

700: Facility Use Policy

1. Purpose:

St George Academy considers school facilities to be owned by the public and should, therefore, be made available for any and all public uses of an educational, cultural, recreational or community building nature whenever such an event(s) does not interfere with the regular school program or school activities.

2. Policy:

2.1. SGA grounds and buildings are deemed to be "civic centers" and may be used subject to the requirements and restrictions set forth herein.

2.2. Administration is responsible for facility use. Responsible adult leadership (age 21 and over) must always be provided by the group using the facility.

2.3. SGA retains the right to refuse or terminate facility usage if use is disruptive to school operations, counter to school policies, damaging to SGA property, discriminatory under federal or state laws, demeaning or degrading to SGA employees or other persons, or otherwise inappropriate for SGA facility use.

3. Procedure:

3.1. Facilities Use Request Form, payment and proof of insurance must be completed and submitted to administration seven days (one calendar week) prior to the activity or event. A renter may schedule multiple-day events or multiple activities throughout the year based on availability. SGA reserves the right to determine availability. SGA administration may deny applications or cancel rentals if the activity interferes with a school function or purpose. (Utah Code 53A-3-414)

3.2. SGA charges \$100 for any scheduled space usage for up to 30 days.

3.3. Refunds may include a 10% fee for the time required to coordinate and process the rental request and the refund. Refunds may be transferred to another rental within the same year, up to the time of the rental. Fees are not transferable to another school year. Rental "no shows" are not eligible for refunds.

3.4. The following categories correspond to the Rental Fee Schedule.

3.5.1. Interlocal Agreement use (MOU): This applies to cities, county, state or other governmental entities desiring to use school facilities. Terms, conditions, stipulations and fees are set forth in a written agreement between SGA and the government entity.

**Policy adapted from the Washington County School District
Board approved 6-9-2022*

3.5.2. Non-Profit or Non-Commercial: Organizations renting facilities under this category must provide evidence of non-profit status (501(c)(3)) and the official address of the organization.

3.5.3. Commercial: Rentals used to gain profit or generate income are deemed to be commercial.

3.5. All school indoor events must conclude by 11:00 p.m. and all outdoor events must conclude by 10:00 p.m.

3.6. SGA will provide tables and chairs at their own discretion.

3.7. School equipment will NOT be available for rental and should not be used during the facility rental. (i.e. projectors, TVs, computers, etc.)

3.8. In the event that any SGA property or assets are damaged during the event, the responsible party or organization is responsible to pay for any said damage.

3.9. Alcohol, tobacco products, or illegal substance products are strictly prohibited on campus.

3.10. Pets are prohibited from the premises. Applicants will review the SGA Animal & Pet policy before their event.

3.11. Flames, candles, and/or fog machines are prohibited in any SGA facilities or on the grounds owned and operated by SGA.

3.12. Event coordinator will ensure all event decorations, food, and trash is removed at the end of the event.

3.13. No permanent sticking material or nails may be used for decorations.