



Non KIA-Sponsored Activities on Campus

KIA's campus may be used for non KIA-sponsored activities, with the approval of an administrator.

The following process/guidelines should be followed:

1. KIA's campus may only be used for activities that directly relate to the education and services provided by the school. All activities should enhance the learning environment for students and/or provide support services for families of students.
2. Requests to use the campus must be made through the KIA Main Office by completing a Master Calendar Request Form.
3. Any fees associated with the activity must be submitted and approved by KIA administration.
4. Approval of a non KIA-sponsored activity may take up to 2 weeks, please allow sufficient time.
5. Any activity that is held on KIA's campus must be consistent with the mission of KIA.
6. Methods of teaching/interacting with students must align with KIA's philosophy:
 - a. Encouraging students to grow and develop at their own pace, without comparison to others.
 - b. Corporal punishment (hitting, slapping, etc) will not be used.
 - c. Any form of humiliation of a student will not be tolerated.
7. Injuries that occur during a non KIA-sponsored activity are not the responsibility of KIA.
8. An adult (preferably a KIA staff member) must be present during all activities with students.
9. In the event that a conflict exists with a KIA-sponsored activity (calendar or space), the KIA-sponsored activity will take precedence. The non school-sponsored activity may need to relocate or reschedule.
10. Keys to KIA facilities will not be given to non-KIA staff members.
11. Activities that occur outside of the normal hours of operation (Monday – Friday; 8AM – 5PM) require a KIA staff member to be present.
12. Fees may be applied to renting KIA facilities. Fees will be determined based on the activity offered, population served (KIA students versus outside population), etc. Fees collected will be used by KIA to offset custodial services, supplies, maintenance, and security.
 - a. Auditorium Service Fee: 1,000 RMB/day; 200 RMB/hour
 - b. Cafeteria Service Fee: 450 RMB/day; 75 RMB/hour
13. The following discounts are generally associated with renting space at KIA:
 - a. KIA-Sponsored Activity: no fee, sponsoring group may be asked to pay a small fee to cover custodial and security services if the activity is outside of the normal hours of operation.
 - b. Non KIA-Sponsored Activity serving only KIA students/families with no profit incurred: no fee, sponsoring group may be asked to pay a small fee to cover custodial and security services if the activity is outside of the normal hours of operation.
 - c. Non KIA-Sponsored Activity serving others with no profit incurred: 40% discount
 - d. Non KIA-Sponsored Activity serving others with a profit incurred: no discount

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