

#### **4.110 FACILITY USAGE**

Non-school organizations may apply to the school administration for the use of the school's facilities. The application for use of the facilities must be signed by the head of mission or the president of the organization. The requesting organization will signify that they accept responsibility for the school property to be used and they will absolve the school in advance from any liability for injury to their personnel.

Permission may be granted by the Director for school employees to use school equipment in presenting programs for community organizations, nonprofit organizations or for public relations purposes.

The facilities of the school may be used by community groups when such facilities are not being used by the school. The use of the school facilities for official school or school sponsored functions shall be as determined by the Director. All official school or school sponsored functions shall have priority in the use of the school facilities. In the event of a conflict in scheduling, the school shall also have priority.

Organizations eligible to use the school facilities shall be related to the education and welfare of the youth in the community, or have as their purpose community and national service.

Organizations that use the facilities may be charged for such usage, at a rate to be determined, which will reimburse the school for any utility, personnel, and any other expenses including damage. A fee for any use of the school's equipment will be negotiated separately with the group.

#### **4.111 FACILITIES MANAGEMENT**

The Business Office shall supervise building and grounds facilities and personnel related thereto. The Business Office will administer, with consultation of the Director, the general school budget for TIS, which includes preparing requisitions, checking purchase orders, supervising receiving and distributing all purchases made by the school.

The Business Office will prepare notices to custodians concerning work to be completed and supervise security officers.

The general school inventory of supplies and equipment will be prepared and administered by the Business Office.