

Early College High School @ DSU

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Facilities Use Rental Information

Use and Supervision of Early College High School Facilities

Purpose:

Adequate supervision must be provided for all facilities. This shall include normal daily operation during and after school hours, public use and approved use under this policy.

To assure and continue a positive and mutually supportive relationship between the Early College High School at Delaware State University and the community it serves, it is the policy of the Board of Directors to encourage maximum utilization of all school facilities to responsible individuals, groups and organizations sponsoring activities in educational, cultural, civic, political or recreational areas as defined and limited in Title 14, Chapter 10, Section 1056 of the Delaware Code, Relative to the Use, Control and Management of Public School Property.

1. Authority

Early College High School at Delaware State University buildings and grounds may be used for holding public gatherings of a character not detrimental to the civic welfare of the community, state or nation. The decision of Early College High School at Delaware State University regarding granting of request for use of facilities will be based upon a consideration of the following conditions, listed in order of importance:

- a) The facility requested for use has not already been scheduled for use at the time requested.
- b) The use of the facility requested will be consistent with the program of education of the Early College High School at Delaware State University
- c) The use of the facility requested will serve a purpose that is educational, cultural, civic, political, or recreational.
- d) The use of the facility requested will not afford personal monetary gain to the individuals sponsoring the activity.
- e) Determination of use of district facilities and charges for same rests with the Early College High School at Delaware State University and its designated representatives in accordance with board policy.

2. School Facility User Categories

Potential users of school facilities will be placed in three (3) categories for the purpose of assessing charges as follows:

Category I – This category includes school-related organizations or other organizations that hold fund-raising activities, the proceeds of which are to be used to benefit students of the Early College High School at Delaware State University. The organization will receive Category I status. Examples of Category I organizations are as follows: Delaware State University groups, School Clubs, School Booster Clubs, and Parent Student Teacher Associations. “Category I List” will be required to reimburse Early College High School at Delaware State University for actual costs at times when buildings are not normally in use and staffed, when needed as determined by the principal. **No rental fee for facility use will apply.**

Category II – This Category includes educational, cultural, civic, political, or recreational groups that are directly related to the “primary purpose of education and are non-profit and non-school

sponsors. Any group wishing to qualify for use of school facilities as a Category II organization shall petition the Early College High School at Delaware State University by letter. Such letter shall include the aims and objectives of the group, and how the activities relate to education. Examples of Category II organizations are as follows: Boy Scouts of America Girl Scouts of America Future Farmers of America, 4-H Clubs, Little Leagues of the Community, Alumni Associations of the Early College High School at Delaware State University, Non-Profit Civic Organizations of the Early College High School at Delaware State University, Groups or organizations that have received approval for inclusion on the “Category II List” will be required to reimburse Early College High School at Delaware State University for actual costs of custodial services if school facilities are requested for use at times when buildings are not normally in use and staffed with food services or custodial personnel. Category II users will have the option to be charged a fee for weekly or monthly use.

Category III – This category includes organizations and community groups that are not directly related to the “primary purpose of education,” but certify their reason for use of school building to be educational, cultural, civic, political, or recreational. Any group that qualifies for the use of school buildings under the provisions of this category must certify that there is no individual monetary gain for representatives of the organization and that all charges or admissions in excess of costs will be donated to a charitable purpose as defined for the State of Delaware Personal Income Tax. “Category III” users of school facilities will be assessed charges according to the following policies and at rates established by the Early College High School at Delaware State University.

