

# **AAS FACILITIES USE PROCEDURES**

## **(Board Policy 5.6)**

*Developed October 2011, Reviewed March 2014, Reviewed July 2017, Revised and Updated October 2022*

### **USE OF FACILITIES AND GROUNDS**

Use of AAS facilities and grounds by AAS community and outside groups is supported under the LEED environmental management system because it contributes to social and environmental sustainability. AAS community and outside groups may be permitted to use school facilities for worthy purposes, provided that such uses do not contravene school policies, do not interfere with the school program and do not impose unwarranted burdens on school personnel.

AAS facilities and grounds – including classrooms, athletic facilities (Balkan Field, Balkan Gym, Vitosha Field, Vitosha Gym Fitness Room, Black Top, Tennis Courts, Auxiliary Court), Rila Renaissance Centre (Rila Theatre, Black Box Theatre, Conference Room, Music and Art Rooms), the Atrium, Red Cafe and Library - have the primary purpose of supporting the educational program. However, these facilities may also be available for special events, meetings, cultural presentations, entertainment programs, and special programming that serve to maintain an engaging and supportive learning environment.

In general, requests for AAS community and outside use will be granted subject to the following,

- The priority is learning;
- The prior commitments for regular program use of the requested space and supporting areas (i.e. bathrooms, foyers) are not affected;
- The suitability of the requested space for a particular type of program proposed is confirmed;
- The purpose of the requested activity proposed is not in conflict with AAS' guiding statements (vision, mission, core values and global citizenship statement).

The above may not, in any way transfer the use of the facility to another organization. The nature and extent of all advertising for a scheduled event should be reviewed by the marketing and communications manager. In all cases, the name of the group sponsoring the event must appear on advertising (hard copy, electronic or otherwise).

Admission tickets for events on campus may be offered for sale outside of campus only with permission of the school director. In conducting its event, each organization must comply with local laws, as well as AAS policies. In addition, each group / organization will accept responsibility for conducting its event in accordance to the AAS code of Professional Conduct and guiding statements.

- Audience: Concerts, performances, athletic events, celebrations, seminars primarily for the AAS community may be open to the public. However, the event or activity must be approved in advance by the school director if it is anticipated that more than 25% of the audience is from outside the AAS community.
- Communication: Concerts, performances, athletic events, celebrations, seminars at AAS often require prior coordination with security, maintenance, food service, cleaning teams and transportation. These groups must be informed at least two weeks in advance regarding event needs.

#### **Use of Facilities and Grounds After Hours**

- Individuals and groups must sign in at the security gate.
- Safe, clean and proper use of facilities and equipment is expected.
- Use of campus facilities by groups must be approved in advance by AAS.
- Use of AAS facilities by non-AAS community members must be approved in advance by AAS.
- ES and MS students on campus outside school hours must have adult supervision.

- Smoking (including vaping and electronic cigarettes) and alcoholic beverages (including beer) are not permitted on campus. In rare instances, alcohol may be on campus if the Director of AAS has confirmed prior consent.
- Use of the facility after school hours is at your own risk and may not interfere with school programming or events. The school is not responsible for personal property or injury.

To supplement the above please note that facility use is permitted upon approval outside of the school day and school programs, if there are no school events or activities scheduled, as per the following:

- 08:00 to 18:00 school use only
  - Designated internal facilities - Monday to Friday - 18:00 to 21:00 eligible for non school use upon written approval
  - Designated internal facilities - Weekends and holidays - 09:00 to 20:00 upon written approval

## **ELIGIBILITY FOR USE OF FACILITIES BY NON-AAS GROUPS / ORGANIZATIONS**

AAS opens its facilities and grounds to use by both AAS community and outside groups when it is feasible and appropriate in light of the needs and objectives of the AAS community. Determination of the feasibility and appropriateness of a particular proposal includes, but is not limited to, an assessment of the following:

- The extent to which the proposed program is related to any concurrently functioning activity or program at AAS;
- The extent to which persons affiliated with the AAS community will participate in or attend the proposed program;
- Evidence of responsibility on the part of the person sponsoring the proposed program or of persons who are members of such a group or who will be participating in the program;
- The direct and indirect costs to AAS of the program;
- The suitability of the available space for the particular type of program proposed;
- The organizing group and program is in line with the AAS code of professional conduct, guiding statements and fits with the [AAS partnership and sponsorship guidelines](#).

