

Facility Use Policy Frequently Asked Questions

Q: What is the Regents Facility Use Policy?

A: The [Regents Facilities Use Policy](#) gives the school a consistent way to evaluate requests to use campus facilities. The policy was adopted in October 2023 after several months of collaboration between school administration and the Board of Directors.

Q: Why is the Facility Use Policy needed?

A: We love having an active, vibrant, and welcoming campus while providing as safe an environment as possible. In developing the Facility Use Policy, our goal is to better manage the use of our facilities and grounds, not to discourage the use of the Regents campus. The need to establish these consistent processes is based on the following:

- **Campus safety and security** - Our on-campus officers and after-school security personnel need to know who is expected to be on campus during the school day and after hours so they can investigate and respond appropriately to any unauthorized activity on campus.
- **Liability risk to the school** - Activities taking place on campus that are outside the scope of school-sponsored activities do not provide professional or general liability protection to the individuals leading these activities and results in additional risk to the school. The risk is especially high when the activity involves direct interaction with students or recreational sports activities.
- **Wear and tear on our campus facilities** - To avoid the additional cost of maintenance and ensure that facilities are in acceptable condition for school activities, we need to carefully consider the use of our facilities for non-school sponsored activities. The game and practice fields in particular need time to “rest” and recover so that they are in acceptable condition for school sponsored activities. Any added maintenance costs that are not recovered in usage fees will be a financial burden for all tuition-paying families.

Q: What do the navy signs posted on campus mean?

A: In order to protect the school from additional liability, the signs placed at the entrance points to campus are intended to give notice that the campus is private property. Anyone who enters the campus without prior authorization for a non-school sponsored activity is entering at his/her own risk. Anyone on campus as part of a school-sponsored activity (before, during, or after regular school hours) has met the requirement for prior authorization. These signs are recommended by legal counsel and insurance professionals in order to protect the school from additional liability.



Q: What is considered “Authorized Use” of a field or other campus space?

A: Authorized use for non-school sponsored activities is approved or denied by school administration upon completion of the [Facility Use Request Form](#). Each activity is unique, and requests will be evaluated individually. In some cases, a Facility Use Agreement will need to be executed and a certificate of insurance naming Regents as an additional insured will be required. The need for an agreement or certificate of insurance will be communicated once the request form has been submitted.

Q: Who will be required to pay for use of a Regents field/facility?

A: Usage fees will be determined according to the [Facility Use Fee Schedule](#). Regents reserves the right to discount or waive fees.

Q: I want to host an activity (camp, clinic, etc.) on the Regents campus where parents will pay for their children to attend. What do I need to do under the Facility Use Policy?

A: All requests to use campus facilities for non-school sponsored activities require completion of the [Facility Use Request Form](#). Activities that collect fees and that have participation of 90% or more currently enrolled Regents students would pay the fees indicated in the [Facility Use Fee Schedule](#) and will need to provide a Certificate of Insurance naming Regents as an additional insured.

Q: I want to host a practice for my son’s 2nd grade flag football team on one of the Regents fields. Do I need to complete the Facility Use Request form in order to use the field? Do I need to pay to use the field?

A: Yes, you will need to complete the Facility Use Request Form. All users of campus facilities for organized activities need to complete the [Facility Use Request Form](#). If the team is volunteer led or a competition group that does not collect fees, minimal usage rates *may* apply and a Certificate of Insurance naming Regents as an additional insured may be required. Note that the main Game Field (adjacent to the gym) is not a space that is available for rent.

Q: I want to throw the ball to my dog and kick the soccer ball around with my kids on a Saturday afternoon. Can I use the Regents field?

A: Yes, these would not be considered organized activities and do not require completion of the [Facility Use Request Form](#). We ask that you keep pets off fields to keep the fields clean for our students. Entering the campus after-hours for non-school activities is at the user's risk.

Q: My daughter receives paid tutoring after school from a Regents teacher who is not one of her current subject teachers. Can that continue?

A: Yes. In addition to the Facility Use Policy, the Board and administration have developed new guidelines for academic tutoring for pay by parents directly to teachers. Paid tutoring by a current teacher at Regents for currently enrolled students is allowed. However, on-campus tutoring must follow these guidelines:

- Tutoring services are limited to days when school is in session during the hour immediately before school and during the hours immediately following the school day until 5:00 p.m.
- Tutoring services require that a parent or adult designated by the parent be present in the room or just outside the room at all times.
- Tutoring services are limited to currently enrolled Regents students for academic subjects.
- Tutoring services on campus are limited to Regents employees; non-employees are not eligible to provide tutoring services on campus

Q: I have received "authorized use" from the school in the past to use the Regents campus/fields. Do I still need to fill out the Facility Use Request Form?

A: Yes, all current and future users of campus facilities need to complete the [Facility Use Request Form](#) so that we can ensure that all activities are reflected in our schedule and all required use agreements or certificates of insurance are current. Use requests may not be made for dates more than nine months in advance, so a new use request will need to be submitted as necessary for recurring events.