1755 West 1100 North
Salt Lake City, UT 84116

February 15, 2023

RE: USE OF FACILITIES

There has been an increase of the use of our facilities and we need to put some procedures in place. I have attached the new Use of Facilities form to be used when requesting the use of facilities.

We will make accommodations to those groups who have consistently used our facilities and will be required to give 10 volunteer hours to our school to support our school activities. This will be negotiated with Administration. These same accommodations can be offered to our faculty and staff.

This is the process we will be following:
1. Form to be submitted to Front Office to begin processing 10 days prior to Activity
2. Fees assessed by Administration
3. Head Custodian will check for calendar conflicts and custodial availability
4. Head Custodian will submit forms to Admin for approval/denial
5. Meeting set with Renters to go over contact with Admin and Head Custodian
6. Renter will pay a refundable rental deposit of $100 and will be returned after activity and has been signed off by the custodian assigned. Renters will LOSE the deposit should the facilities not clear post inspection

Fees Assessed:

<table>
<thead>
<tr>
<th>Custodial</th>
<th>Fee</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 Hours</td>
<td>$60</td>
<td>• Open/Close Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Bathroom cleaned after activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Trash removal</td>
</tr>
<tr>
<td>Full Attendance</td>
<td>TBD</td>
<td>• Open/Close Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Bathroom monitored regularly throughout activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Trash monitored and disposed of throughout activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Troubleshoot and support activity as needed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building</th>
<th>School Activity</th>
<th>Staff</th>
<th>Non-School Activity</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multipurpose Room</td>
<td>$0</td>
<td>$50</td>
<td>$150</td>
<td>● Custodial needed</td>
</tr>
<tr>
<td>Classrooms</td>
<td>$0</td>
<td>TBD</td>
<td>$25</td>
<td>● Custodial needed</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
<td>TBD</td>
<td>TBD</td>
<td>● Custodial needed</td>
</tr>
</tbody>
</table>

Arrangements for Volunteer Hours will be set and tracked with Administration
APPLICATION FOR USE OF SCHOOL BUILDINGS, FACILITIES, OR GROUNDS

(Application must be received by the School at least 10 working days prior to requested date of use)

WE RESPECTFULLY REQUEST THE USE OF: ☐ MULTIPURPOSE ROOM ☐ CLASSROOM ☐ OTHER

Date: ___________ 20 __________

AT PACIFIC HERITAGE ACADEMY ON THE FOLLOWING DATE(S):

FROM ___________am/pm TO ___________am/pm

FOR THE PURPOSE OF (GIVE INFORMATION ON USE):

APPLICANT’S NAME & ORGANIZATION:

ADDRESS: __________________________ PHONE: __________________________

PLEASE ANSWER THE FOLLOWING QUESTIONS AND AFFIX YOUR SIGNATURE:

1. IS YOUR ORGANIZATION TAX-EXEMPT NON-PROFIT? (TAX I.D. NUMBER: ) ☐ YES ☐ NO

2. IS THIS A SCHOOL SPONSORED ACTIVITY (SCHOOL ADMINISTRATION: ) ☐ YES ☐ NO

3. HAS YOUR ORGANIZATION LEASED THIS SITE REGULARLY IN THE PAST?
   if “YES”, you are hereby notified that leases will be renewed annually
   ☐ YES ☐ NO

4. IS THIS A PERSONAL OR PRIVATE BUSINESS ACTIVITY? ☐ YES ☐ NO

5. IS THERE A FEE, TUITION, OR DONATION COLLECTED? (AMOUNT: $____ PER DAY/PER HOUR) ☐ YES ☐ NO

6. DO YOU PLAN TO SUBLEASE THE FACILITY (Craft Fairs & Carnivals) ☐ YES ☐ NO
   IF SUBLEASING, ARE ALL SUBLESSEES COVERED BY APPLICANT’S LIABILITY INSURANCE? ☐ YES ☐ NO

I, the undersigned, on behalf of the organization I represent, have answered the above questions truthfully and accurately. If the school facilities, equipment or grounds are not properly maintained by the applicant, Pacific Heritage Academy will deny further use of school facilities, equipment or grounds to the individual or organization and seek appropriate restitution for damages incurred. The applicant further understands that the school facilities and grounds are to be alcohol and tobacco free, meaning that the use of any alcohol or tobacco substances are prohibited at all times on all school grounds or at any school activities. Furthermore, I understand that as a user of school facilities, the activity being conducted shall be lawful. Should disabled persons wish to participate in the requested use, applicants must make reasonable modifications and/or programmatic accommodations to permit such participation.

