

# Lee Montessori Facility Use Policy

## GUIDELINES FOR USE OF SCHOOL FACILITIES:

It is the policy of Lee Montessori PCS to permit responsible individuals or organizations (where the main purpose is to benefit the citizens of Washington, DC, particularly the residents of the surrounding neighborhood) the use of school buildings to the extent that there is no interference with the educational programs.

### Rules and Regulations

1. There are certain restrictions upon the use of school property and the building. User is solely responsible for the fulfillment of the regulations of the following:
  - A. DC Public Charter School Board
  - B. DC Office of the State Superintendent of Education
  - C. DC Metropolitan Police Department
  - D. DC Fire and Emergency Medical Services Department
  - E. DC Homeland Security and Emergency Management Agency
2. In addition, the building user is responsible for damage to the school property and may be required by the school authorities to provide police and/or fire protection at the building user's expense. The building user may be required to obtain liability insurance as a condition of the rental. (Neither the School nor its custodian on duty assumes any responsibility for liability.)
3. School property is available only when a designated staff member is available and present to supervise and to protect the building.
4. Some specific spaces may only be available after school hours and with proper staff present.
5. Equipment and materials may not be moved into or out of the building.
6. Exceptions to these rules and regulations can be made only by Lee Montessori PCS' Executive Director.
7. These Rules and Regulations for Use of School Facilities cover all functions/events which are held in Lee Montessori after 6:00 PM Monday through Friday and anytime on Saturdays, Sundays and holidays.

## GROUPS PERMITTED TO USE SCHOOL FACILITIES:

### School-Related Groups

School-related groups, like the Parent-Teacher Organization, are permitted to use the multipurpose room, conference room, grounds or any other facilities at reasonable times and places as deemed appropriate by the principal(s) of the particular school(s) at which facilities are requested to be used. In no event shall any approved use interfere in any manner with the operation of the school or endanger school personnel, students, or the public at large. School-related groups shall submit their requests to use school facilities to the Operations Director for review and approval.

### Non-Profit Groups

The term "Non-profit Group" shall mean any civic, service, political, fraternal, governmental, religious, charitable, or recreational agency, association, organization, corporation, or partnership which is not engaged in a business or enterprise to produce income or a financial gain. This definition is not intended to preclude a non-profit organization from engaging in fund-raising activities or charging fees for services simply to defray the organization's costs or for charitable purposes. "Non-profit Groups" include, but are not necessarily limited to:

- Non-profit civic and service clubs; Churches and religious organizations;
- Political parties (or any affiliate thereof) recognized by the DC Board of Elections; Governmental agencies or units at the federal, state and local level;
- Advisory Neighborhood Commissions (ANCs);
- YWCA, YMCA, Boy Scouts or Girl Scouts, Little League teams, etc.; and Professional and occupational organizations;

Non-profit groups are permitted to use the school multipurpose room, conference room, grounds, selected classrooms, or any other facilities at reasonable times and places as deemed appropriate by the principal(s) and Operations Director of the school at which facilities are requested to be used. In no event shall any approved use interfere in any manner with the operation of the school or endanger school personnel, students, or the public at large. Non-profit groups shall submit their requests to use school facilities to the Operations Director for review and approval.

### Groups/Uses Not Permitted

Lee Montessori PCS permits groups to use school facilities only for educational, recreational, civic and cultural activities. Therefore, individual users and uses of a private or personal nature are not permitted. Accordingly, by way of example and not limitation, school facilities will not be permitted for events such as family reunions; birthday, anniversary, or graduation parties; bridal or baby showers; wedding receptions; or garage sales.

## HOW POLICY IS COMMUNICATED TO THE PUBLIC:

Lee Montessori PCS is a full-service community school. In this model, public schools become community hubs, where the school is the center of the community bringing together many partners to offer a range of supports, services and opportunities to children, families and the community at large. Communication with the community is fundamental to the success of Lee Montessori PCS.

Lee Montessori PCS communicates with community groups and nonprofit organizations serving the community through its many partnerships, and participation in community meetings as needed to provide information. Lee Montessori PCS is visible in the community and participates in as many community events as possible.

In addition to verbally sharing information about the availability of Lee Montessori PCS' facilities to support community enjoyment, advancement and empowerment activities, Lee Montessori PCS utilizes the following communication tools as needed: printed materials, email communication, publications posted online, and the school website.

## POINT OF CONTACT:

For additional information or to request authorization to use the school facilities, as outlined in this document, please contact Joshua McComas, Director of Operations, at 202-779-9740, or [joshua@leemontessori.org](mailto:joshua@leemontessori.org).