



Chinese School Andover

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# Policy of Activities on CSA Premises

### 1. Purpose

To establish general guidelines for the activities on the CSA Premises.

### 2. Definition

2.1 The CSA Premises are the places (including building, play ground, parking lot, etc) that CSA rent for the school operation and school event.

2.2 Activities include, not limit to: Language class, culture class, sports club, seminar, product display, advertising, telling and showing, meeting, etc.

### 3. Management

3.1 CSA is responsible for getting insurance policy on the promises.

3.2 The activities have to be education related, and in needs of CSA students, parents and school operation.

3.3 Any activities being held on the CSA promises has to be approved by the CSA administration team and the board.

3.4 Any person or organization who would like to have activity has to submit the request to the CSA program coordinator. The request will be discussed within administration team. Once it is approved, the principal reports to the board.

3.5 No one, except CSA has the rights to collect money from participants if a fee is involved with the activity.