_________________________________________  ____________
Signature Date

(To be filled in by the Pacific Heritage Academy)

ACTUAL FEES AND CHARGES:

TYPE OF REQUEST: NON-SCHOOL SPONSORED SCHOOL SPONSORED

RENTAL (Utilities included): $____ $_____ N/A
CUSTODIAL: $____ $_____ N/A
DEPOSIT: $____ $_____ N/A

POLICE REQUIRED: (NUMBER OF POLICE ______) YES NO
LIABILITY INSURANCE REQUIRED ($1,000,000 liability insurance for craft fairs, carnivals, and certain athletic events) YES NO
Policy No. __________________________

YOUR REQUEST FOR USE OF PACIFIC HERITAGE ACADEMY FACILITIES IS HEREBY: ☐ APPROVED ☐ DENIED
REASON FOR DISAPPROVAL: ☐ FACILITY REQUESTED NOT AVAILABLE ☐ CUSTODIAN/STAFF NOT AVAILABLE

Signature of Principal/Designee __________________________ Date: ___________
FACILITIES USAGE AGREEMENT

PROHIBITED ACTIVITIES:
Activities that will pose a threat to life and/or property are expressly prohibited. Illegal firearms, weapons, highly combustible items, hazardous substances that are not used in the ordinary course of school operations, open flames of any kind, candles, fireworks, cigarettes, cigars, pipes or other smoking device and/or product, or any other potentially dangerous objects are not allowed on school property. Illegal activities may not occur on school grounds. No activities specifically listed as "Exclusions" to the school's insurance policies, or other activities determine by the Governing Board, are permitted on school grounds. All procedures and policies will apply to all persons and/or groups on school grounds.

LIABILITY INSURANCE:
Renter is required to provide a Certificate of Insurance as proof of liability insurance, naming the School as an additional insured on the policy. The required policy limits are $1,000,000 per occurrence and $2,000,000 aggregate.

SUPERVISION:
Supervision must be provided by the renting party of both adult and minor guests in all areas of the school. Any minor unattended to could be in violation of the contract and Deposits will not be returned. The rooms rented as outlined in this agreement, designated restrooms and connecting portions of the school are included as part of the School Facility and make available to Renter. Barriers placed to prevent access to other areas of the school not authorized for usage by Renter are to remain in place except in an emergency.

SECURITY:
The school’s Emergency Response Plan is provided to Renter for reference only. Renter understands and accepts the responsibility to develop its own Emergency Response Plan for the safety and security of its patrons. Renter will be responsible for securing the facility at the end of The Event. Should Renter encounter difficulties during the rental, please contact the assigned Custodian: ____________________________

SANITATION:
Renter is responsible to leave the school premises, facilities and furnishings in clean working order, suitable to instruction and regular school operations. Under no circumstances will Renter leave the campus disorderly, including leaving chairs and tables unfolded for use, rather than folded and stored in designated areas. Cleaning fees will apply for expenses incurred for facilities or furnishings left unclean or items left behind.

DAMAGE TO FACILITY:
Renter is responsible to bear the cost of repair or replacement for any damage to school property, facilities or grounds. Renter is required to report damages to the school upon discovery to prevent additional injury to property or patrons of the school.

______________________________
Renters Signature

______________________________
Renters Printed Name

Administration/Designee

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FACILITY USAGE CHECKLIST

To be completed and checked off before leaving the building premises.
Form is submitted to Assigned Custodian/School Official.
When no Custodian Assigned, please adhere to instructions provided by Administrator.

_____ Pick up all trash on the floors.
_____ Sweep & mop the floors (including hallways used).
_____ Clean and return tables to designated area.
_____ Put chairs back on the chair rack.
_____ Empty garbage cans & put back in designated area.

***** NO USAGE OF STAGE & KITCHEN UNLESS PRIOR AUTHORIZATION GIVEN *****

BATHROOMS:

_____ Wipe down the sinks.
_____ Pick up all trash on the floor.
_____ Sweep & mop floor.
_____ Empty the trash.

_________________________          _________________________
Renters Signature          Renters Printed Name

_________________________          _________________________
Assigned Custodian/Staff Official          Date

_________________________          _________________________
Time In          Time Out