

Alliance Facility Guidelines

1. TandemEDU is a home school co-op offering students the opportunity to take high school and college classes at a host facility. TandemEDU is not a school and does not receive grants, gifts, bequeathments or other donations which are tax deductible to the donor, therefore, TandemEDU is not a 501(c)(3) organization.
2. The facility must have a TandemEDU host/hostess in place. The host/hostess will carry out the responsibilities listed in the Hostess Role Description.
3. The alliance will need two classrooms the first year, then add a classroom every year (one per tier) for a maximum of 5-6 classrooms. Each classroom will need to seat a maximum of 15 students with tables. A common area for students to eat lunch and fellowship is also requested.
4. Classrooms will be used one day per week from 8:00 am to 2:30 pm. Setup will begin at 7:30 am by the alliance hostess. Cleanup will conclude by 3:00 pm.
5. Classes will run for 32 weeks. Classes will begin the 4th week in August and conclude the 2nd week in May.
6. Classes run on a quarterly basis. There is a five to six week break during December and January.
7. TandemEDU will provide proof of liability insurance which names the host facility as an additional insured.
8. TandemEDU can pay rent monthly as agreed upon with the facility.
9. The TandemEDU students will undertake at least one service project for the host facility during the school year
10. TandemEDU will provide the program calendar to the facility in May for the next academic year.
11. TandemEDU will be responsible for all cleanup necessary to return the facility to a condition better than when the host/hostess arrived.
12. TandemEDU will provide any whiteboards as necessary for the classrooms.
13. We ask the host facility to provide access to reliable 6 Mb internet for teacher/facilitator use. TandemEDU will provide laptops and projectors.
14. TandemEDU will need a secure location at the facility where TandemEDU equipment, books, materials, etc. can be stored. This can be either a stand-alone locked cabinet which measures 35"wide x 71" tall x 18" deep (purchased by TandemEDU) or a locked closet or room within the facility.
15. Facility exterior access doors will be locked while classes are meeting. TandemEDU will purchase and install a Ring doorbell at an entry door designated by the facility.