



FACILITIES USE POLICY

GLOBE's Board of Directors wishes to make GLOBE's facilities reasonably available to the community in a way that does not take away from its primary responsibility.

Additionally, in keeping with the terms of GLOBE's leases with Dekalb County School District and Briarcliff United Methodist Church, any and all subletting must be approved by GLOBE's Board of Directors prior to commencement.

It shall be the policy of the School to allow the reasonable use of certain facilities by public and private organizations and individuals provided:

1. Such use will not interfere with the Board and School's primary responsibilities,
2. Such use shall not jeopardize the person or property of the School, the user or any participant,
3. Such use shall not materially burden the School with additional costs or risk of liability.

This policy does not apply to School sponsored organizations such as school clubs and societies (National Honor Society, Yearbook, etc.), school athletic teams, school visual and performing arts groups (band, drama club, etc.) and other GLOBE affiliated groups. GLOBE premises, including facilities and all surrounding property, may not be used as a public forum by any individual, group or organization other than the GLOBE Board of Directors or designee. Any use of school facilities by any other entity for purposes such as the signing of petitions, is expressly prohibited.

Program Requirements:

The Applicant agrees to provide a minimum ratio of 1 adult (18 and over) to 12 students.

GLOBE is not a sponsor of, or affiliated in any way, with the program other than as owner of the facility to be used by the Applicant.

The Applicant is to prepare, organize and lead the classes included in its program. All necessary preparations and materials must be provided by the Applicant.

All program participants (and their parents) must be provided, in writing, with a statement of the Applicant's acknowledgement that GLOBE is not a sponsor of, or affiliated in any way with, the Program and has no liability for any injuries incurred during the Applicant's and Program Participants use of its facilities.

Applicants must bring their own First Aid Kits and must administer their own first aid as needed.

Two weeks prior to the start of the program, GLOBE must have on file:

- A copy of the Program's written guidelines (as provided to all Program Participants and their Parents), including the following statement: **"THE GLOBE ACADEMY IS NOT A SPONSOR**

OF THIS PROGRAM AND IS IN NO WAY AFFILIATED WITH THIS PROGRAM OR ITS ADMINISTRATION. THE GLOBE ACADEMY IS MERELY ALLOWING THIS CAMP TO USE ITS FACILITIES.”

- Current background checks for all Program Staff and Employees;
- Current Health Forms (generated by the Applicant) for each Program Participant;
- Current CPR and First Aid Certification for at least one-half of the program staff members who must be onsite at all times while program participants are present;
- A copy of all release waivers signed by Parents of Program Participants holding GLOBE harmless from any liability for injuries or claims of the Parents or Program Participants;
- Certificate of General Liability Insurance of \$1,000,000.00 on any one occurrence naming The GLOBE Academy as additional insured;
- A copy of the Applicant's Program Participant accident policy; Workers Compensation insurance covering all Camp Staff/Employees;
- A completed W-9
- A refundable deposit of: \$200 for non-profit and governmental Applicants; and \$500 for all other Applicants.

Failure to provide the above documents at least two weeks prior to the start of the Program may result in the Program's cancellation at the sole discretion of The GLOBE Academy.

Priority of Use

The priority of use for GLOBE's facilities will be as follows:

- Globe-sponsored groups and organizations (GLOBE Camps, GLOBE Athletic teams, etc.);
- GLOBE-affiliated organizations;
- Youth oriented community organizations where 80% of the program participants are enrolled at
- GLOBE;
- Departments or Agencies of local government;
- Non-profit organizations;
- For-profit organizations;

Non-profit organizations

To be considered a "Non-Profit Organization" for the purpose of this policy, the organization must be registered as a Non Profit Corporation with the Secretary of State of Georgia.

For-profit organizations

For-profit organization are considered all other organizations and business who are not registered as Non Profit Corporations with the Secretary of State of Georgia.

Facility Use

- Only public use spaces are available for use unless an exception is granted by the Head of School. Public use spaces include the Gymnasium, Cafeteria, Media Center and other multipurpose rooms;
- An approved Facilities Use Agreement may be revoked with two-weeks' notice when the facility is needed for the fulfillment of the School's primary roles and responsibilities;
- Use of the School telephones is prohibited except in the case of an emergency (such as police, fire, ambulance, etc.);
- Applicants desiring to cancel a prescheduled use of the facility must notify the School in writing no less than two (2) weeks prior to the scheduled use for a refund of fees;
- Applicants use this facility at their own risk.

- Applicants agrees not to damage, destroy, or deface any property of the School and agrees to be responsible for the cost of repair or replacement of any School property damaged, destroyed or defaced by those associated with the camp program.
- The GLOBE Academy does not assume any responsibility for the damage or loss of any equipment, merchandise or articles left on School grounds prior to, during, or following a Program.
- Facilities (including all fixtures and equipment) must be left in a clean and orderly condition. Failure to do so will result in charges based on time/cost required to return the facility or equipment to its proper condition.
- Applicants understand that The GLOBE Academy does not provide supplies or general cleaning services; all supplies must be brought in by the Applicant and general cleaning must be arranged/done by the Applicant;
- Set up and breakdown of chairs and tables are the responsibility of the Applicant.
- All food and snack arrangements must be made by the Applicant. Food and beverages are not allowed in the school Gym or Media Center. The Applicant is responsible for communicating this information and enforcing its implementation with its program participants. Preparation/cooking of food in the kitchen is not permitted.

The following are **strictly prohibited** in this facility:

- Possession or use of alcoholic beverages, smoking and/or illegal drugs of any kind shall not be permitted on the School grounds;
- Alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about the school premises without prior written approval and supervision by GLOBE.
- No nails, tacks, hot glue guns, screws or similar articles may be driven into or applied to plaster, brick, cinder block or wood surfaces;
- Applicant(s) must adhere to school fire and safety codes and regulations;
- Use of school playing fields is not permitted while it is raining, or if the field is wet and such activity may present a safety hazard to Program Participants or the integrity of the field.

Facility Access

School keys and School access codes must remain in the possession of authorized School employees at all times. Buildings will be opened, attended and closed by an authorized School employee.

Damage to Facilities

Applicants are responsible for the condition in which they leave the facilities. Applicant must pay for any breakage, damage or loss of School property. The cost of damage or lost will be determined by the School's Head Custodian in cooperation with the Head of School and will be billed to the Applicant as soon as practicable. The Applicant has two (2) weeks to pay the cost of repair or replacement in full. Failure to do so will result in cancellation of the Applicant's Facility Use Agreement and the School reserves the right to take all appropriate measures, including legal action, to collect all fees and charges for damages and/or replacement of School property.

Amendment of the Facilities Use Guidelines

This Facilities Use Guideline may be amended from time to time. Applicants should regularly check with the School to ensure full compliance with all rules and guidelines regarding the use of this facility.

Fee Structure

Non-Profits

- \$75/half day AND \$150/full day PER SPACE (SPACES are the Gym OR Media OR Cafeteria, etc.) for non-profits

- \$25/half day OR \$50/full day per classroom or for use of fields

For-Profit

- \$115/half day OR \$200/full day PER SPACE (Gym OR Media OR Cafeteria, etc.) for private businesses and organizations;
- \$50/half day OR \$100/full day per classrooms of for use of fields.

Revised rates can be negotiated with the Head of School if multiple spaces are needed for an extended period of time, etc.