- Charges for Use of Facilities during Hours When Schools are Normally Staffed with Custodial Personnel.
- Activities that do not require assignment of additional personnel, or extra custodial work involving preparation or clean-up responsibilities beyond regular custodial workloads will not be assessed custodial fees.
- Fees in accordance with approved rate schedules will be charged on an hourly basis for all utilities required including heat, light, and air-conditioning.
- Any other operational or special costs that might be incurred will be charged to the using organization.
- Charges for Use of Facilities during Hours When Schools are not Normally Staffed with Custodial Personnel
- Activities that require the use of custodial beyond the regularly established workday will be charged at rates established by the Early College High School at Delaware State University.
- Organizations charged fees under provisions of this sub-section will be subject to charges for the entire time school district personnel are on duty including preliminary preparation activities, during the actual program or event, and throughout the clean-up period.
- Fees in accordance with established rate schedules will be charged on an hourly basis for all utilities used including heat, light, and air-conditioning.
- Any other operational or special costs that might be incurred will be charged to the using organization.
- Fees equal to the proposed custodial time and all other fees must be paid seven (7) days before the scheduled event. Failure to comply with this time frame will result in cancellation of facilities use agreement.

3. Requests for use of Early College High School at Delaware State University

All requests for use of the Early College High School at Delaware State University or any Early College High School at Delaware State University equipment within the policies established by the Board of Directors on the use of buildings and grounds must be made fourteen (14) days in advance at the District Administration Building. Exception to this policy of the Early College High School at Delaware State University Board of Directors concerning the use of buildings and grounds may be made only by action of the Charter Director or if an emergency situation warrants such exception.

At first contact with the Early College High School at Delaware State University, tentative agreement may be reached on providing facilities, or equipment; but the agreement is subject to approval by the Charter Director. After checking availability of facilities, a contract will be mailed to the person assuming responsibility for use of the facility, or equipment, which is being requested. Reservations will not be made more than ninety (90) days in advance. (See Administrative Rules & Regulations)

4. Guidelines

There are no rentals during the school day. During the winter months, buildings may be available for community use until 10:00 p.m. Any requests for exceptions must be cleared with the Charter Director and the school principal.

- a) Religious groups may use school facilities for special purposes. Each application will be considered on its merit and concurrence with the provisions in the Delaware Code.
- b) Smoking is not permitted on school property at any time.
- c) In accepting the use of school property, the group granted the contract shall agree to make good any damages done to the property or equipment and to indemnify and hold harmless the Early College High School at Delaware State University for any accident to any occupants of the building or grounds during the period of use by the group. The Board and the Early College High School at Delaware State University accept no responsibility for loss of personal property.
- d) Proof of insurance must be provided in the form of an acceptable Certificate of Liability in favor of Early College High School at Delaware State University naming the district as an additional insured. The Charter Director may waive this requirement for unique and justifiable reasons.
- e) Facility use will be scheduled at times so as not to curtail or inconvenience regular school program activities. Care will be exercised to clear conflicts in advance. However, in the event a conflict is found after the contract has been granted, the contract may be cancelled by school authorities and neither the Board of Directors, Early College High School at Delaware State University, nor any of its employees will be liable for financial loss or inconvenience suffered by the holder of the contract.
- f) All fire and safety rules shall be strictly enforced.
- g) All brochures and/or published material must have prior approval by the Charter Director before it is distributed. The installation of decorations, posters, etc. must conform to safety and fire regulations, and nothing shall be fastened to the building in such a manner

that will mar the finish. All decorations, posters, etc. are to be recovered by the group responsible for their installation at the conclusion of the event.

- h) Organizations sponsoring functions which involve large numbers of people may be required to provide for traffic control and proper safety measures. In some instances, police may be required and verification of such arrangement must be provided.
- i) During the summer months buildings are not normally available for use. A Waiver must be approved by the Charter Director's office.
- j) During the heating season (November – March) night setbacks (55 degrees) shall be maintained in all buildings during weekends and holidays and evening hours of weekdays. Exceptions shall be granted by the Charter Director. Additional fees will apply for heat.
- k) The Charter Director must be notified of all school events (i.e. band concerts, etc.) scheduled through the Student Activities office so as to avoid conflict with other contracted events.

5. Priority of Use of Early College High School at Delaware State University Facilities

The buildings and grounds of the Early College High School at Delaware State University shall be available for community use under conditions prescribed and permitted by law, in accordance with the policies adopted by the Early College High School at Delaware State University and Board of Directors and following administrative rules and regulations dictated by the administration. The Board welcomes community use of the buildings insofar as facilities and responsibility of users will permit.

