



BONNEVILLE ACADEMY

K-8 STEM School

BONNEVILLE ACADEMY FACILITY USE POLICY

Purpose:

The purpose of this Facility Use Policy is to establish guidelines and expectations for non-school entities wishing to use the facilities at Bonneville Academy. This policy ensures that the school's facilities are used in a safe, respectful, and responsible manner while maintaining the primary mission of Bonneville Academy as a place of education.

Scope:

This policy applies to all non-school organizations, groups, or individuals (hereafter referred to as "users") seeking to reserve and use the facilities at Bonneville Academy for events, activities, or programs that are not directly related to the school's educational operations.

1. Eligibility

1.1. Non-school entities wishing to use the facilities must meet the following eligibility criteria:

1.1.1. The event or activity must not conflict with Bonneville Academy's educational programs or functions.

1.1.2. Users must provide proof of adequate liability insurance coverage.

1.1.3. The event or activity must align with the values of Bonneville Academy, promoting a safe, respectful, and non-discriminatory environment.

1.1.4. The event operates in accordance with Utah law.

2. Facility Availability

2.1. Facilities at Bonneville Academy may be available for use on weekdays outside of school hours (after 4:30 p.m.), weekends, and school holidays, depending on availability. Requests should be made at least 30 days in advance to allow for proper scheduling and coordination.



800 W Montauk Lane
Stansbury Park, UT
www.bonnevilleacademy.org



info@bonnevilleacademy.org



(435)315-2080



BONNEVILLE ACADEMY

K-8 STEM School

3. Application Process

3.1. To request the use of Bonneville Academy's facilities, users must:

- 3.1.1. Submit a completed Facility Use Application to the school's administrative office.
- 3.1.2. Specify the date, time, and nature of the event.
- 3.1.3. Provide a detailed description of the event, including expected attendance, any special needs, and any equipment or special accommodations required.
- 3.1.4. Submit payment of any applicable fees, as outlined below.
- 3.1.5. The application must be reviewed and approved by the school administration before the event is confirmed.
- 3.1.6. Bonneville Academy reserves the right to deny any application for any reason.

4. Facility Use Fees

4.1. Fees for the use of Bonneville Academy's facilities will be determined based on the type of event, the duration of use, and the specific facilities requested. Fees may include charges for:

- 4.1.1. Facility rental, Custodial services, Security, Equipment use (e.g., audiovisual equipment, tables, chairs), Cleaning fees, property damage
- 4.1.2. A schedule of fees is available upon request and will be provided with the Facility Use Application.

5. Conditions of Use

- 5.1. Supervision: All events must be supervised by responsible adult(s) who are at least 25 years of age. The number of supervisors required will depend on the size and nature of the event.
- 5.2. Security: For certain events, security personnel may be required. This will be determined by the school administration based on the type of event.
- 5.3. Alcohol and Tobacco Use: Alcohol and tobacco use are strictly prohibited on school property. This includes smoking and vaping.
- 5.4. Food and Beverages: Permission must be obtained for food or beverage consumption. Users are responsible for all clean-up after the event.



800 W Montauk Lane
Stansbury Park, UT
www.bonnevilleacademy.org



info@bonnevilleacademy.org



(435)315-2080



BONNEVILLE ACADEMY

K-8 STEM School

5.5. Decorations: Decorations must not cause damage to school property. No nails, tacks, or tape may be used on walls, floors, or ceilings. All decorations must be removed immediately after the event.

5.5.1. Trash must be placed in exterior dumpsters, interior garbage receptacles may be used, but must be emptied at the end of the event.

5.5.2. Trash may not exceed the capacity of the dumpster and will require the user to remove trash from the property at their own expense if the dumpster is full.

5.6. Noise Levels: Users must ensure that noise levels are kept at a reasonable level to avoid disturbing the school environment or surrounding community.

6. Liability and Insurance

6.1. Indemnification: Users agree to indemnify and hold harmless Bonneville Academy, its employees, and representatives from any claims, liabilities, or damages arising from the use of the facilities.

6.2. Insurance Requirements: Users are required to provide proof of liability insurance coverage. The school administration will assess whether this is necessary based on the nature of the event.

7. Cancellation Policy

7.1. Users must notify Bonneville Academy in writing at least 48 hours in advance if they wish to cancel their reservation. A cancellation fee may apply if proper notice is not provided. If the school must cancel an event due to unforeseen circumstances (e.g., weather, emergency closures), users will be given the option to reschedule or receive a full refund of any paid fees.

8. Violations of Policy

8.1. Failure to comply with this policy may result in the cancellation of the event, forfeiture of any fees paid, and denial of future use of the school's facilities. Bonneville Academy reserves the right to take appropriate action if a user's behavior or the nature of their event causes disruption, damages property, or violates the values of the school.



800 W Montauk Lane
Stansbury Park, UT
www.bonnevilleacademy.org



info@bonnevilleacademy.org



(435)315-2080