Each AAS community or outside group must have a sponsor from within the AAS community. The sponsor will be responsible for maintaining liaison between the outside group and the appropriate AAS staff members throughout the planning and implementation stages of the event. It is the responsibility of the sponsor to assure that the organization, its members, and the program adhere to the AAS code of professional conduct and guiding statements.

In cases where an outside group approaches the school and may not have an internal sponsor, the Marketing Manager will review the request and, subject to approval, act as sponsor.

AAS community includes school faculty and staff, parents and students. AAS community activities and events should largely involve participants from within the AAS community.

Outside groups include companies and business associations; NGOs and charities; schools and other educational institutions; social, cultural and sports organisations. Events and activities for outside groups will largely involve participants from outside the AAS community.

Final judgment on whether an event or activity qualifies as a community or an outside event rests with the school Finance Manager and school Director.

## **USER GROUPS DEFINED**

Facilities and grounds shall be made available to the following groups, in order, as space and priority allow. The Director or his / her designee will verify the nature of the respective groups.

### **Group 1: AAS Group - School Programming**

- Regular school activities and events. No fees are charged.
  - Examples: Class events/activities, CEESA events, class related performances.

### **Group 2: School Sponsored Activities**

- Includes events that are planned and led by the AAS and its staff for the purpose of extending classroom learning. No fees are charged for these activities.
  - Examples: Music concerts, learning fairs/ presentations, tournaments, student programs, approved PTO events etc.

### **Group 3: AAS Related Non-Profit Organizations**

- Although the organization is not directly supervised by AAS, the participants are generally AAS students, staff, community members, or part of a diplomatic entity activity. Fees may be charged for equipment, labour, and facility use application processing. Please note that US and UK entities will have priority.
  - Examples: Individual citizens or groups within the AAS community who organize and supervise co-curricular activities for the betterment of students who attend AAS, such as athletic organizations, community youth music and fine art groups, etc.

### **Group 4: Non-Profit Organizations**

- Organizations who are not engaged in a for-profit enterprise or non-profit organizations that may have paid employees or that may charge admission and/or material fees. Equipment, labour and/or facilities use fees required as set by AAS.
  - Examples: Recognized local clubs, recognized local schools, and other recognized organizations whose purpose for facility use is devoted to community betterment or community youth welfare.

### **Group 5: For Profit Service Providers for After School Programming**

- Individuals/organizations that facilitate after school activities/athletics for AAS students. Charged at rate established annually by the Director or designee.
  - \*Please see the section entitled ... for further clarity on Group 6

### **Group 6: For Profit & All Other Groups Eligible to use School Facilities**

- Local business sponsoring a youth or community activity or for-profit educational, athletic, innovation, artistic or leadership training event designed for educational or community purpose. Excluded from the above are groups, organizations and/or individuals which/who promote candidates or persons for political office, promote a particular political agenda, political rallies, any illegal activity, or may present undue facility or security demands as determined by the Director or designee. The Director and/or Finance Manager and / or Facilities Manager shall have the authority to make determinations within this policy.

## **SCHEDULING EVENTS AND FACILITIES**

The designated scheduling officer is the initial point of contact for events and facilities requests that are not pre-scheduled. The scheduling office will provide the appropriate forms (electronic or otherwise) as needed with respect to the request.

The roles and offices responsible for scheduling facilities are listed below,

- Elementary School and Middle / High School Assistants
- Elementary School After School Activities
- Middle and High School Athletics and Activities
- PreK to Grade 12 Arts Coordinator
- Facilities Manager

Each request will be reviewed individually, based on the specific merit and timeliness of the request. When in doubt, the Facilities Manager and Athletic Director/Activities Coordinator will consult with the Principals and/or Director as needed. Events will be posted on the school electronic calendar.

In June, a formal calendar meeting is scheduled in relation to facilities use and pre-scheduled events at AAS. This meeting confirms dates, times and facilities. These events are posted on the school electronic calendar, and can also appear on the printed calendar.

