Kings Community Action Organization

Administrative Policy

AP 6100
Facilities

FACILITY RENTAL/LEASE

Purpose: Establish a policy for the conditions of renting/leasing Kings Community Action Organization’s facilities, including when necessary, the reasons for refusal.

Policy: Kings Community Action Organization will rent/lease its facilities to other community-serving groups only when:

- the facilities are not required for use in serving our clients or scheduled maintenance
- the group agrees to pay for all costs associated with the use of the space, including set-up and clean-up costs
- proper care is assured
- staff supervision is available
- behavior of participants can be controlled by the group
- the group using the space agrees to name Kings Community Action Organization as an additional insured on its commercial general liability policy. The insurance policy covering Kings Community Action Organization needs to be in an amount sufficient for the event being held. All coverages shall be determined by the Executive Director.
- in the case of certain events, the Executive Director may require security in the form of private security officers or in unique circumstances, police officers
- information is provided to assure Kings Community Action Organization that the group's mission and operations are consistent with the mission and purposes of Kings Community Action Organization.

Requests to use our facilities will be processed in order of receipt. A service/use fee will be charged based on the cost of providing the space. The fee may be waived at the discretion of the Executive Director.

Safety Agreement

Prior to using any portion of our facilities, an authorized representative of the group must read and sign a statement indicating the group's intent to comply with any and all safety policies for the facilities.
**Post Event Inspection**

Following the use of Kings Community Action Organization's facilities by an outside group, an inspection will be conducted and any damage or necessary repair will be noted. A bill for the cost of any required repairs will be sent to the group renting the facility.

The Executive Director or designee may develop administrative guidelines to enforce a fair and consistent application of this policy.

Adopted by Board of Directors: May 17, 2017