



209 W. JACKSON BLVD., SUITE 500 · CHICAGO, IL 60606 · (312) 637-3900 · WWW.ACEROSCHOOLS.ORG

COMMUNITY USE POLICY			
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**I. Policy**

- A. The Acero facilities, buildings, and grounds (collectively the “facilities”) may be used for community activities in a way that advances Acero’s mission and does not interfere with the educational program of the schools. Organizations may be granted permission to use Acero facilities for various services, including but not limited to, civic, educational and community services. Such permission and use shall not constitute an endorsement by Acero of any organization or group nor of the program, philosophies, goals or beliefs of any such organizations or groups.
- B. Persons or organizations are required to use the facilities for non-commercial purposes and must abide by Acero rules of conduct at all times. Any permitted use may not interfere with Acero school programs, school-sponsored activities, or jeopardize a person or property of the school.
- C. Buildings/facilities may be unavailable at certain times or dates such as school holidays, weekends, school breaks or when they are scheduled for maintenance, remodeling, or custodial programs.

**II. Enclosure**

[Acero Facility Use Application](#)

**III. Definition**

Organization – For the purpose of this policy, an organization is defined as a group that performs a specific activity or function. Organizations include but are not limited to civic, educational, religious, social, political, and recreational and support groups.

**IV. Procedure**

- A. Application and Approval Process

1. All usage of the Acero facilities by non-school persons or groups requires that an "Acero Facility Use Application" be submitted to the Acero Campus Principal/Designee.
2. Acero Facility Use Application forms should be submitted at least two (2) weeks in advance of the date for requested use.
3. The Principal/Designee in coordination with the Director of Operations shall review and determine approval of any requested usage. Upon approval, an executed License Agreement between Acero and the party requesting to use the facilities must be on file **prior to facilities usage**. Specific campuses may also require Landlord approval prior to any permitted use.
4. Use of facilities will be processed on a "first come first served" basis determined by the time and date the completed application was received by the Acero Campus.

#### B. Usage

1. Acero facilities may be available Monday through Sunday outside of scheduled school use; provided however, that such use shall be subject and subordinate to any of Acero's leases.
2. Any use of the Acero facilities, equipment, and services shall be restricted to those spaces and times specifically set forth in the "Acero Facility Use Application."
3. School equipment or property may be used by or loaned to community groups for an educational or charitable purpose if the organization using or borrowing the equipment agrees to accept responsibility for costs associated to repair or replace any equipment damaged or lost while in possession at the discretion of Acero. Use of equipment must be specified in the License Agreement. Consistent with the guidelines of this policy, all school equipment in the premises shall be in the charge and control of the school building and arrangements for on-site equipment use shall be made directly with the Acero staff identified in the License Agreement.
4. Any organization utilizing the Acero facilities pursuant to this Policy, shall remove from the premises any materials brought onto the premises by the organization prior to and immediately after the Acero campus's instructional hours. The organizations shall leave the facilities in a clean condition after their use.
5. No storage facilities will be provided to any organization unless specifically addressed in the Licensing Agreement. Acero will not be responsible for any equipment or materials brought in by the applicant or any stored items.
6. Access to facilities shall be provided by Acero employees, and keys to facilities will not be provided to users.

### C. Restriction on Use

The following activities/uses are prohibited:

1. Activities which are unlawful in nature, including but not limited to, the use, sale or possession of alcohol, illegal or controlled substances, or tobacco, on school grounds or buildings.
2. Any activity which may be injurious to the facilities or equipment or which may thereafter negatively affect public welfare and safety.
3. Commercial advertising by non-school groups.
4. Any use which interferes with or is likely to interfere with the instruction of students or other operations of Acero.
5. Any use for which an admission fee is charged, except where such fee is charged by a nonprofit organization or governmental agency.
6. Profane language, gambling or fighting will be considered misconduct and will be cause for cancellation of permission for use.
7. Any purpose that is in conflict with the mission or goals of Acero.

Any use or attempted use of the prohibited activities may justify permanent restriction by Acero.

### D. Cancellation

Acero reserves the right to cancel facility use should the space be needed for emergency or school-related activities. In the event school facilities are closed due to an emergency, inclement weather, or any other event which is beyond the control of Acero, community use activities will also be canceled.

### E. Supervision

All groups using the facilities must designate an adult to be responsible for the overall supervision of the group. This individual shall not leave the property until all persons under his/her supervision have left. Buildings may be used only when adult supervision provided by the user is present. In addition, an Acero employee must be present in the building throughout each permitted use.

### F. Rental Fees

1. A fee structure has been established which reimburses Acero for facilities rental, custodial services, and security services. No rental or custodial fee shall be charged to any school-related organization and school sponsored activity, including but not limited to: student government, Acero parent groups, drama, band, yearbook, athletics, etc. Acero reserves the right to change or increase its fees at any time.

Custodial Services

Standard	\$15.00/per hour
Saturdays	\$23.00/per hour
Sundays	\$30.00/per hour

Security Services

Any day (4 hour minimum)	\$16.50/per hour, per security guard (one security guard per 100 attendees is required)
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<u>Building Use Fee</u>	\$250.00
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2. Fees may be waived for an organization that provides in-kind services that would offset the fees, as determined by Acero.

G. Liability

1. The person or organization requesting use (the "Requested User") must agree to indemnify, defend, and hold Acero, their officers, employees, agents, and employees harmless against any and all claims, demands, damages, liabilities and costs incurred by the Requested User which directly or indirectly result from, or arise in connection with, any negligent act or omission of the User, its agents, or employees, pertaining to its activities and obligations under the requested use.
2. Each organization renting an Acero campus facility must have group insurance for personal liability coverage for negligent acts. Proof of insurance coverage shall be provided to the appropriate Acero Central Office prior to the use of the facilities. Additionally, proof of insurance is required certifying Acero as a named insured and any additional insured as may be required by Acero.

**V. Applicability**

This policy is applicable to organizations seeking to rent Acero space.