

## LIONSGATE ACADEMY

### 302 FACILITY USAGE BY NON-AFFILIATED GROUPS

*Original Adoption Date: 2/16/2017*

*Revision Date(s):*

*Review Date(s): 2/2020*

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#### I. PURPOSE

The purpose of this policy is to provide the parameters for the responsible use of Lionsgate Academy's facility by non-affiliated individuals or groups. This policy should be interpreted together with Policy 301 Equal Access to Facilities.

#### II. DEFINITIONS

- A. "Facility" means one or all of the properties being leased by Lionsgate Academy at 5605 Green Circle Drive, Minnetonka, MN 55343; 599 Cardigan Road, Shoreview, MN 55126; and at 2342 Helen St N, North St Paul, MN 55109.
- B. "Facility User" means the non-affiliated individual or group scheduling Lionsgate Academy's Facility and who shall (i) enter into a sublease agreement with Lionsgate Academy for use of the facility and (ii) meet the insurance requirements set forth in Section V. C., below.
- C. "Application" means that form completed by the executive director and executed by the Facility User's responsible party.
- D. "For Profit" refers to groups or individuals who cannot produce evidence that they are a non-profit entity as defined and approved by the Internal Revenue Service of the United State of America.
- E. "Non-Profit" refers to a non-profit entity as defined and approved by the Internal Revenue Service of the United State of America.

#### III. GENERAL STATEMENT OF POLICY

- A. The executive director of Lionsgate Academy has been designated by the school board to manage the use of school facilities during non-school hours.
- B. Lionsgate Academy's facility is generally available after the school day, all day on Saturdays and Sundays, and all day during the summer months of July and August when the facility is not in use for Lionsgate Academy purposes.
- C. Use of the facility during these "available" times may result in groups being assessed a supervisory or custodial fee.
- D. The executive director reserves the right to deny the use of the facility when activities proposed by the prospective facility user are deemed contrary to the purposes or

best interests of Lionsgate Academy. A prospective facility user may appeal the executive director's decision to the school board.

- E. Activities of Lionsgate Academy scheduled during non-school hours shall be given priority over all other activities.
- F. Community use of the facility under this policy does not imply Lionsgate Academy's sponsorship, endorsement, or approval of the activity, groups or organizations, nor the purposes they may represent.

#### **IV. FAIR OPPORTUNITY CRITERIA**

Consideration for use of the facility shall be provided equally to all potential facility users.

#### **V. PROCEDURES**

- A. A facility usage fee schedule is available from the executive director. It is reviewed periodically and adopted by the school board.
- B. Every potential facility user must complete a facility usage application and a facility usage agreement. The facility user's responsible party must sign the application and the agreement.
- C. All facility users and the groups they are responsible for shall sign in upon entering the facility and sign out upon leaving the facility.
- D. Liability and Insurance
  - a. The facility user shall agree to assume all responsibility for damage or liability and shall further agree to hold Lionsgate Academy harmless from any expense occurring as a result of the use of the facility under the agreement.
  - b. The facility user must deliver an ACORD Certificate of Insurance or an Endorsement of Liability, as applicable. Lionsgate Academy requires minimum general liability coverage of \$1 million per occurrence/\$1 million in the aggregate.
  - c. The certificate of insurance or endorsement must name Lionsgate Academy and the landlord of each facility to be used as additional insured parties. Such certificate or endorsement must be delivered before facility usage can begin.
- E. The facility user is required to leave the facility in the condition in which it was delivered for use, otherwise a custodial fee will be charged (see facility usage fee schedule).

- F. A supervisor fee will be charged, as and when necessary in Lionsgate Academy's sole judgement, for each use of the facility (see facility usage fee schedule).
  
- G. Miscellaneous Facility Usage Information
  - a. Lionsgate Academy teachers who use the Academy's facility to teach students in their respective curricular area for the purpose of improving academic excellence will not be charged a facility usage fee. Said personnel are required to register with the executive director for scheduling purposes.
  - b. Charges are payable in advance.
  - c. Custodial and supervisory fees will be billed after the event.
  - d. All groups and/or individuals using Lionsgate Academy's facility must sign in upon entering the facility and sign out upon leaving the facility.

**Legal References:**  
*Minn. Stat. §123B.51*