

## **Building Use Policy**

This policy is established to provide guidelines on appropriate use of the building for school purposes and appropriate fees for groups interested in utilizing the building during available hours.

The Esperanza Elementary school building and surrounding grounds (the Building) are owned by a private entity and leased to the school for a defined period of time. That lease provides the Building shall be used and occupied for use as a charter school facility, and that all other uses not related to the educational mission of a charter school shall be subject to Landlord's prior consent. Therefore, the Building may only be used for activities that are related to the mission of the school, including but not limited to school performances, school-wide fundraisers, school related extra-curricular activities, or other such school sponsored activities, and only by Esperanza Elementary or organizations affiliated with it, such as parent organizations, school committees, etc. Other entities, including charitable, non-profit, or governmental entities may use the Building if done so in coordination or in conjunction with an affiliated entity and for incidental activities.

The authorized entities will generally be granted free use of the Building so long as the activity does not disrupt the functions of the school. However, a reasonable fee may be imposed for particular events such as those that require use of the kitchen, use of school personnel, or for use of school equipment, such as fields, playgrounds, spot lights, VCR/DVD players, televisions, microphones, etc. A reasonable fee may also be imposed for entities and events that may not be directly related to the mission of the school, but where the use and/or the fees received will enhance the mission of the school.

The Executive Director/Principal, or a person designated by the Director/Principal, must approve all such activities, will determine if a particular activity is appropriate, and determine the appropriate fee, if applicable. Fees may include a use fee, a separate cleanup fee and a security fee. The Director/Principal or designated person may also require an advance deposit to cover any needed repair or cleanup work. The Director/Principal or Governing Board may also require users to provide insurance. Examples of activities that may be appropriate in certain circumstances include the following: use of outdoor fields for sporting teams; use of facilities for public caucus or other political party meetings, community or neighborhood celebrations, etc. Examples of inappropriate activities include the following: substance abuse or other addiction recovery meetings, criminal rehabilitation meetings, events involving alcoholic beverages, high risk activities, etc. The Director/Principal or Governing Board reserves the right to refuse the use of the Building if the activity is determined to be inadvisable.