

Title: Policy for Facility Rental.

Control Information

Control Item	Details
Owner/Curator	Sue Shackelford
Policy #	Policy0028b
Supersedes	Policy0028a
File Location	www.bethanycharter.org
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Revision History

Revision	Date	Revision Description	Originator
A	Oct. 4, 2004	Initial release	K. Buchheit
B	Feb 6, 2006	Policy Amended	K. Buchheit

1.1 Objective:

The objective of this policy is the following

1. Define fee schedules.
2. Define process of gym and check out for recreational use.
3. Define process of using the facilities for commercial use.
4. Identify where to obtain facility rental form.

1.2 Fee schedules:

1. Facility recreational rental fee is \$50 per day or one time use. Two hours of an individual's time as a volunteer at the school can substitute for this fee.
2. Recreational refundable cleaning deposit is \$50. History of responsible past use can substitute for the cleaning deposit.
3. Commercial use of facilities is to be negotiated on a case-by-case basis.

1.3 Process for facility check out:

1. First time users of the facility shall take a walk through with check out person to ensure familiarity with lights, responsibilities and safety issues.

2. Pickup the key last working day before the rental. Check out in the time when school is out requires special arrangement to get the key.
3. Users are responsible to:
 - a. Clean the floors and other areas.
 - b. Take garbage out.
 - c. Shut off the lights.
 - d. Ensure building is locked at the end of the session.
4. Return the key on the first working day after the rental. Returning the key when school is out requires special arrangement.

1.4 Process for obtaining facility rental form:

1. Facility rental form may be obtained from the Bethany Charter School office.