### **AAS USE OF FACILITIES OUTSIDE OF AAS**

Official AAS events and business are occasionally conducted in locations outside of AAS. Examples of such use are field trips, exhibitions, and certain sporting events. Outside facilities, clubs and locations must also have an ethos commensurate with AAS. Risk assessments must also be conducted regarding outside facilities use. Any AAS official event may not take place in a location that has discriminatory practices and is thus incongruent with the AAS code of professional conduct, guiding statements, and AAS partnership and sponsorship guidelines.

### **FEES**

AAS community groups will be liable for costs over and above the normal operating expenses of a facility (such as food services, extra cleaning, extra security). Outside groups will be liable for a facilities use charge as well as additional costs. The fee schedule for facilities use is attached.

### **FACILITIES USE FEE -**

**Standard price & fees - each case will be considered based on specific needs**

<b>Location</b>	<b>Facility / Grounds</b>	<b>Fee → Starting from BGN per Hour</b>
All	All	15% or income for individual/small group lessons
Balkan Wing	Classroom	30
Balkan Wing	Dance Room	25
Balkan Wing	Balkan Black Box	50
Balkan Wing	Balkan Gym	50
Vitosha Wing	Classroom	30
Vitosha Wing	Fitness Room	40
Vitosha Wing	Corridor of Flags	40
Vitosha Wing	Vitosha Gym	60

Atrium	Atrium	40
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Outdoor	Tennis Courts	15
Outdoor	Basketball Courts	15
Outdoor	Balkan Field	70
Outdoor	Vitosha Field	50
Rila Renaissance Centre	Art Room	40
Rila Renaissance Centre	Music Room	40
Rila Renaissance Centre	Community Room	50
Rila Renaissance Centre	Rila Black Box	70
Rila Renaissance Centre	Rila Theatre	150 + hourly rate for necessary staff
Other Spaces	Other Spaces	As agreed upon depending on the type of use

Service / Item	Facility / Grounds	Fee → Starting from BGN per Hour
Food	Red Cafe	As agreed depending on the type of catering
Sound / Music	Portable Sound System	50
Assembling of Tents	Outdoor	10
Assembling of Tables	Outdoor or Indoor	5
Water Dispenser	Outdoor or Indoor	5
Sports Equipment	Outdoor or Indoor	As agreed depending on the type of equipment
Arts Equipment	Outdoor or Indoor	As agreed depending on the type of equipment
Technical and Personnel	Outdoor or Indoor	As agreed depending on need

**\*NB:** The school will provide a quotation in relation to events that are larger in nature, commercial in nature and / or involve multiple days. This is to manage costs, schedules and resources.

## PAYMENT

- Finance Office to pay by hand and receive a receipt in English
- Pay via bank account and receive invoice in English & in Euros
- Sign a donation contract for Bulgarian companies needing documentation in Bulgarian

## ANGLO-AMERICAN SCHOOL of SOFIA - FACILITY USE RENTAL AGREEMENT

This Rental Agreement made this \_\_\_\_ day of , 2\_\_\_\_ and effective as of \_\_\_\_\_, by and between the Anglo-American School of Sofia (AAS), hereinafter referred to as School, and \_\_\_\_\_ hereinafter referred to as User.

**Premises and Conditions:** For and in condition of the terms, conditions, and covenants of this rental agreement to be performed by User, all of which the User accepts, the School hereby rents to User the School facilities as per the table below.

Facility / Area	Day(s) of the Week, Time, Month, Year	User Responsible	Other Details

**Condition of Granting Rental Use:** The granting of this rental use and its acceptance by the User is conditional upon the following covenant:

