Facility and Grounds Use Policy

Purpose

The purpose of this policy is to protect the safety of the Snake River Montessori School (SRMS) students and the integrity of the SRMS facility and grounds.

Responsibility

The Board of Directors, the Administrative Staff

Description

This policy together with the Facility and Grounds Use Procedure will define the conditions under which the School facility and grounds may be used by both School-affiliated groups and functions and by groups not affiliated with the School.

Approval

Virginia Wright
President of the SRMS Board

Airica Staley
Secretary of the SRMS Board

Date Approved: September 19, 2012
Revised Date: July 20, 2016
Review Date: July 2020
Facility and Grounds Use Procedure

Responsibility

The Head of School is responsible for coordinating use of the facility and grounds for both groups affiliated with the school and not affiliated with the School. The following items must be completed for each non-school affiliated group prior to use of the facility:

1. Complete Facility Use Request
2. Complete and sign School Facility Use Agreement, agreeing to abide by the requirements for use of the facility and grounds and for supervision of participants.
3. Enlist an employee, SRMS parent or Board member sponsor to regulate and monitor group while at school.
4. Pay damage deposit of $100.00, to be refunded in full if no damage is incurred.
5. Collect user fees prior to beginning of use term.

Definition of Participant group

- SRMS school affiliated groups include but are not limited to: PTO, Mardi Gras committee, Board of Directors, Chimes choir and 4-H participants.
- Non school affiliated groups are groups that do not involve the school employees or children.

Terms and Conditions of Use

- The SRMS facility or grounds may not be used by non-school affiliated groups during normal hours of program operation when students are present at the school, unless exception is made for each occurrence by the school’s Board of Directors.
- Non-school affiliated groups may not use the SRMS facility or grounds on weekend days at the same time SRMS student activities are taking place.
- Limitations on group size will be outlined in the School Facility Use Agreement.
- Limitations on adult/child ratios will be required as outlined in the School Facility Use Agreement.
- Limitations on areas available for use, supplies available for use, and allowable activities will be outlined in the School Facility Use Agreement.
- These limits (as outlined in the School Facility Use Agreement) apply to both groups.

Priority
If a conflict in activity dates occurs, SRMS activities will take priority over non-school affiliated activities up to two weeks prior to the conflicting date and the non-school affiliated activity will be rescheduled or canceled.

Non-school affiliated activities will not be rescheduled or canceled within two weeks of the event date even if there is a conflict with an SRMS activity.

**Usage Fees**

Groups will pay a usage fee proportionate to the size of the group to cover overhead costs associated with the facility or grounds use. This fee will be outlined in the School Facility Use Agreement and is to be paid prior to beginning activity.

The Head of School, with approval of the Treasurer, is responsible for establishing appropriate usage fees.

**Deposit for Use**

Non-school affiliated groups wishing to use the SRMS facility or grounds must submit a deposit as specified in the School Facility Use Agreement to cover excess cleaning, damaged items, etc. This deposit will be refunded in full upon completion of event if no damage is done to the facility or no excess cleaning is required. Costs of damage or breakage in excess of typical use will be charged to the organization making use of the school.