

Facility Rental Policy

INTRODUCTION

Cottonwood Day School makes its facilities available to its community members and to outside groups working with children or education. Such use is at the discretion of the School and is contingent on the priority use of facilities for the School. The final authority shall be the Head of School who shall have absolute discretion in approving and rejecting requests for use of school facilities.

I. GENERAL USE REGULATIONS

- A. Cottonwood Day School (“CDS”) sponsored events take precedence over outside groups. At no time will an outside entity or non-school event interrupt or interfere with the educational program of CDS or its designees. For this reason, CDS facilities may not be used by outside parties on school days between the hours of 7:00 a.m. and 3:30 p.m.
- B. The use of all facility space is to be scheduled with the School Director as designee of the Head of School. This applies to School groups and events as well as outside groups or events.
- C. The School Director must approve facility use. It is his/her responsibility to oversee the application process, grant approval and negotiate with the user. A “Room Reservation Form and/or a Facility Rental Agreement” in the form attached to this Policy must accompany the renting party’s request. Fees are to be received 15 days prior to the event. In the event of a cancellation, please let the School Director know as soon as possible. To receive a refund, the School Director must be notified of the cancellation 48 hours in advance.
- D. The renting party must establish and maintain at least a 10:1 adult ratio of supervision. The facility must be left in a clean and orderly condition. All accidents, injuries and damages must be reported immediately to the staff member on duty. All groups must vacate the building by 9:45 p.m. unless prior approval has been applied for and granted.
- E. CDS is a drug, alcohol and weapons free campus. Possession of any materials violating this policy will result in immediate removal of the renting party from the CDS facility and forfeiture of all rental fees.
- F. Use of posters and signs must have prior approval, and approval of posting and location of posters must be received from the School Director.
- G. Groups using the facility are responsible for using the facility with care and will be held responsible for damage to any property or furnishings.

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- H. The equipment owned by CDS may not be moved or used without permission.
- I. CDS reserves the right to require that the renting party provide a security guard for groups over a certain size as determined by the Head of School.
- J. All events and activities must meet City and County ordinances with regards to noise and lighting. If a permit is required to hold an event or activity, the fees will be paid by the renting party and a copy of the issued permit must be presented to CDS to be kept on file.
- K. A 10% deposit is required from the renting party within one (1) week of approval from CDS. Groups using facility are responsible for cleaning fees following rental period. Cleaning fees will be deducted from deposit.

II. LIABILITY INSURANCE

A single event liability policy, with limits established by CDS, must be purchased when the event is not school sponsored. CDS community member's personal events (i.e. practices, meetings, etc.) are considered outside groups for liability insurance purposes. Proof of single event liability coverage must be provided. A current certificate of insurance from the insurance carrier, naming CDS as an additional insured, must accompany the Rental Agreement. In the event a renting party does not provide the certificate of insurance, the event will not be scheduled.

III. BUILDING AVAILABILITY

Available rooms can be scheduled from 7:00 a.m. to 9:45 p.m., Monday through Friday. Any meetings that are scheduled to continue beyond 9:45 p.m. must be pre-approved through the normal scheduling process as follows:

1. Completion of a Room Reservation form indicating late closing need.
2. Completion of Rental Agreement.
3. Contact with Head of School to ensure that late closing can be accommodated.

IV. BUILDING PRIORITY

Use of the facility will take the following priority. If there is a scheduling priority conflict, it shall be resolved according to the following order of priority:

1. Cottonwood Day School General Operation.

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2. Cottonwood Day School Sport & Club Use.
3. Cottonwood Day School Community Use.
4. Non-profit Community Group Use.

V. LOSS OR DAMAGE OF PERSONAL ITEMS

CDS is not responsible for the loss or damage of personal items. Community members and guests shall not hold CDS responsible in any way for temporary storage or loss of personal equipment or supplies.

