

Community Use of Nome Elementary School Facilities and Equipment

General

Community groups shall be permitted and are encouraged to use Nome Elementary School facilities and equipment for worthwhile purposes when such uses will not interfere with school programs. School-related organizations and youth groups will be given priority over other groups. Groups will be given priority over individuals.

Procedures

Nome Community and Schools representative and the building principal, in compliance with Nome School Board Policy 1330, shall approve the use of school facilities and equipment.

Application for the use of any school facility and/or equipment is required for all individuals and/or groups and shall be made in writing. A *Nome Elementary School - Facility and Equipment Use Application* must be completed and signed by an adult who will be responsible for the group and care of the building.

After the application has been completed and approved by the Community and Schools representative, it will be sent to the building principal who in collaboration with the Nome Public Schools Business Office will determine if the user of the facility will be required to provide their own liability insurance. The building principal will notify the user within three business days if liability insurance will be required.

All billings for facility use will be done through the School and Community Office Representative.

Prohibited Use

Community use of Nome Elementary School facilities is prohibited when that use interferes with instructional programs. In addition, community use of Nome Elementary School facilities shall be limited during business hours to those users identified in Group #1, or by written agreement approved by the Superintendent or building principal. The use of Nome Elementary School by any organization operated for private gain or any purpose involving private gain shall be permitted only when a worthy educational, civic or charitable purpose will be served and the potential for direct competition with local business organizations is considered and reasonably resolved. The building shall not be used by any outside (or third party) during the hours when school is usually and regularly in session.

Supervision

The building administrator is responsible for his/her building at all times and shall

determine if a custodian or building chaperone is required when a building is in use. Additionally, the building principal will determine if a Nutrition Services staff member is required when kitchen equipment is in use. The need and availability of a custodian or Nutrition Services staff member shall be determined prior to approving an application.

Facility Use Guidelines

School Group Definitions

Nome Elementary School encourages the community's use of its buildings for civic and educational purposes. This use, however, must be "cost neutral" to the school. The following group definitions are guidelines for determining building use priority and groups that are charged fees.

Group Number 1: No Fees

The following groups may use school facilities without charge, provided they are scheduled when a custodian is scheduled to work and is present. If a request for use is at a time when a custodian is not scheduled to work or be present and/or when the school is closed (e.g., Saturday, Sunday, holiday, or other seasonal breaks in the school year) the group will be required to pay for a custodian. If the kitchen or kitchen equipment is to be used, a Nutrition Services staff member must be present and paid or user must have a food handler's card in accordance with Alaska food handler guidelines. Prior to approving requests at these times, the principal must ensure the availability of a custodian, building chaperone, and/or Nutrition Service staff member as required.

Except as noted above, groups that may use District facilities without charge are:

- Parent-Teacher Organizations, Booster Groups, School Councils, Community Engagement Committees, School or District Advisory Committees, (Note: this does not include groups sponsored by the aforementioned.)
- Scouts, Camp Fire, and 4-H;
- District sponsored curriculum-related student groups, District sponsored extracurricular groups, District sponsored clubs, and District sponsored athletic groups
- Special Education Olympics;
- District-wide staff development activities;
- Pre-K and Nome Pre-school;
- Subject to availability, colleges and universities use, including credit or non-credit courses, approved in advance in writing for no fee by the Superintendent. A copy of the written no-fee authorization must be filed with the application.
- Publicly elected officials conducting official business associated with his/her position on a non-partisan basis;
- Other specific uses approved in advance in writing by the Superintendent or building principal. A copy of the written no-fee authorization must be filed with the application.

The Community and School Representative and/or building principal is responsible for assuring building supervision is present during these usages.

Group Number 2: Fees Charged

All groups not listed in Group 1 shall be charged fees to use school facilities as outlined

in the FEE SCHEDULE WORKSHEET, including but not limited to the following groups. Caution should be taken to ensure that scheduling groups from Group 2 does not knowingly interfere with or prevent the use of school facilities at the expense of those in Group 1.

- All daycare providers
- Churches and religious youth groups
- YMCA
- All groups which charge any kind of fee for participants to be a part of the group or a part of the activity (except those listed in Group 1)
- All for profit or non-profit businesses, agencies, or organizations
- Political action committees, or other groups advocating for ballot measures
- All non-district sports groups
- All for profit, camps/clinics, including but not limited to: cheerleading, basketball, volleyball, football, wrestling

Note: A school custodian and/or building chaperone is required when the school is closed. More than one group using the facility at the same time may share facility costs. Custodian costs are charged based upon the estimated amount and time of custodial clean-up required. In kind services can be used in-lieu of paid fees.