



FACILITIES USE POLICY

This policy was approved by the Governing Council on March 30, 2016.

Purpose

Mountain Phoenix encourages and supports the fair and equitable use of school facilities by school community members for non-school activities outside of school hours. The goal of this policy is to support school community members individually and collectively.

While non-school activities that take place on the Mountain Phoenix campus are not expected to directly support the school's values and mission, they should not be in violation of them.

After-hours use of Mountain Phoenix facilities is not intended to generate revenue. Rather, fees defined in this policy are intended to cover any costs associated with that use.

Eligibility

Mountain Phoenix facilities are available for use by Mountain Phoenix community members, including faculty, staff, administration, parents, and other individuals who serve on school committees or Governing Council.

Note: Mountain Phoenix community members arranging festival activities should follow the reservation process outlined below, in order to facilitate coordination of space use for the festival. (No fees apply.)

Available Facility Spaces

Spaces available for after-hours use include:

- Great Hall (Maximum Capacity: 140 without band room, additional 15 if curtains are pulled back)
- Eurythmy room (Maximum Capacity: 50)
- Kitchen (Maximum Capacity: 9)
- Outside grounds (Maximum Capacity: 150)
- Second language room (Maximum Capacity: 12)
- Before & after-care room (Maximum Capacity: 25)

* If a facility user wishes to use the gas range, the user must meet with the Facilities Manager to review procedure and safety considerations. Following the event, the Facility Manager or Director of Operations will ensure gas is properly shut off.

Facility Use Fees

Fees for use of facilities are as follows:

- \$15 for the first hour
- \$10 per hour for every hour in excess of one hour
- \$50 for all-day use

Fees are expected to be paid at the time of reservation via credit card. The Director of Operations has the discretion to waive fees for certain situations.

Priority

Mountain Phoenix events shall have priority over all other events. Priority for non-school facilities use is on a first-come, first-served basis, contingent upon space availability, immediate payment, requested use, and when appropriate, staffing requirements.

Reservation Process

To reserve Mountain Phoenix facilities, community members must contact the front office. Reservations require a credit card and a completed reservation form. Reservation request should include the following information:

- Name of requestor
- Email and phone number of requestor
- Date(s) and time(s) of non-school event
- Space(s) or facilities requested
- Organization hosting the event, if applicable

- Description of event
- Number of attendees expected
- Any other event requirements (e.g., electricity, food storage space, access to restrooms, etc.)

Until a reservation is made, with a credit card provided, Mountain Phoenix cannot guarantee space availability or "hold" a space.

Once it has been determined by the Director of Operations, or their representative, that there is no conflict with a school event, previously scheduled non-school event, or scheduled maintenance or repair work, a school representative will contact the requestor of the reservation to via email to confirm the reservation.

Mountain Phoenix reserves the right to refuse use of school facilities for an event, if school staff determine that it might cause damage to facilities or grounds or danger to participants.

Cancellation

If a community member must cancel a reservation, he/she must send an email to the Director of Operations and this email must be received by Mountain Phoenix at least two business days in advance of the reservation day for a full refund. If a cancellation is made less than two days in advance of the reservation day, Mountain Phoenix charges a \$25 cancellation fee, with any fee over and above \$25 refunded to the individual who made the reservation.

Facility Security and Safety

The Facilities Manager and school staff will make arrangements with facility users regarding facility security for an event.

Emergency Notification

Accidents and emergencies can happen during an event. Please be sure to notify the Facility Manager or Director of Operations, at any time before, during or after an event there is an emergency at the building, even if the emergency does not involve Mountain Phoenix students or staff.

Requester Responsibilities

The Mountain Phoenix community member who requested use of the facility will be expected to coordinate facility use and access, including learning any rules specific to the space and facilities they will use; and to attend the event for which the reservation was made. The reservation requestor is also responsible for the following:

1. *Planning Ahead*
 - As most non-school events will happen outside of normal school hours (Monday to Friday, 7:30 a.m. – 4:30 p.m.), when Mountain Phoenix facilities staff are not on-site, it is the responsibility of the reservation requestor to coordinate access and arrangements for space and facility requirements.
2. *Building Security*
 - Users of Mountain Phoenix facilities for non-school events are responsible for any damages to spaces or equipment they use. A damage deposit of \$200 will be authorized on the credit card when the reservation request is made.
 - Mountain Phoenix reserves the right to cancel any event judged as potentially dangerous or damaging, or to cause more than a reasonable disturbance to school spaces, facilities, or the surrounding neighborhood. Damage of any kind to any item or space must be reported within 24 hours. In the event of any damages to a rental room, the group renting in that room will be responsible for payment of those damages. If the amount of the damages is less than the amount of the security deposit, then the damages will be paid for with the security deposit and the Renter will be responsible for payment of the difference between those charges and the security deposit amount and will be billed accordingly.
 - Building security doors to areas not reserved and doors to the exterior of the building are never to be propped open at any time for any reason before, during or after the event. If a door is found propped open before, during or after a rental event, an additional charge of \$50 will be charged to the requester for each instance.
 - Additionally, the requester will be responsible for making sure that all members of the group or audience have left the building after the event and that the building is locked when they leave. If the facility is left unlocked, including instances where a door to the exterior has been propped open so that the lock cannot engage, an additional \$200.00 will be charged to the Renter for each instance.
3. *Space Cleaned and Lights Out*
 - The rental room must be left in the condition in which it was found. This includes, but is not limited to, replacing any tables or chairs or other furniture moved for the Renter's purpose, as well as picking up any garbage and cleaning up any messes. If, upon inspection by the Facilities Manager, the room is found to be in an unsatisfactory condition after the rental event, an additional \$75.00 may be charged to the Renter for each instance.

- Lights inside the facility must be turned out by the Renter at the end of the Rental Event. If lights are found left on all night, an additional \$25.00 will be charged to the Renter for each instance.

4. *Conduct of Event Participants*

- Users must respect the space they are using.
- When the event is over, users must return the space to its original condition.

5. *Time Limit*

- Any group renting one of the available facilities may only do so for the time period specified by the reservation agreement. Meetings and events must be finished, and attendees vacated, by 10:00 pm.

Laws and Ordinances

Individuals / organizations using Mountain Phoenix property and facilities shall conform to all state, county, and Jeffco School District rules, regulations, and ordinances including, but not limited to those pertaining to fire, health, and safety.

- Alcoholic beverages, marijuana, and illegal drugs in any form are prohibited on Mountain Phoenix property.
- No weapons of any kind are permitted on Mountain Phoenix property. Weapons include bladed weapons, guns, or firearms of ANY kind.
- Regular exit doors, walkways, and access to fire extinguishers shall not be blocked at any time.
- Facility capacity (room capacity) ratings shall be followed.
- Smoking is prohibited inside all areas of the Mountain Phoenix facility and grounds.
- Consumption of food and beverage restrictions in designated rooms shall be followed.

POLICY HISTORY

Original: proposed by GC on November 18, 2015.

Approved by the Governing Council on March 30, 2016.