



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: FACILITY USE POLICY FOR PERSONAL GAIN

POLICY NUMBER: KFB

EFFECTIVE DATE: 10/3/14

DATE OF ORIGINAL POLICY: 08/8/14

DATE OF NEXT REVIEW: 10/2017

CANCELS POLICY NUMBER: N/A

DATED: 8/8/14

I. PHILOSOPHY:

Shonto Preparatory School is a tribally-controlled grant school. Given the isolation of the community and surrounding communities served by Shonto Preparatory School it is understood that the community lacks a facility for events that may allow certain individuals or groups to request use of the facility and also meet request from communities. While Shonto supports community events we also recognize that no individual should profit or gain personally in some manner from use of the school facility. The facility's primary purpose is for student learning and enrichment.

II. POLICY STATEMENT:

It is the policy of the Governing Board that all requests for facility use in which there is the potential for individuals or groups to gain personally through use of the facility adhere to the attached facility use policy.

III. EXCEPTIONS TO POLICY:

School organizations or other non-profit groups guided with established by-laws. This policy will not apply for events that do not intend to raise funds.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

Personal gain includes requests for individuals to raise funds for trips, camps, or other purposes to support an individual. Non-personal gain includes non-profit groups such as Starlings, etc., with established by-laws guiding fund raising.

V. DELEGATION OF AUTHORITY:

The Superintendent for Schools is responsible for communicating this policy to all appropriate parties and enforcing the provisions.

VI. REPORTS:

The Superintendent is directed to report to the Governing Board any request that is/are denied.



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VII. FORMS:

Parents of other Native tribes and non-native students who prefer not to participate in the Diné Language and Culture class will complete the form attached to be exempt from participating.

VIII. EXPIRATION DATE:

This policy expires three (3) years after its acceptance unless reapproved.


IX. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson Date: August 8, 2014
Superintendent

1st Reading: August 8, 2014

2nd Reading: September 12, 2014

3rd Reading: October 3, 2014

Established: 
Martha Tate, President,
Shonto Governing Board of Education, Inc.



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Community and Staff Use of Shonto Facilities – Personal Gain - Request

1. Complete the Facility Use Request Form and schedule to meet with the applicable school's student council (STUCO) for approval of your request". High School (HS) facilities- HS Student Council or Elementary School (ES) Facilities- ES Student Council:
 - i. Country Western Dances will require School Board approval
2. Upon your meeting with the applicable STUCO, their decision will be made via a written notification for approval or non-approval
 - i. If at any time the student council is unable to gain a quorum the decision will be made by the Superintendent, Support Services Director, and Facility Manager. The building principal and/or athletic director will give prior input to the STUCO or Superintendent.
3. Evidence of insurance is required 7 calendar days prior to the event
4. Deposit Fee of \$300 per day IS DUE 7 calendar days prior to your event. The deposit is not part of the Rental Fee for Facility Use. Your Deposit is refundable, except for the Custodial Fee of \$25 per day, which will be deducted from the deposit for normal facility clean-up. If the facilities are left in an unacceptable condition, which may include damaged or missing property and equipment, then your Deposit Fee will be non-refundable.
 - i. Money order or cashier's check written to Shonto student auxiliary fund
 - ii. No cash, personal checks, debit cards, credit cards, or promissory notes will be accepted
5. Facility use fee is non-refundable.
6. No activity is approved until all deposit, rental, and insurance fees are paid 7 calendar days prior to the event. Events will be cancelled if the fees are not paid by the deadline. Events can be rescheduled if the calendar permits.
7. After all fees are paid sponsors will meet with the superintendent or designee before the event to clarify expectations and to ensure sponsors agree to the requirements. A copy of the "event exit checklist" will be reviewed with the sponsors of events.
8. The event will cease immediately and all participants will be directed to leave the campus for drug/alcohol violation, fights, domestic verbal altercations, weapons violation, and abuse of SPS staff.
9. Sponsors will provide their own equipment such as basketballs, volleyballs, and other non-



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fixed items.

