non-profit group with 501(c) status from the IRS;
  - be educational or recreational in nature;
  - directly benefit school-age children; OR
  - be sponsored by or otherwise affiliated with JPTA.
- C. Category 3: non-profit groups whose activities directly serve school-age children - includes, but not limited to, groups such as Scouts, Boys and Girls Clubs, Americorps, and FYI. To qualify for inclusion in Category 3, a group must:
  - be designated as a non-profit group with 501(c) status from the IRS;
  - be educational or recreational in nature; AND
  - directly benefit school-age children,
- D. Category 4: public interest non-profit groups (not school-related) whose activities do not directly serve school-age children - includes groups such as community action groups, official agencies of the federal or local governments, and recognizable charitable and civic groups whose primary function is promotion of the health, safety, education, or welfare of the community in general.
- E. Category 5: recreational, religious, political, arts-related and other non-profits; distinguished from groups from Category 4, this category refers to a group whose interest is the group itself rather than for the general public.
- F. Category 6: commercial (for profit) groups or individuals - includes groups and individuals whose purpose is direct or indirect financial gain and whose use of facilities will result in the group's or individual's direct or indirect financial gain.
- G. Charter schools and private schools: fees for the use of school facilities by all charter schools and private schools shall be determined by the Executive Director or his/her designee.

### III. UNAUTHORIZED USE

- A. Permission for use of JPTA facilities shall be denied in the following instances:
  - 1. Activities that are for purposes of a personal nature, including, but not limited to, birthday parties, weddings, private parties, etc.
  - 2. Non-locally sponsored groups except those listed in Category 4 above.
  - 3. Groups whose use of school facilities, in the judgment of the Executive Director or his or her designee, is inappropriate at a school location.
- B. JPTA reserves the right to deny the use of school facilities to any individual or group.

### IV. INITIATING A REQUEST FOR FACILITY USE

- A. An individual or representative of a requesting group should contact the Executive Director or his or her designee to determine the most appropriate priority of use category for the applicant group (see Item II. above).
- B. Use of facilities shall be requested at least 10 working days in advance of the date of the proposed use. Agreements for facility use shall not be made during one school year for the following school year.
- C. A Facilities Use Form shall be completed and returned to the Executive Director or his or her designee for all groups and individuals, except those in Category 1. The Executive Director may waive the form requirement for groups in Category 2. Non-profit groups shall provide written proof of their 501 (c) status at that time.
- D. All groups or individuals (profit and non-profit) shall provide proof of liability insurance in the form of a valid insurance company certificate of insurance to protect JPTA and any employees or representatives of JPTA who will be conducting or assisting in or participating in the group's activities in JPTA facilities in an official capacity. The certificate shall show building user liability insurance policy limits in the amount of not less than \$1 million. Certificates of insurance shall include the name of the insurance company, name and address of the insured, type of policy, period of policy, a description of the activity, and the date(s) of the activity. The certificate shall include an endorsement that names JPTA as an additional insured to the facility user's insurance policies.
- E. If the requesting group or individual wishes to serve and/or sell food on the premises, the group or individual shall include, with the completed Facility Use Form, a temporary food permit and a Nutritional Guidelines Memorandum of Understanding (MOU). Also see item IX below for more information on the use of the school kitchen.

### V. APPROVAL OF USE OF SCHOOL FACILITIES

- A. The Executive Director or his or her designee shall determine the availability of the requested facility based upon previous commitment, availability of school staff for overtime where required, priority and propriety of proposed use.
- B. After receiving, reviewing, and approving the completed Facilities Use Form, the Executive Director or his or her designee shall sign and submit the form with included payment, to the office. Copies of the approved form shall be given to the requesting group and other appropriate JPTA staff.

VII. SCHEDULE OF FEES

A. Rental fees are for basic use of the JPTA facility for periods of:

1. Up to two (2) hours;
2. Two (2) to four (4) hours; and
3. Four (4) to six (6) hours
4. Use exceeding six (6) hours will be charged at the four (4) to six (6) hour rate.

School Area	Category of Use							
	1-2	3-4	5			6		
			Hours					
			0-2	2-4	4-6	0-2	2-4	4-6
Cafeteria (not including kitchen) or Media Center (Library)	N/A	N/A	\$50	\$75	\$100	\$220	\$280	\$340
Kitchen (in addition to cafeteria fee; also requires kitchen staff fee)	N/A	N/A	\$40	\$60	\$90	\$250	\$310	\$375
Classroom	N/A	N/A	\$25	\$40	\$50	\$125	\$190	\$250
Schoolyard	N/A	N/A	\$25	\$40	\$50	\$125	\$190	\$250

B. Along with the completed Facilities Use Form and all other required paperwork, the user group shall submit payment for the full amount of the rental fee and additional personnel costs to the office at least 10 working days before the date of proposed use.

1. These additional personnel costs may be assessed as follows:

- a. Fees for custodial services:
  - i. Groups utilizing JPTA facilities before 7:00 a.m. and/or after 9:00 p.m. during regular work days (Monday-Friday) or on weekends shall be assessed a fee of \$21.00 per hour for custodial services.
  - ii. Groups utilizing JPTA facilities during the hours of 7:00 a.m.-9:00 p.m. may be assessed a fee of \$21.00 per hour for custodial services if the Executive Director or his or her designee determines that use of a specific room requires additional custodial services that go beyond the normal custodial duties.
  - iii. Groups utilizing JPTA facilities on school holidays shall be assessed a fee of \$42.00 per hour (double time) for custodial services.
- b. Fees for JPTA kitchen staff:
  - i. Groups utilizing JPTA kitchen facilities shall be assessed a fee of \$25.00 per hour for kitchen staff employees.
  - ii. Groups utilizing JPTA facilities on school holidays shall be assessed a fee of \$50.00 per hour (double time) for kitchen staff employees.