1. The User abides by the AAS Mission, Core Values, Global Citizenship Statement, Facilities Use Policy in the Family Handbook, Child Protection Policy, Code of Professional Conduct, and the Partnership and Sponsor Guidelines.
2. Individuals and groups must sign in at the security gate.
3. Safe, clean and proper use of facilities and equipment is expected.
4. Use of campus facilities by groups must be approved in advance by AAS. Use of AAS facilities by non-AAS community members must be approved in advance by AAS.
5. ES and MS students on campus outside school hours must have adult supervision.
6. Smoking (including vaping and electronic cigarettes), illicit substances and alcoholic beverages (including beer) are not permitted on campus. In rare instances, for special events, alcohol may be on campus if the Director of AAS has confirmed prior consent.
7. Use of the facility after school hours is at your own risk and may not interfere with school programming or events. The school is not responsible for personal property or injury.
8. No illegal games of chance or lotteries will be permitted.
9. That no functional alteration of the premises or functional changes in the use of such premises shall be made by User of the leased premises, without specific written consent of School. And the user agrees to use and permit the use of only those School facilities specifically rented to User.
10. The User shall repair and make good all damages to the premises which are caused by the use of premises.
11. The User shall present to the School proof of liability insurance coverage in the amount of covering liability for bodily injury and property damage.

The User agrees to indemnify and hold harmless the School and its agents and employees from all claims, suits, or actions of any nature and description for or on account of any injury , damage, or liability to persons or property arising from the rental or use of the school facilities. The School reserves the right to cancel the Facility Use Rental Agreement in the event of an emergency which requires that the facility be available to the School for its use at the same time as the scheduled event. If this occurs, the School will attempt to provide a substitute facility for the User, if feasible.

**Rent and Deposit:** The User agrees to pay to the School as rent for the premises and as payment for rental and services (if any) provided by the School, the sums as set forth, in the fee schedule. The User shall be responsible for all actual damages, including costs, disbursements, and expenses resulting while it has use of the premises. The User agrees to pay fees and costs which are estimated as follows for use of the facility. The actual fees and cost will be determined and calculated after use of the facility is concluded.

Estimated Rental Fees (BGN)	Estimated Personnel Fees (BGN)	Estimated Equipment Costs (BGN)	Total Estimated Fees and Costs (BGN)

**Obligation of User / Renter:**

1. User shall maintain the premises clean and free from debris at all times.
2. User shall repair and pay for all damages to the premises caused by his/her employees, patrons, agents, members of his/her operation on the premises.
3. User shall permit School and its agents free access to enter into and upon the premises at all reasonable times for the purpose of inspecting and to make any necessary improvements.
4. User shall comply with all applicable municipality and country regulations, and laws, as well as the AAS Mission, Core Values, Global Citizenship Statement, Facilities Use Policy in the Family Handbook, Child Protection Policy, Code of Professional Conduct, and the Partnership and Sponsor Guidelines.
5. User shall at all times cooperate with the School’s personnel.

**Insurance and Indemnification:** User will hold School and its insurance company exempt and harmless from any damages or injury to any persons or property of any person arising from the use of the premises by User. The purpose of this article is to protect School to the extent possible from any and all claims that may be asserted against it as a result of the User’s use of the premises.

**User and Renter Not To Discriminate:** User agrees that neither it, its employees or agents will refuse, withhold from or deny any of its services, goods, facilities, advantages, or privileges because of sex, race, age, physical or mental handicap, creed, political ideas, marital status, sexual orientation, religion, colour or national origin, and that it will not publish, circulate, issue, display, post or mail a written or printed communication, notice or advertisement which states or implies that any of the services, goods, facilities, advantages, or privileges offered by it while in User’s facilities will be refused, withheld from or denied to a person because of sex, race, age, physical or mental handicap, creed, political ideas, marital status, religion, colour or national origin. The undersigned hereby agree to the terms and conditions of this agreement.

Item	Details
Facility To Be Used	
Description of Use	
Number of Participants in Activity / Event	
People in Audience / Spectators	
Equipment Needed	

**The Renter and User has read, understands, agrees to and will abide by the AAS Mission, Core Values, Global Citizenship Statement, Facilities Use Policy in the Family Handbook, Child Protection Policy and Code of Professional Conduct.**

For the Anglo-American School of Sofia (AAS)				
Name	Position / Title	Signature	Telephone	Date

For the Anglo-American School of Sofia (AAS) - Communication Checklist				
Security	Maintenance	Cleaning	Transportation	Other

For The User				
Name	Position / Title	Signature	Telephone	Date

**\*UNDERSTANDING AFTER SCHOOL OPPORTUNITIES for STUDENTS at AAS BEYOND PROGRAM**  
**OPTIONS**

*Developed September 2013, Last Reviewed November 2013*

**Background and Overview**

AAS is fortunate to have good facilities and a wide-variety of after school opportunities.