10. Any fixed assets request for the event will incur additional rental charges (see attached)
11. Sponsors and participants of the event will not have access to any areas other than what is agreed upon by the facility request form.
12. SPS security will be provided a copy of the work order regarding the event outlining access areas, equipment use, rental, and other pertinent instructions. The security officer is NOT authorized to deviate from the agreement. No keys will be issued to any sponsor. The administrator-on-duty and/or the facility manager will decide for any additional request.
13. SPS security, administrator on duty, or facility manager will use a checklist at the end of the event to determine if the facility conditions are good. Once it has been determined the facility is "good" the deposit will be returned. The business office will issue a refund check at the next AP check run
14. Please understand that there is a possibility that on an occasion a school function may take precedence over your request. In the event this happens, every attempt will be made to notify you in advance so you can make arrangements to reschedule or delay your event. Because of safety concerns for the public, students and staff, the school buildings and facilities will not be open for public use during weather or safety related school closings. Also, approval for weekend building use during the winter months is contingent upon safe weather conditions and may necessitate the buildings being closed at the last minute. Deposit and rental fees will be refunded for days of non- use.

Community and Staff Use of Shonto Facilities when fund-raising for a benefit (Starlings, Northern Arizona Hoopsters, etc.)

1. Complete the Facility Use Request Form and schedule to meet with the applicable school's student council (STUCO) for approval of your request". High School (HS) facilities- HS Student Council or Elementary School (ES) Facilities- ES Student Council
 - a. Country Western Dances will require School Board approval
2. Upon your meeting with the applicable STUCO, their decision will be made via a written notification for approval or non-approval
 - a. If at any time the student council is unable to gain a quorum the decision will be made by the Superintendent, Support Services Director, and Facility Manager. The building principal and/or athletic director will give prior input to the STUCO or Superintendent.
3. Evidence of insurance is required 7 calendar days prior to the event
4. Deposit Fee of \$300 per day IS DUE 7 calendar days prior to your event. The deposit is not part of the Rental Fee for Facility Use. Your Deposit is refundable, except for the Custodial



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Fee of \$25 per day, which will be deducted from the deposit for normal facility clean-up. If the facilities are left in an unacceptable condition, which may include damaged or missing property and equipment, then your Deposit Fee will be non-refundable.

- a. Money order or cashier's check written to Shonto student auxiliary fund
 - i. No cash, personal checks, debit cards, credit cards, or promissory notes will be accepted
5. No activity is approved until all deposit, rental, and insurance fees are paid 7 calendar days prior to the event. Events will be cancelled if the all fees are not paid by the deadline. Events can be rescheduled if the calendar permits.
6. After all fees are paid sponsors will meet with the superintendent or designee before the event to clarify expectations and to ensure sponsors agree to the requirements. A copy of the "event exit checklist" will be reviewed with the sponsors of events. For non-profit groups this will occur only once.
7. The event will cease immediately and all participants will be directed to leave the campus for drug/alcohol violation, fights, domestic verbal altercations, weapons violation, and abuse of SPS staff.
8. Sponsors will provide their own equipment such as basketballs, volleyballs, and other non-fixed items.
9. Any fixed assets request for the event will incur additional rental charges (see attached)
10. Sponsors and participants of the event will not have access to any areas other than what is agreed upon by the facility request form.
11. SPS security will be provided a copy of the work order regarding the event outlining access areas, equipment use, rental, and other pertinent instructions. The security officer is NOT authorized to deviate from the agreement. No keys will be issued to any sponsor. The administrator-on-duty and/or the facility manager will decide for additional request.
12. SPS security, administrator on duty, or facility manager will use a checklist at the end of the event to determine if the facility conditions are good. Once it has been determined the facility is "good" the deposit will be returned. The business office will issue a refund check at the next AP check run.
13. Please understand that there is a possibility that on an occasion a school function may take precedence over your request. In the event this happens, every attempt will be made to notify you in advance so you can make arrangements to reschedule or delay your event. Because of safety concerns for the public, students and staff, the school buildings and facilities will not be open for public use during weather or safety related school closings. Also, approval for weekend building use during the winter months is contingent upon safe weather conditions and may necessitate the buildings being closed at the last minute. Deposit and rental fees will be refunded for days of non- use.



