



Facility Use Policy

BACKGROUND

All property (property line to property line) and buildings (the Facilities) of the Alexandria Country Day School (The School or ACDS) are owned by Alexandria Country Day School. The following sets forth the policy for use of all Facilities.

POLICY ON FACILITIES USE:

1. All Facilities shall be utilized for the benefit of the Alexandria Country Day School and its constituent organizations. Therefore, the use of any School Facility must be sponsored by the Alexandria Country Day School and serve the mission of the School.

2. Authority

The Head of School has authority over the management and operation of all School property and facilities. Only the Head of School speaks for the School.

3. Environment

- (a) *Tobacco Free Environment* - The use of tobacco, e-cigarettes or tobacco-like products are prohibited on all Alexandria Country Day School property or at school-sponsored events held off campus. Alexandria Country Day property and all sponsored events are officially designated as “tobacco-free.” Users of these

products must leave the School property or the School sponsored event to use tobacco/tobacco-like products. All members of the School community share in the responsibility of adhering to and enforcing this tobacco-free rule. Violations of the tobacco-free rule will result in action up to and including being asked to leave the School property and/or permanent separated from the School.

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Responsible: Finance Committee

- (b) *Alcohol Use or Consumption*- Unless approved the Head of School, no alcoholic beverages may be used or consumed in connection with an event or activity on School property (*For details see Alcoholic Use Policy*)
 - (c) *Drug Free Environment* – The use, sale, or possession of drugs or alcohol or tobacco use on Alexandria Country Day property or school function, including school or school-sponsored trips, including vacation time, is prohibited. This includes attending any school function under the influence of drugs or alcohol. The possession of drugs by anyone and the use or purchase of alcohol or tobacco by minors are illegal and against Alexandria Country Day School policy. Minors violating this policy should expect discipline up to and including separation from the School. Adults violating this policy should expect the School to notify the appropriate law enforcement agency for immediate removal the adult from the property and possible prosecution.
 - (d) *Harassment Free Environment* – Alexandria Country Day School should be a community free of intolerance and harassment. While in this community, it is the responsibility of all members, as well as guests, to be kind to others. Inappropriate behavior by groups or individuals is completely unacceptable and will not be tolerated. Children experiencing harassment are encouraged to share the experience with a trusted adult. Adults experiencing harassment or reporting harassment of a child should report the incident directly to the Head of School.
 - (e) *Security* - Security personnel will be required at any specially scheduled event or activity that is permitted or approved under the Facilities Use Policy when School is not in session and/or at which attendance is expected to be 100 or more persons. The number of security personnel will be determined by the Head of School based on the estimate of attendance. (*For Details see Policy Regarding Security*)
- 4. The School is responsible for sponsoring and scheduling the use of all school properties and facilities.
 - 5. From time to time, the School, on behalf of itself, another Community organization that it sponsors or an outside organization that it may elect to sponsor, may request the use of Facilities. Such use is subject to the prior approval of the Head of School and subject to the following:
 - (a) Regularly scheduled activities of the School and events scheduled by the School will take priority over all other requests for use of School facilities.

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- (b) A request for use may be approved by the School if such use does not interfere with the day-to-day operations of the School.
- (c) With respect to an event for an outside organization not directly associated with the School, such use may be approved by the School subject to the following:
 - (i) The event must be approved and sponsored by the School, subject to all documentation, policies and procedures approved from time to time by the school.
 - (ii) The mission of the outside organization and the purpose of the event must be consistent with the mission of the School.
 - (iii) Fees may be required by the School to assist with expenses associated with security, utilities, set-up, clean-up and use of equipment.
 - (iv) The School requires outside organizations to be covered by adequate liability insurance that designates as additional insureds the following:

The School and its respective Board of Trustees, officers, employees;
 - (v) Leaders/teachers/instructors within the outside organization will be subject to a background check.
 - (vi) The outside organization will be required to provide and pay for security for the event consistent with the School's policy for security.
 - (vii) The outside organization must ensure that the space used is cleaned immediately following use and returned to its original condition.

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