Detail	Regular Dismissal	MS/ HS After School	ES After School
<b>Time Frame</b>	15:30 (M, T, T, F); 15:00 (W)	17:30 (M, T, W, T, F)	16:40 (M, T, T, F); 16:10 (W)
<b>Bus Departure</b>	15:40 (M, T, T, F); 15:10 (W)	17:30 (M, T, W, T, F)	16:50 (M, T, T, F); 16:20 (W)
<b>Bus Fee</b>	Part of regular bus fee	Part of regular bus fee	Part of regular bus fee *People can pay a separate fee if only using the bus after ES after school activities
<b>Bus Monitor</b>	Yes	No	Yes
<b>Season</b>	School year is last week of August to third week in June	Various by activity but is in relation to trimesters (three seasons) *CEESA sports and activities usually start the first week of September	May vary depending on instructor and facilities *ES after school opportunities begin the first week of September
<b>Activity Fee</b>	N/A	CEESA: Depends if selected to travelling team / group and location of travel Typical range in a season is 150 Leva to 750 Leva per season *Other activities generally incur no cost unless facilitated by an instructor from outside AAS, then there is a fee 15 Leva per person per session (this exchange is between the participant and the outside instructor	15 Leva per person per session if facilitated by an outside instructor (this exchange is between the participant and the outside instructor)
<b>Coach Sponsor</b>	N/A	CEESA: AAS faculty must be one of the coaches / sponsors in a group of two *Other activities may be AAS faculty, AAS staff, instructor outside AAS community	AAS faculty, AAS staff, instructor outside AAS community



<b>Coach Sponsor</b>	N/A	CEESA: Nominal Honorarium (PD) *Outside instructor - number of participants by 15 Leva less 6,66% that goes to further support programming and as a fee for access to AAS facilities and community AAS	Outside instructor - number of participants by 15 Leva less 6,66% that goes to further support programming and as a fee for access to AAS facilities and community AAS
<b>Facilitated By</b>	School	School	School
<b>Available Outside AAS</b>	N/A	Generally no, except football (male), tennis and swimming	Generally yes, except football (female)

### **Percent withheld in the Case of an Outside Instructor**

The percentage withheld (at this time 6,66%) goes back into after school programming. It is also a fee incurred by the outside instructor for access to the AAS community and use of AAS facilities. The support of after school programming may take the form of the following,

- In the case of ES after school – bus monitor support
- Equipment use depending on the activity and school approval
- Outside instructors may apply to the PTO for a specific equipment grant – if approved the equipment is considered school equipment and must stay on school premises
- In the case of AAS’ wellness offerings – fitness equipment, wellness related items for adults

### **Collection of Percent withheld in the Case of an Outside Instructor**

Outside instructors must keep honest and accurate records of attendance and payment. In the case of outside instructors working with AAS students (PreK-12), the outside instructor pays the withheld percentage (6,66% at this time – though it may increase) to the Athletics and Activities Department. The timing / frequency of payment is established by the Athletics and Activities Department. In the case of outside instructors working with AAS community adults within AAS’ wellness offerings (i.e. yoga, Pilates) the outside instructor pays the withheld percentage (6,66% at this time) to the AAS business office.

### **Selection, Suitability and Screening of Outside Instructors**

When an outside instructor serves within the AAS community they are to add value to opportunities for AAS community members. While the AAS community can benefit from outside instructors (i.e. breadth of opportunities for students, convenience for families); outside instructors also benefit from serving within the AAS community (i.e. link with AAS name, compensation, use of facilities). As such outside instructors must cooperate and subscribe to the expected conduct and experience with AAS. Requirements of outside instructors include, ●

- Proven expertise in the area they will be instructing AAS students and / or adults
- Meeting with a screening team that includes at least one PTO and one school employee representative
- Police check / criminal check
- Understanding and signing of the AAS Code of Professional Conduct

### **Adding / Changing an Activity**

Adding or changing an activity must be approved in advance from the school. This is to ensure safety, appropriate space and appropriate instruction. Facility space / use must be agreed in advance in consultation with the Facilities Manager, MS/HS AD/AC and the Arts Coordinator. This is to abate facilities conflict issues.

