

File: KF/KF-R/KF-E
School Facilities Rental Policy

Any use of school facilities should create revenue or enhance the standing of Carbon Valley Academy (CVA) within the community. All rentals will be education related.

A contract of no longer than one semester is required for all school activities not supervised by a CVA employee.

The fee structure will be established by the school's principal, and should include insurance, security, and janitorial clauses.

A Facilities Coordinator position will also be established to do the following:

- Collect any monies due prior to the event.
- Keep the master calendar of events.
- Check and copy any documents required, such as insurance.

Adopted December 12, 2005