

5.16 Facilities and Equipment Policy

1. Rationale

Over the years a number of groups or individuals have asked to use school classrooms or borrow school equipment. When the school was smaller and less well known, there were fewer requests and more limited material to offer to others. With growth has come increased inquiries and more assets to lend. It is important that the school be able to respond to requests in a fair and generous manner that will not compromise the school's ability to fulfill its mission.

The school has been granted stewardship over its resources by God and by the parents who have enrolled their children. This stewardship is given for the purpose of fulfilling the spiritual and educational mandate of the school as defined by the School Mission Statement. Therefore, the loan of school resources to other groups or individuals must be compatible with this purpose. At the same time, the resources should not be hoarded in such a way as to limit the fulfillment of this purpose by other groups.

2. Policy

- 2.1. School facilities and equipment will be made available for loan to individuals or organizations whose primary purpose is compatible with the School's Mission Statement. (That is, the use of school facilities or equipment will further the spiritual, mental, social, or physical development of Christian children or adults.) Priority will be given to requests as follows:
 - 2.1.1. Cranbrook Alliance Church
 - 2.1.2. Christian schools
 - 2.1.3. Church youth groups
 - 2.1.4. Church adult groups
 - 2.1.5. Christian organizations
 - 2.1.6. Christian individuals
- 2.2. All individuals or organizations wishing to make use of school facilities or equipment must be in agreement with the school's Statement of Faith.
- 2.3. No facilities and equipment will be loaned to groups or individuals if such loan would interfere with the school's ability to operate its program as normally designed. Consideration will be given to the school's immediate needs, the inconvenience associated with making resources available, returning them on time, or the likelihood of damage or loss which would then make them unavailable for later school use.
- 2.4. The principal shall exercise discretion in the loan of all facilities or equipment other than as noted below.
- 2.5. Computers will be available for loan only to KCA staff members.
- 2.6. As a general rule textbooks and other items with limited life expectancy shall not be loaned out. If no further use is intended for texts, they shall be sold at fair market value or, if value is negligible, given away.
- 2.7. The photocopier will be made available at a suggested donation of 10 cents per copy.

- 2.8. The laminator will be made available for a suggested donation of 30 cents per linear foot.
- 2.9. The sound system will be available for a suggested donation of \$150/day with a \$50 refundable damage deposit payable upon or prior to pick up of the sound system. A suggested donation of \$75 for KCA staff if using the equipment for personal use is requested.
- 2.10. An outside group will levy no rent for the use of any portable, however a suggested donation of \$75.00 would be appreciated to cover the cost of additional expenses.
- 2.11. All individuals or organizations using any school facilities or equipment will be expected to maintain them properly and return them in a condition similar to when they were borrowed. The borrowing group or individual shall pay for any damage or loss to facilities or equipment. No further loan of facilities or equipment will be made to any group or individual who has proven unreliable in this regard.
- 2.12. A record will be maintained of what resources are on loan or scheduled for loan to which individuals or organizations and for what period of time.
- 2.13. Each piece of equipment is marked as KCA and an inventory list will be maintained each year.