

## Title: Building Use

### Control Information

Control Item	Details
Owner/Curator	Christine H. Horning
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File Location	www.muddycreekcharterschool.org
Board Approval Date	April 29, 2010
Consult and Notify	ICP, ED, AA

### Revision History

Revision	Date	Revision Description	Originator
A	April 29, 2010	Initial Release	C. H. Horning
B	8/14/2014	Numbering and format revision	Melissa Harris

## 1. Objective:

The objective of this policy is the following:

1. State the Board policy regarding building use by community members.
2. Describe the procedure for approving building use requests.
3. Provide the Building Use request form.

## 2. Building Use Philosophy

Inavale Community Partners, Inc. was formed as a non-profit organization to support the Inavale rural community. In keeping with that vision, the ICP Board encourages the use of the Muddy Creek Charter School building for activities that promote community interests and involvement. Since ICP incurs liability whenever activities are held on-site, it requires that a procedure be followed for the security of the building and the safety of participants.

## 3. The Procedure for building use:

Any group seeking to use the school must fill out a Building Use Request form, which can be obtained in the front office (see attached). Once filled out, the form should be presented to the MCCS Executive Director who can help determine fees for various uses of the site.

### 3.1 School Functions

In the case of a student or parent group who wishes to use the school for student or school-related activities, the Executive Director will approve and coordinate such use of the building.

### 3.2 Community Functions

In the case of a community group who wishes to use the school for its own purposes, the ICP Board delegates the task of reviewing and approving building use requests to the Executive Director. The Executive Director will notify the ICP Board of building use requests and approvals.

#### 3.2.1 Fee Structure

There are two levels of fees incurred in use of the building by external groups: liability and operational.

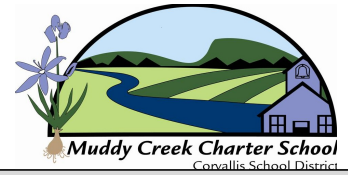
- 3.2.1.1 ICP insurance does not cover the use of the building by outside groups; thus, a group incurs liability when using the site. Therefore, a group must either furnish its own insurance while on-site, pay the rider amount that ICP's insurance may furnish, or sign a liability

waiver that holds the school and ICP non-responsible for incident or injury while on school property.

- 3.2.1.2 There are operation costs involved in using the school during non-school hours such as having a staff member present to unlock and lock the building, electricity, cleaning, etc. that need to be calculated as part of using the site.
- 3.2.1.3 The Executive Director will work with the group requesting the site to determine what fees will apply and then present to the ICP Board for approval.

### **3.2.2. Approval Process**

Although the Executive Director is responsible for approving or denying building use requests, the ICP Board can override the Executive Director's decision. If approved, the Executive Director, or designee, will contact the representative of the group to coordinate use of the site.



# Application and Agreement

## For use of Muddy Creek Charter School Property

Who and What																																																										
Contact Name _____ Mailing Address _____ City, State, Zip _____ E-Mail Address _____  Daytime Phone _____ Cell Phone _____ Evening Phone _____  On-Site Event Supervisor Name _____ On-Site Event Supervisor Contact Phone (for use during event) _____	Event Title _____ Sponsoring Organization _____  <table style="width:100%; border: none;"> <tr> <td style="border: none;">Total Attendees</td> <td style="border: none;"># of Adults</td> <td style="border: none;"># of Children</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table> Free & Open to Public? <input type="checkbox"/> Yes <input type="checkbox"/> No  Food/Beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No  Set-Up/Additional Services Requested: _____	Total Attendees	# of Adults	# of Children	_____	_____	_____																																																			
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