VI. GUIDELINES FOR GENERAL CLASSROOM USE

Classrooms are available on a limited basis throughout the school year and during the summer months. If available:

- Any classroom used will be returned to the set-up in which it was found, and nothing shall be tacked, taped or stapled to walls without prior approval.
- Accumulated trash will be removed to proper receptacles outside the building.
- Adults who use classrooms are to assume responsibility for the area used and are to be accountable for supervision of the area as well as hallway areas.
- The designated adult supervisor must monitor all areas until all participants leave the premises.
- CDS is not responsible for storing visitor's supplies, nor are groups to use CDS supplies.
- Participants will respect the classroom space and not enter closets, open cupboards/drawers, or in any way compromise teacher or student workspace.

VII. GENERAL KITCHEN GUIDELINES

The kitchen is maintained for the use of the CDS staff. Its purpose is to facilitate food and beverage preparation in support of classroom educational activities. Any user of the kitchen facilities is responsible to become familiar with the use of equipment. Microwave, ovens, stove, coffee maker, limited cooking utensils are available to all groups.

- Leftover food must be removed. Do not leave food in the kitchen or refrigerator. Containers to transport food must be provided.
- The kitchen sink, countertops, tables, etc. must be cleaned before leaving.
- All CDS pots, pans, and cooking utensils must be hand washed in the sink.
- Garbage and recycling shall be disposed of in the proper receptacles outside the building.

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VIII. GUIDELINES FOR GYM and FIELD USE

The utmost precautions must be taken to ensure the safety and wellbeing of the athletes and visitors that use this facility. The following guidelines must be adhered to:

- All participants making use of the facility are required to submit a signed participation waiver releasing CDS from any liability resulting from the use of the facility.
- The designated adult supervisor must monitor all areas until all participants leave the premises.
- The designated adult supervisors are responsible for participant behavior the entire time the participants are in the area.
- Problems and difficulties with the building relating to a sport need to be reported to the School Director.
- CDS is not responsible for storing visitor's equipment, nor are groups to use CDS equipment.
- Equipment and/or uniforms are to be taken with activity participants when they leave.
- Participants must wear non-marking athletic shoes.
- The gym/field is to be left as tidy as it was found.
- No food or drink in the gymnasium.

IX. GUIDELINE FOR CAFETERIA USE

- The designated adult supervisor is to assume responsibility for the area use and is to be accountable for supervision of the area as well as hallway and bathroom areas.
- The designated adult supervisor is responsible for participant behavior the entire time the participants are in the area.
- The cafeteria will be returned to the set-up in which it was found, and nothing shall be tacked, taped or stapled to walls without prior approval.
- Accumulated trash will be removed to proper receptacles outside the building
- Adults who use classrooms are to assume responsibility for the area used and are to be accountable for supervision of the area as well as hallway areas.
- The designated adult supervisor must monitor all areas until all participants leave the premises. CDS is not responsible for storing visitor's supplies, nor are groups to use CDS supplies.

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CDS FACILITY RENTAL

Facility Rental Application

REQUEST FOR USE OF COTTONWOOD DAY SCHOOL FACILITIES

(Submit Application to Director of School)

Organization Making Request: _____

Name of Responsible Individual: _____

Address of Responsible Individual: _____

Telephone Number: _____ Email Address: _____

Date (s) Requested: _____

Facility Area Requested: Classroom(s) Playground Cafeteria

Hours of Use: _____ Expected Attendance: _____

Purpose of Facility Use: _____

Rental Fees total is an estimate based on information given prior to use of the facilities. Additional charges may result after use of facilities.

Rental Fees:

Cafeteria: \$ _____ Playground: \$ _____ Classroom: \$ _____ (per classroom)

Total Amount Due (15) Days in Advance of Approved Date (s): \$ _____

Note: The use of school facilities is subject to existing policies and regulations and, as school purposes are primary, the school authorities reserve the right to cancel any contract.

I accept responsibility for fee(s), supervision, damage and compliance with the building use requirements of Cottonwood Day School.

Signature: _____ Date: _____

CDS use only:

Approve: Yes No Business Office: _____ Date: _____

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