- iii. Groups utilizing the JPTA kitchen shall be required to have a JPTA kitchen employee on site during the entire event, from the time the kitchen is opened until the time the kitchen is closed.
- iv. JPTA kitchen facilities are available for use by non-school user groups only during weekday evenings during the school year. They are not available during regular school hours while school is in session.

5. The Executive Director is responsible for authorizing and reporting all contractual overtime for school personnel.

C. Fees for the use of any JPTA facility may be waived, in all or in part, by the Executive Director or his/her designee.

#### VIII. SAFEGUARDING SCHOOL PROPERTY

- A. The representative of the user group or individual who signed Facilities Use Form for the use of the JPTA facility shall be responsible for reasonable care of the facility and for proper conduct of members of the group while they are using the facility.
- B. The user group or individual will be billed for any damage resulting from improper or careless use of the facility. Any damage to the school facility may result in the user group being barred from future use of the JPTA facility.
- C. Abnormal wear and tear on the school facility may require an additional charge to the user to restore the facility to its previous condition.
- D. Use of alcohol, tobacco, and firearms is prohibited in the JPTA facility and on all JPTA property.

#### IX. USE OF THE JPTA KITCHEN

- A. The JPTA kitchen is available for school and community groups to use for special occasions, providing the groups submit a temporary food permit and Nutritional Guidelines MOU and comply with all JPTA policies and regulations. The use of the kitchen is contingent on a JPTA kitchen staff member being available.
- B. A completed Facilities Use Form must be delivered to the school at least two (2) weeks before the group wishes to use the school kitchen. Requests for use of school kitchen facilities may be denied if the requests are received less than two (2) weeks prior to the date of proposed use, due to lack of time to make necessary arrangements.
- C. JPTA kitchen staff must be on duty the entire time the kitchen is being used to ensure that food safety and sanitation regulations are followed and that all equipment is used safely and correctly. (See Item VII. B. b. above.)
- D. After its use, the school kitchen shall be cleaned by the organization using the kitchen, to the satisfaction of the JPTA kitchen staff on duty. Failure to clean the kitchen may result in additional charges to the user group and/or that group being barred from using school facilities in the future.

- E. No one under the age of 18 shall be in the school kitchen during its use by any school or community group. No one under the age of 18 may operate any of the kitchen equipment, including stoves and ovens.
- F. Unauthorized or excessive traffic in and through the school kitchen food preparation area is a violation of school policy and City of Las Cruces and State of New Mexico health regulations.
- G. The handling or "mixing up" of school food used for student meals and other foods brought from outside the school is strictly prohibited. This pertains to foods that are frozen, refrigerated or in storage in the school kitchen.
- H. No food or supplies purchased by JPTA kitchen staff shall be used by any organization.
- I. An inspection of the school kitchen by the Las Cruces office of the New Mexico Environmental Department may occur at any time before or during the event to verify that proper food safety and sanitation procedures are being followed by the user group. Any citations issued will be the sole responsibility of the user group. Violations may result in the closure of the event to the public.
- J. The user organization will be billed for any damage to school equipment or facility and/or for any missing equipment or small wares.
- K. If the user group is affiliated with the school, or is having an event in support of the school, and is selling food, the group must comply with all the New Mexico Public Education Department nutrition standards and all JPTA policies and guidelines.

## XII. SECURITY DURING EVENTS AT THE JPTA FACILITY

JPTA reserves the right to require security during a time that another organization is renting the school property. The renter will be required to pay the cost of the security for the event.

# Facilities Use Form

## J. Paul Taylor Academy

<p>This form is to be used when requesting the use of the J. Paul Taylor Academy (JPTA) facility. Ensure that all required sections are complete before submitting. Please submit to the front office at least ten (10) days prior to the date of event.</p>	
Applicant/Representative to Complete	
Date Submitted:	
Name of Organization:	
Address:	
City, State, Zip:	
Contact Person:	
Email Address:	Phone (cell):
Fax Number:	Phone (office):
Date of Use:	Room/Location:
Event Name:	
Times: Open Facility: _____ am / pm Close Facility: _____ am / pm	Event Times: Event Begin Time: _____ am / pm Event End Time: _____ am / pm
<p>This application is subject to all JPTA rules and policies, including the Community Use of School Facilities Policy. The undersigned agrees that rules shall be strictly observed and accepts full responsibility for full compliance with these rules. It is understood and agreed to by the applicant that this permit may be revoked or cancelled at any time, with or without cause, and that, in the event of such revocation or cancellation, there shall be no claim by the undersigned for right to damages or reimbursement on account of any loss, damage or expense whatsoever. The undersigned agrees to protect, indemnify and save JPTA and its Governance Council and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this application.</p>	
Representative's Signature	Representative's Printed Name
Will admission be charged or donations solicited? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you serving and/or selling food? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, attach a food permit and MOU
Will kitchen facilities be needed?    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, time needed? _____ am / pm to _____ am / pm	
For School Office/Administration Use	
Fees: \$25/hr/ea. kitchen staff _____ workers x (\$25 x _____ hr) \$21/hr/ea. custodian _____ custodians x (\$21 x _____ hr) Rental fee for facility: _____    Total fee: _____ Money order payable to J. Paul Taylor Academy	Attachments Checklist: <input type="checkbox"/> Liability Policy (mandatory) <input type="checkbox"/> Temporary Food Permit (if applicable) <input type="checkbox"/> Nutritional Guidelines MOU (if applicable) <input type="checkbox"/> 501(c) status (if applicable)

For School Administration Use:  Approved  Disapproved

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_