



JCS-Inc. Administrative  
Regulations

## Facilities Use Administrative Regulations

Effective Date: March 13, 2020

### **Procedure:**

1. All requests for the use of school facilities must be made on a JCS Facilities Use Application form. This form may be requested from the schools' principal/director.
2. All requests for the use of schools' facilities must be filed at least 10 days in advance of the anticipated use along with the Certificate of Insurance showing coverage for property damage, liability and medical.
3. All facilities Use Application forms will be reviewed by the Principal/School Director or Executive Director who will recommend approval or denial of all such requests.
4. Rental fees shall be paid by check/money order before the time of use, made payable to Julian Charter School, Inc.

Original Procedure: 06/09/06

Revised Procedure: 09/10/09

Revised Procedure: 09/08/17

Revised Procedure: 03/13/2020