



Good Foundations Academy

5101 South, 1050 West, Riverdale, Utah 84405

Main: 801.393.2950 FAX: 385.333.7245

Website: <http://gfautah.org> For info: askgfa@gfautah.org

Good Foundations Academy Facility Use Policy

PURPOSE AND PHILOSOPHY:

Good Foundations Academy recognizes that its facilities can be a substantial community asset. To maximize the use of this space and avoid conflicts, this policy has been created.

POLICY:

Priority of Use

1. GFA use takes priority over all other activities.
2. Municipal functions (Town meeting, Public Hearings, Elections, etc); Town recreation programs.
3. Resident teams, resident groups (defined as resident non-fee civic or service organizations for purposes of education, recreation and civic improvement)
4. Non-profits.
5. All others (defined as for profit and private functions)

Regulations

The BOD is authorized to grant approval for the use of the gymnasium and meeting rooms in accordance with this policy. All use of facilities shall be subject to the following regulations:

1. Requests for use of the space must be made by one or more adults, and who will be responsible for monitoring and supervising all activities at the site during the period reserved.
2. Requests for the use of the Facility must be made in a timely fashion to the BOD. The process shall be to call first or check the schedule to see if dates are available. No verbal confirmation or "penciling in" of reservation may be construed as an approval or guaranteed reservation. An agreement shall be completed and returned for authorized signature. No date is confirmed until contracts have been signed by both parties. Individuals or groups are only allowed to use the space they have requested in writing.

3. The BOD reserves the right to deny any person or organization the use or rental of the facilities when in the opinion of the BOD the use may jeopardize the safety of the public, overtax the capacity of the building, create an untenable traffic or parking situation or when the use is determined to be not in the best interest of GFA.
4. The individual(s) or group(s) utilizing the space shall be responsible for the cleaning, picking up and removing any and all materials they wish to retain following the event; responsible for turning down the heat, shutting off the lights, and removing all trash. In the event that the users damage the facility or fail to properly clean and remove debris, the BOD shall obtain an estimate of damage and/or engage custodial services and shall, if necessary, charge the user(s) for any additional costs.
5. The individual(s) or group(s) utilizing the space shall be responsible for hiring or recruiting a volunteer GFA key holder to open and secure the building for the duration of the event.
6. The BOD reserves the right to require any security measures and or deposits deemed necessary. The BOD reserves the right to cancel any and all reservations any facilities without notice and without providing any other accommodations.

Meeting Rooms

- Cafeteria Room: \$50/hour
- Available class rooms: \$30/hour
- Damage & clean-up deposit required: \$100 per event (refundable)

Gymnasium

1. Co-sponsored, schools, churches, and non-profit organizations other than special events
 - \$75/hour for the first hour, \$50 for every hour after that.
 - The gym can only be reserved for 1 hour increments unless it is reserved on a regular basis. (Regular basis is defined by more than once a month).
 - Damage & clean-up deposit required: \$100 per event (refundable)
2. Special Events/City leagues: (Gymnasium Use)
 - Commercial use: \$150/hour
 - Damage & clean-up deposit required: \$200 per event (refundable)
 - Private Use or Non-Profit Organizations: \$75/hour

Any negotiation for lower rates based on a large volume of hours rented will be considered by the Board of Directors on an individual basis.

*** Note: GFA board members and employees are privileged to use the meeting rooms and gymnasium for free as an appreciation for their service to the school, whereas, it is an event that is not for profit.*

Rules and Restrictions for Use

1. Any event held at GFA will require a \$1 million certificate of liability insurance naming GFA as Certificate Holder and Additional Insure.
2. Any special event held at GFA must hire and show proof of two Security Officers as Security for the event, unless the BOD deem otherwise.
3. No alcohol or smoking is allowed at any event held at GFA.
4. Fastening of decorations and use of tape and other fasteners must pass approval of the BOD.

USE OF ANY TYPE OF TAPE ON GYM FLOOR IS STRICTLY PROHIBITED AND IF TAPE IS USED ON GYM FLOOR DAMAGE DEPOSIT WILL BE FORFEITED.

5. Rental hours should include the time needed for setup and clean up as there will be no extra time allotted for setup and clean up. Lessees should be cleared from the room and clean up completed by the "end time" stated on the facility use contract. Failure to end upon "end time" may result in forfeiture of all deposits.
6. Lessees shall confine use of the facilities to the area under contract.
7. Lessees shall abide by building capacity limits.
8. Lessees are responsible for the behavior of their members or guests.
9. Failure to abide by or violations of rules and policies may result in termination or cancellation of event or rental contract, eviction from the premises and loss of future rental privileges.
10. All fees, deposits, proof of insurance and/or proof of security hired must be submitted to the front office of GFA by 5:00 p.m.; 10 days prior to the event taking place or the event will be subject to cancellation
11. Any rental requires that the lessee fill out the Rental and use of Facilities Form (appendix A)



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GFA Rental and Use of Facilities Form

Lessee Name: _____

Date(s) of Event: _____

Desired Room(s) _____

Estimated Attendance: _____ Time(s) Requested: _____

Give a brief description on what the facilities will be used for:

I hereby certify that I am an authorized and responsible representative of the participating organization; that the above statements are true to the best of my knowledge; that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedules governing use of the facility.

In consideration of the agreement by Good Foundations Academy to lease the facilities designated, the party here will execute this lease contract and agree to adhere to policies and regulations established for use; and agree to accept any and all liabilities by way of commission, negligence, or otherwise arising from designated use of facilities as designated.

Lessee Name: _____ Signature: _____

Lessee Address: _____

Lessee Telephone: (Cell) _____ (Other) _____

Amount of Fee Collected: _____.

Responsible Staff Member: _____ DATE: ____/____/____