



Policy on Non-School Function Use of Coral Community Charter School Facilities

Coral Community Charter School (CCCS) may permit non Public School entities to use its facilities for non-school functions when such events do not conflict or interfere with the instructional day or school-related events. Non Public School entities shall comply with all federal and state laws and regulations and Governing Board policies and administrative procedural directives regarding the use of its facilities.

The Head Administrator or her designee, shall maintain an application process for non Public School entities to request use of CCCS facilities. All applications for non-school use of CCCS facilities shall be submitted and be subject to approval well in advance of proposed use.

CCCS shall maintain the right to charge entities using its facilities a facilities usage fee as determined by the School. The School shall establish specific guidelines for appropriate use of facilities and school equipment.

CCCS reserves the right to deny the use of its facilities to any individual or group that would not be in the best interest of the School or the students. In addition, behavior and/or action deemed unacceptable by the School may result in revocation of the facility usage agreement.

Initiating a Request for Use of an CCCS Facility

The representative of the requesting group shall contact the Head Administrator or her designee of the desired site regarding the proposed usage at least thirty (30) days in advance. The Head Administrator or her designee shall have the discretion to waive this deadline.

Within fifteen (15) days of the initial request, the Head Administrator or her designee shall ensure the completion and receipt of the following documents:

- A Rental Agreement Form
- Proof of liability insurance in the form of an insurance industry certificate of insurance to protect CCCS and any employees or representatives of CCCS who will be conducting or assisting in or participating in the group's activities in CCCS facilities in an official capacity.
 - The certificate of insurance shall show the building user liability insurance policy limits in an amount of not less than one million dollars (\$1,000,000.00).
 - Certificates of insurance shall include the name of the insurance company, name and address of the insured, type of policy, policy period, the insurer's A.M. Best

- rating, the policy's coverage trigger (occurrence or claims made), a description of the activity and the date(s) of the activity
- The certificate of insurance shall include an endorsement that names CCCS as an additional insured to the building user's insurance policies listed.

Approval for Use of CCCS Facilities

The Head Administrator or her designee shall determine the availability of the requested facility based on previous commitment and the allowability of the proposed use.

The Head Administrator or her designee may impose restrictions on proposed facility uses to ensure adequate protection of facilities. Such restrictions may include use of protective coverings on floors, security provisions, hours of use, and others.

All groups shall agree to the provision that CCCS is not liable for injury to participants or to participant's property or for property loss that results from their participation in the group's activities. Failure to comply with this provision shall result in denial of approval for use of the facility. All groups shall provide written information to their participants indicating that CCCS is not liable in these above-mentioned situations.

Fees and Deposits

The non-refundable deposit shall be fifty percent (50%) of the total Rental Agreement Form fee and be submitted with the Facility Rental Agreement.

Deposits shall be accepted as checks or money orders only, made payable to Coral Community Charter School. No cash shall be accepted. If the request is denied, the deposit shall be returned directly to the applicant.

Billing and Collecting

The School shall bill user groups in compliance with the fee requirements. Full payment for use shall be made within thirty (30) calendar days of the billing date. Groups with past due accounts shall not be allowed to rent CCCS facilities until all past due accounts are current.

Should additional CCCS personnel costs may be incurred as a result of facility use additional reimbursement for payroll and other direct costs related to facility use shall be required. Fringe benefits on payroll shall be charged to the user when applicable.

If special services are required, such as setting up tables and chairs or setting up projectors and other sensitive equipment, there shall be additional charges. Charges for these special services shall be billed to the user. Projectors, special stage lighting, and other types of sensitive equipment belonging to the School shall not be used.

Abnormal wear and tear on the facility used may require an additional charge to the user to restore the facility to its normal condition.

Safeguarding School Property

The user of the facility shall be responsible for reasonable care of the facility and for proper conduct of members of the group. The user shall be billed for any damage resulting from improper or careless use of the facility.

The Head Administrator or her designee may ensure that an authorized CCCS representative will be present during proposed use to open the facility, safeguard it during use, and to secure the facility at the end of its use.

Tobacco, Alcohol, and Food Sales

Smoking and alcohol are prohibited by the law in all School facilities and on all School property. Per federal law, all foods available for sale on the School campus during the school day shall comply with New Mexico Public Education Department Nutrition Standards, the Healthy, Hunger-Free Kids Act as well as, the Coral Community Charter School Wellness Policy.

Approved by the Coral Community Charter School Governing Council on September 24, 2019.