### **NB: School Events, School Programming, Performances, Hosting of Events/Tournaments, Games/Official School Competitions**

Please note that; school events, school / curricular programming, performances, hosting of events/tournaments, games/interschool competitions all supersede offerings from outside instructors. As such facilities space use may

need to be changed or adjusted periodically in the case of outside instructors in order to best accommodate the above.

### **Facilities Use Reminder as per AAS Family Handbook and AAS Faculty and Staff Handbook**

#### **Community Use**

Community groups may be permitted to use school facilities for worthy purposes, provided that such uses do not contravene school policies, do not interfere with the school program and do not impose unwarranted burdens on school personnel. The Facilities Manager in conjunction with the Athletic Director / Activities Coordinator will review each case before giving facilities use permission. Fees may be required by the school (following the fees already established) in light of the services rendered or to safeguard the school from damages and wear and tear as appropriate, including specific expenses and pro-rated general overhead expenses.

Each request will be reviewed individually, based on the specific merit and timeliness of the request. When in doubt, the Facilities Manager and Athletic Director / Activities Coordinator will consult with the Principals and/or Director as needed.

#### **Facilities Use Procedures (After Hours)**

- Individuals and groups must sign in at the security gate.
- Safe, clean and proper use of facilities and equipment is expected.
- Use of campus facilities by groups must be approved in advance by AAS. Use of AAS facilities by non-AAS community members must be approved in advance by AAS.
- ES and MS students on campus outside school hours must have adult supervision.
- Smoking and alcoholic beverages are not permitted on campus. In rare instances, alcohol may be on campus if the Director of AAS has confirmed prior consent.
- Use of the facility after school hours is at your own risk and may not interfere with school programming or events. The school is not responsible for personal property or injury.

The school trusts the AAS community in cooperation and understanding of the above items.

### **Facilities Checklist**

1. The organizer of the event has to fill out the Facility Usage Form
2. After that the inquiry is received, things to consider:
  - a. Is the space available?
  - b. What user group are they? Will they have to pay the fee?
  - c. Double check with the appropriate department that the space isn't being used
3. Once the availability has been confirmed and the user group identified, email the organizer informing them either that they can or cannot use the space and what the fee is.
  - a. Attach rental agreement for them to sign
4. Email the appropriate person of contact for the department. (eg. ES related -Violeta, MS/HS - Ivana, Sports - Mitko)
5. Email the facilities manager & security to inform about the event
  - a. Set up a ticket in MOJO if needed room set-up or accessibility to certain spaces on weekend
  - b. Ask from the organizer for a list of names to pass on security if they are non-AAS people
6. Add to Facilities calendar in google

7. Email organizer after event informing them of the options for payment

**Internal Facilities Payment Form**

The form below is used to keep records of participation and payment.



**Internal Facilities Payment Form**

This form should be completed by the Instructor and submitted to the AAS Business Office one week after the session is complete.

Name of Instructor: \_\_\_\_\_ Name of Activity: \_\_\_\_\_ Contact  
Mobile: \_\_\_\_\_ Contact Email: \_\_\_\_\_ Date of session:  
\_\_\_\_\_

As agreed upon in the After School Activity Sponsor Form, the activity sponsor is required to pay AAS Business Office ten percent of earnings. Please complete the following information below.

<b>Week (write date below)</b>	<b>Number of Participants</b>	<b>Total Amount Collected</b>
1		
2		
3		
4		
5		
6		
7		
8		
<b>Total Number of weeks=</b>	<b>Total Participants=</b>	<b>Total Earned=</b>
		<b>15% of Total Earnings=</b>

\_\_\_\_\_  
Signature Business Office Signature

\_\_\_\_\_  
Instructor/ Sponsor

\_\_\_\_\_  
Date Received