



Procedures 5.02

Category: Facilities

Facility Utilization by Community

BACKGROUND & RATIONALE

The CAPE Charter Board encourages community use of the school facility whenever possible, and at no cost to the community groups and individuals, provided it is not an added cost to the CAPE Charter Board.

PROCEDURE:

1. Any community individuals, businesses, and organizations wishing to use part or all of the CAPE facility must apply to the CAPE administration.
2. The Principal will give final approval to each user. Groups and individuals will comply with Principal's decision on the utilization request.
3. The application must:
 - identify a designated leader, 18 years of age or older, who will be held responsible for the activities of the group;
 - include specific security measures planned for implementation;
 - identify supervisors in compliance with the CAPE Policy 9.2 Section 3.
4. Groups and individuals must:
 - provide custodial services;
 - complete and sign a waiver releasing the CAPE Charter Board from all responsibility for accidents and injuries suffered while on the premises;
 - submit proof of insurance to the Board of Directors of CAPE school, upon request. The CAPE Charter Board may review the insurance information to determine that it is current. Groups and individuals must list CAPE as "additional insured"; the CAPE Charter Board must, in turn, list the groups and individuals as "additional insured".
5. Principal will make all decisions relative to the use of CAPE-owned furniture.
6. Groups and individuals are responsible for setting up and putting away furniture used. Groups and individuals requiring additional furniture to what the facility being booked has, are responsible for the transportation and care of additional furniture.

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7. Should the school identify any damage done to furniture, or facility, the user shall pay to the school the cost of restitution. Notice must be given to the user of the damage and the method of restitution planned prior to any restitution being undertaken. The school shall then undertake the repair of the damaged furniture or facility.

References:

CAPE charter

Policy 5.02 Facility Utilization by Community

Adopted:

Motion: #