

St. Anne's-Belfield School

FACILITY USE & RENTAL POLICY

St. Anne's-Belfield School accepts requests from groups and individuals to rent and use School facilities and athletic fields. These opportunities are provided by the School to create and support student enrichment and community engagement through partnerships that advance the mission of the School. Facility use may not conflict with current or future School events or activities. The Athletic Director will determine, on a seasonal basis, the times during which groups may use athletic facilities and fields.

Facility Rental Fees

The Board of Trustees approves rental rates annually. Organizations and individuals will pay these rates according to their entity type, for-profit, non-profit, or Friend of School according to the chart below. Non-profit groups must provide their IRS tax exemption certificate. Friend of STAB includes only current employees, parents, students, and alumni. Friend of STAB does not include activities organized by business entities, including youth clubs, agencies, sports organizations, and arts organizations.

User	Fee-based Activity	No-fee Activity
For-Profit Group or Individual	For-Profit Rate	For-Profit Rate
Non-Profit Group	Non-Profit Rate	Non-profit Rate
Friend of STAB	Non-Profit Rate	No Charge

Auxiliary Programs

Faculty and coaches may choose to propose an auxiliary program or class to be offered at the School. If approved, the class or program may be promoted with other auxiliary programs through the School's communications office, in collaboration with the faculty sponsor. Facility use will be included for approved programs. The School will collect fees for all auxiliary programs.

Facility Use Agreement

All facility use will require a Use of Facilities Agreement. A deposit may be required for any facility to be considered reserved. The deposit is due with the returned, signed agreement. Payment is due in full on or before the date of use, or the first date of use for recurring events.

Insurance

All groups that use the School's facilities or athletic fields must provide a Certificate of Liability Insurance with a minimum coverage amount of \$1,000,000. The certificate copy must list St. Anne's-Belfield School as the certificate holder. Athletic groups must provide a copy of their group concussion policy. Individuals not associated with an

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organized group must sign an individual liability waiver. Current students, parents of students, employees, and trustees are exempt from this requirement when participating in School-sponsored events.

Promotional Materials

Users must submit all event promotional materials, including digital and website copy, to the Assistant to Head of School for Auxiliary Programs and External Relations prior to public posting or dissemination. Promotional materials may not imply School sponsorship of the event without prior express permission. Promotional materials must adhere to the School's style guide and marketing standards when referencing the School or using the School's emblems and logos.

Facility Use Restrictions

In the event of school closure due to inclement weather or other events, all scheduled facility usage will be cancelled. In the case of a morning delay or early closure, all scheduled facility use may be cancelled or rescheduled at the discretion of the assistant to head of School for Auxiliary Programs and External Relations.

- Merchandise may not be sold during events without prior expressed permission.
- Ticketing and ticket sales are the sole responsibility of the user, unless otherwise agreed upon by the user and the School.
- If School personnel are not used, only approved caterers and/or AV technicians may be used by outside parties.
- Alcohol may not be served without prior express permission. If approved, the lessee must provide a copy of an appropriate ABC license and follow all ABC guidelines.
- Groups of children younger than 14 years old must be supervised by an adult at all times while using the fields or facilities.
- Users must provide traffic attendants for events of over 100 attendees. For events of over 200 attendees, users may be required to provide traffic police and attendants. Event and parking signage may be required for events of over 50 attendees on either campus.
- Users agree to arrange for and provide an off-duty officer for any event at which alcohol is served.

Facility use is not permitted for the following event types:

- University or college events hosted by student groups
- Private family parties or gatherings (e.g. birthdays, weddings, reunions, bar mitzvahs)

Facility Use Inquiries

Groups and individuals may apply and request facility use by submitting the Facility Rental Application available on the School website. Priority consideration for facility use will be given to requests received before the following dates: August 1 for fall semester use, December 1 for spring semester use, April 1 for summer use.