The priority of such use of facilities shall be as follows:

- a) Early College High School sponsored-activities which are educational by nature shall have the highest priority in all cases.
- b) Early College High School sponsored-activities which are student-activity oriented, shall have the next highest priority.
- c) Activities sponsored by schools and school-related organizations jointly shall have the next highest priority.
- d) Activities sponsored by civic organizations and governmental organizations shall have the next highest priority.
- e) Activities sponsored by organizations for non-educational fund-raising purposes shall be the next highest priority.

6. Restrictions on the use of Early College High School at Delaware State University Facilities

- a) The priorities itemized in Section 5 must be faithfully adhered to at all times by the staff of the Early College High School at Delaware State University when renting out facilities.
- b) All users of the Early College High School at Delaware State University facilities must pay fees itemized in this policy unless otherwise approved by the Early College High School at Delaware State University. There are to be no exceptions to this fee schedule made by any administrative member of the Early College High School at Delaware State University except the Charter Director.

- c) Unless reservations are made in advance as prescribed in these policies and the Charter Director is aware of the reservation, the facility may not be used by the party.
- d) Facilities may not be used by private groups or individuals for advertising or profit making. (This in no way limits the availability to civic organizations for fund-raising projects which are in the public interest.)
- e) The Early College High School at Delaware State University is to be closed to all outside activities at the following times:
 - a. Christmas Eve and Christmas Day
 - b. New Year's Eve
 - c. New Year's Day
 - d. Thanksgiving Day
 - e. Easter
 - f. July 3, 4 and 5
 - g. The last two weeks of school
 - h. The week prior to the opening of school
 - i. The first week of school
 - j. All school holidays
 - k. Summer breaks

7. Supervision and Care of School Facilities, Equipment and Furnishings

Care and supervision of school facilities including building, equipment and furnishings, and grounds during regular and evenings hours of instruction and school activities is the responsibility of the building Charter Director. ANY ECHS ACTIVITY ADVISOR SHALL REPORT ANY ACT OF THEFT, VANDALISM, OR DESTRUCTION OF PROPERTY IN WRITING TO THE SUPERINTENDENT WITH A COPY TO THE BUSINESS MANAGER WITHIN 24 HOURS FOLLOWING THE INCIDENT. THE REPORT SHALL INCLUDE A LISTING OF ALL ITEMS STOLEN, VANDALIZED OR DESTROYED.

8. Supervision and Care of Buildings, Equipment and Furnishings when using Early College High School at Delaware State University Facilities.

Any organization or group using school facilities or equipment shall designate one member of its group as being in charge of and responsible for all actions taken by the group. Adequate supervision must be provided for all facilities used by the public. This is the responsibility of the Individual (s) signing the rental agreement, thereby assuming full responsibility. Failure to do so by any public or school organization may result in forfeiture of the right to use school facilities again. If a sponsoring person is not present at the time the facility is to be used, then the activity is cancelled. Disorderly conduct, vandalism, abuse of the property or inadequate supervision shall be grounds for eviction and/or cancellation of contract. The care of all building, conduct of participants and spectators, prevention of use of alcohol and tobacco, compliance with all state Fire Marshal and State health rules, and leaving all facilities and equipment in proper order is the responsibility of the organization or group in general; and the individual signing the rental agreement in particular.

9. INDEMNIFICATION AND INSURANCE

By making application and using Early College High School at Delaware State University facilities and/or equipment, the User agrees to indemnify and hold harmless the Early College High School at Delaware State University or Delaware State University for any accident to any occupants of the

building or grounds during the period of use. The Board accepts no responsibility for loss of personal property or injury to participants. A current Certificate of Insurance form is required from all groups prior to use of school facilities unless this has been WAIVED in writing.