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Shonto Preparatory School
www.shontoprep.org

Date Received	_____
Received by	_____
__ Original	__ Revision

FACILITY USE REQUEST FORM

CONTACT INFORMATION

Organization: _____ Profit Making Non-Profit Individual
 Contact Person: _____ Tel.#: _____
 Current Address: _____ E-Mail: _____
 Event / Event Purpose: _____ Est. Number of Participants: _____

FACILITY INFORMATION (See Page 2)

Facility Requested: Large Gym Small Gym Main Cafeteria HS Cafetorium Board Room Guest House
 Central Training Room Football Field Baseball Field High School Library Elementary Library

Date(s) Requested _____ Estimate # of Participants: _____
 Start Time (include setup): _____ AM / PM Ending Time (Include Clean up): _____ AM / PM.
 Sponsor (if other than Contact): _____ Staff Parent Other _____

ADDITIONAL INFORMATION

Type of set-up Requested: Athletic Event Banquet Assembly Conference/Training Meeting
 Performance Family Event Other (Specify) _____

Type of **Equipment** Requested/How Many: P.A. _____ Table(s) _____ Chairs Other (Specify) _____

_ Number of **Personnel** Requested: Security Monitor Housekeeping Other (Specify) _____

Will User provide: (a). Custodial service: No Yes - How many _____. (b). Security service: No Yes - How many _____.

DEPARTMENT APPROVAL PROCESS SIGNATURES

1a. High School Principal: _____ (If event is at the highschool)
 2a. Food Service Manager: _____ (If event is at the cafeteria.)
 3. Facility Manager: _____
 5. Business Manager: _____

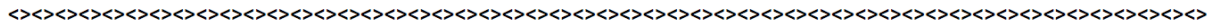
1b. Elementary Principal: _____ (If event is at the Elementary School)
 2b. Athletic Director: _____ (If event is at the gym.)
 4. Director of Support Services: _____
 6. Superintendent: _____

SPONSOR

I (We) assume full responsibility for any damages to Shonto Preparatory Schools property and/or equipment that occur as a result of the requested use.

Sponsor Signature: _____ Print Name: _____ Date: _____

Co-Sponsor Signature: _____ Print Name: _____ Date: _____



Estimated Cost \$ _____ Deposit Required \$ _____ (3 days before event). Liability Insurance Required _____

Comment (if any):



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(1/2)

General Conditions:

1. A three-week advance request is required to submit Facility Use Request Form.
2. The User must provide liability insurance for usage of the facility, holding Shonto Preparatory School Board, Inc. harmless from disputes arising from the usage of the facility.
3. The SPS Facility Manager or Superintendent shall determine if an organization can qualify as a Non-Profit Organization; and if it is, only the "Support Fees" will be charged as listed below. Organization pre-qualified for this are: a). Federal funded institutions, b). State funded institutions.
4. All cancellations will be subject to penalty fee of 50% or the "Use Fee".
5. The User, at the discretion of Shonto Preparatory Schools, may use his/her own personnel to provide clean up of the facility (facilities). The clean up must meet the set standards, or Shonto Preparatory Schools Personnel will complete the clean up and charge the User according to the attached support fee schedule.
6. Clean up must be performed immediately following the conclusion of the event.
7. Damages to the facility or property by the User will be charged to the User according to the cost incurred to repair the damages.
8. The User will be responsible that no food / drink will be taken into the classrooms or labs. Any foodstuff stains will be charged to the User according to cost incurred to cleaning.

FACILITY USAGE AND SUPPORT FEES

Use Fee			Support Fees				
Facility	Code	Per ½ day	Clean-Up Supervision	Housekpg. Fee per man/hr.	Security Fee per man/hr.	Crowd Control per man/hr.	Other per man/hr.
Large Gym	GM	\$50.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Small Gym	GM	\$50.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Board Room	BR	\$20.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Main Cafeteria	MC	\$20.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
HS Cafetorium	HSC	\$20.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Library	LB	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Bears Den (Bldg. 648)	BD	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Classroom / Lab	CR	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Baseball Field	BF	\$15.00	N/C	\$15.00	\$15.00	\$15.00	\$15.00
Football Field	FF	\$15.00	N/C	\$15.00	\$15.00	\$15.00	\$15.00
Canopy	CP	\$10.00	N/C				

Note: 1 / 2 day is from 12 AM to 12 PM and 12 PM to 12 AM

Food Price Listing

Vegetable Tray	\$30.00
Sheet of Hot Rolls	20.00
Finger Sandwich Tray	30.00
Sheet of Cookies	25.00
Fruit Tray	35.00
Cinnamon Rolls (30)	25.00
Cake Full Sheet	40.00
Cade w/ whipped topping	50.00

For half sheets & trays request pricing.