



KAPAUN MT. CARMEL

CATHOLIC HIGH SCHOOL

MEMORANDUM

To: Facilities Use Policy File

From: Rob Knapp

Subject: Summary of Policy Governing the Use of High School Facilities

Date: August 8, 2017

In August 2017, Kapaun Mt. Carmel Catholic High School promulgated a policy governing the use by outside parties of the facilities, both indoors and outdoors, at Kapaun Mt. Carmel. The new policy was requested by the CDOW Catholic Schools Office to be consistent at all the diocesan high schools. The following are summarized bullets of the policy.

- High School Facilities are operated for the primary purpose of advancing the school's mission and programs, including athletic teams and school activities and clubs. These school-related functions take precedence over any outside use of a school facility.
- Only current employees of the Wichita Catholic Secondary School system are allowed to rent out a high school facility for an outside purpose. For purposes of the policy, a "Rule 10" coach of a school athletic team is considered an employee of the school eligible for application to use a school facility for a non-school use. If an employee is associated with or represents an outside organization, then the organization can be included in the employee's request to use the school facility for a non-school use.
- No non-affiliated parties may rent out any school facility.
- A request to use any school facility for a non-school use must be made via a written application, which can be obtained from the school. The application must be complete and accurate. The school may approve or reject applications in the school's sole discretion.
- The user or his or her organization will be required to provide proof of comprehensive general liability insurance coverage covering the proposed use of the school facility, and the school and the Catholic Diocese of Wichita will have to be named as additional insureds on that policy.
- The user will be required to sign an agreement covering the use of the school facility.
- The user will be required to pay to the school rental fees and other applicable charges, like maintenance or janitorial fees, for all outside uses. A schedule of fees will be published by the school.
- The President of the school may, in consultation with the school's administration, and, where necessary, the Catholic School Office of the Diocese of Wichita, waive any requirement associated with a user's proposed use of a school facility.