The User will provide the Early College High School at Delaware State University with a Current Certificate of Insurance Completion of ACORD Certificate of Insurance unless waived in writing by the Charter Director or designee. The following insurance types and limits required:

- Commercial General Liability or Special Event Liability Insurance written on an occurrence basis with Limits of Liability of not less than \$1,000,000 Each Occurrence and \$2,000,000 Aggregate. The Policy shall be endorsed with the aggregate limit to apply on a per project and per location basis; provide for a Waiver of Subrogation in favor of the school and name **Early College High School at Delaware State University** as Additional Insured and so indicate in either the applicable block or the remarks block of the Certificate of Insurance
- If the renter has Employees, Workers Compensation with Employer's Liability Limits of not less than \$500,000 Each Accident, \$500,000 Policy Limit for Occupational Disease and \$500,000 Each Employee for Occupational Disease will be required. The policy shall be endorsed with a Waiver of Subrogation in Favor of **Early College High School at Delaware State University** with wording so indicating in the remarks block of the Certificate of Insurance
- Other Insurance may be required depending on the nature of the Facilities use. Each Application will be evaluated, based on the reason for requesting use of the facility. Any insurance requirements may only be waived in writing by the Superintendent or his designee.
- Groups of individual residents that do not have liability insurance will be required to submit a Release of Liability Waiver for each person who will be using the facility. Release of Liability forms are available at **Early College High School at Delaware State University**.
- If an accident occurs, the person signing the rental agreement shall secure names of witnesses of said accident and shall submit a written account of any accident to the Charter Director within 72 hours. This written report shall include names of people involved, a description of events leading to the accident, and a statement assuming all responsibility for the accident. The Early College High School at Delaware State University Board of Directors will assume no responsibility for accidents incurred in the use of buildings and grounds on a rental basis.

10. Use of Equipment of the Early College High School at Delaware State University Facilities

The contract use a school facility does not include the use of any school equipment, such as projectors, slides, spotlights, etc. The use of school equipment is permitted only through special request and approval and with the assurance that only school-approved operators will be used. (e.g. projectors, sound system, etc.) Any equipment or apparatus belonging to the renter of the Early College High School at Delaware State University facility must also be approved, in advance, by the Charter Directors and be listed on the rental agreement.

11. Safety and Protection of the Early College High School at Delaware State University Facilities

- All federal, state, and local rules and regulations must be observed by Users.
- Keys (including keys for gates, sheds, etc.) will not be issued to Users in accordance with Board Policy.

- The use of tobacco products, alcohol and illegal/illicit drugs is prohibited on school property at all times.
- Parking is permitted in designated areas only. Vehicles may not be parked in Fire Lanes.
- All Exits and passageways must remain clear.
- Exterior doors may not be propped open.
- Users must familiarize themselves with multiple means of egress from the building.
- Users must remain in the area approved for use and may not enter other areas of the building
- The use of open flames is strictly prohibited.
- The school reserves the right to require an organization to secure and pay for additional services such as police coverage or security.

12. CANCELLATIONS:

- In cases when a conflict with a school event occurs, the Early College High School at Delaware State University may reschedule the building use. The School will give the User as much advance notice as possible in the event that an approved building use must be rescheduled.
- In the event of cancellation by the User, School Facilities must be notified at least 48 hours in advance at (302) 678-3247 or the User may incur charges. In the event of a no-show by the User, the group will be responsible for reimbursing the Early College High School at Delaware State University for a minimum of two hours of custodial time. If HVAC has been scheduled, the User will also be responsible for those charges.
- No school facilities or grounds may be used on a day that schools have been closed due to emergencies such as weather conditions and loss of power UNLESS approved by the Manager of Facilities. This includes days when School have been dismissed early because of emergencies. During periods of inclement weather, scheduled Users should check the Early College High School at Delaware State University website or listen to the radio for possible school closings. Charges will be refunded in the event of a School cancellation of facility usage.
- The Early College High School at Delaware State University may cancel after hours/weekend facility use in cases of **emergencies or** inclement weather. Charges will be refunded in the event of a School cancellation of facility usage. Users may incur additional charges if inclement weather results in additional services (i.e. Salting, plowing) and these will be discussed with the USER prior to the event.