

TITLE: 1500R Community Use of School Facilities

PURPOSE AND BACKGROUND: To provide guidance for schools and the public regarding authorized use of school facilities

APPLICABILITY: Site Administrators

MONITORING RESPONSIBILITY: Chief Operating Officer (COO)/Designee

OUTLINE OF PROCEDURE:

General Guidelines

The site administrator may grant the use of school facilities for worthwhile purposes provided that:

1. the use does not interfere with the school program;
2. the use is not for any program or movement which advocates the overthrow of the United States government or any state government;
3. the use is not for an illegal purpose; and
4. the use complies with all regulations of this section.

Granting Approval

The Nye County School District (NCSD) Superintendent/Designee is authorized to approve the use of school facilities by non-school organizations. If kitchen preparation facilities/equipment will be used, the Food Service Coordinator must also approve (see Policy 8570).

Payment of Rental Fee

The use of school buildings and facilities by community organizations is subject to NCSD policies, regulations and fee schedules adopted by the NCSD Board of Trustees (BOT). The waiver of fees will be determined according to the guidelines set forth in the regulation. A check for the entire fee must accompany the application when it reaches the District Office. Fees will be returned if the application is not approved.

Damage and Insurance

All organizations making application for the use of a building or facility will agree to pay NCSD for any damage to school property caused by any person(s) attending the event. All organizations will provide an insurance policy prior to the use of NCSD facilities which will relieve NCSD from any and all responsibility for damage, loss of property or injury.

Care and Use of Buildings

Upon proper and timely application, NCSD will make available NCSD-developed facilities and/or jointly-developed facilities at such times that the use of these facilities are not in conflict with NCSD-sponsored programs and activities. Arrangements for rental of a facility are to be made through the site administrator except in cases of emergency.

Organizations making application for facility use will agree to the proper care and use of the facility as prescribed by NCSD Regulations. Facilities must be left in suitable condition for the operation of the school program and in the same configuration they were originally. Use of school equipment may be limited.

All groups using school facilities must provide proper supervision/security, which is interpreted to mean at least one responsible adult for every thirty (30) children or one responsible adult for every fifty (50) adult participants, including spectators. School authorities reserve the right to judge the adequacy of supervision/security. If large crowds are expected, a crowd control plan must be filed with the application.

It will be the responsibility of the applicant to see that all persons have vacated the school buildings and grounds promptly at the time specified on the permit and that all exits to the building are secured. Facilities will, at any rate, be vacated no later than 11:00 p.m.

The application will not extend beyond one school year. Site administrators are responsible to insure that applications are renewed annually. To the extent possible, the site administrator will provide continuity for existing programs from year to year.

Applications for facility use will be considered on a first-come, first-serve, space-available basis. Scheduling conflicts will be resolved using the following guidelines:

1. For NCSD-developed indoor facilities, NCSD-developed playgrounds and fields, and jointly-developed facilities, priority of use will be given as follows:
 - a. first to NCSD-sponsored programs and activities;
 - b. next to non-profit organizations that serve adults and children with disabilities or that provides programs for youth sports (fields that do not contain lights);
 - c. next for non-profit organizations solely for youth;
 - d. next for government-sponsored programs and activities solely for youth;
 - e. next for all other programs and activities solely for youth;
 - f. finally for all other programs and activities.

If the site administrator approves the application, he/she will place on the application set rental fees according to the approved rental fee schedule, and will ensure a current Certificate of Liability Insurance is attached to the application, along with a check for the rental fees. It will then be forwarded to the COO/Designee for final approval.

In the event a program or activity must be rescheduled, the party rescheduling the program or activity will, whenever possible, provide a minimum of fifteen (15) days' written notice to the other party. In the event a program or activity must be cancelled, the party canceling the program or activity will provide a minimum of ninety (90) days' written notice to the other party.

2. No reservations will be made until a properly completed application is approved by the site administrator and the COO/Designee. Upon final approval by the COO/Designee, the copies will be distributed as follows: one copy to the applicant, one copy to the site administrator and one copy to the COO.
3. All approved applicants will, at applicant's own cost, procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with applicant's operation and use of NCSD facilities with per occurrence limits no less than \$1,000,000 property damage and \$1,000,000 bodily injury or \$1,000,000 combined single limit per occurrence. NCSD, its BOT, officers, employees and agents will be named as additional insured parties on applicants' insurance policies. Applicants will also provide certificates of insurance to verify the required coverage.
4. When a charge is made for admission, scheduled fees will not be waived.
5. Charges listed on the fee schedule will include heat and existing lighting. Charges for events that require labor for special setup and cleanup will include custodial service charges. Requests for special arrangements such as public address system, use of lighting panels, extra chairs, etc. will result in additional cost to the applicant. Any waiver of charges will be limited to the facility charges. Special or after hours custodial costs incurred by NCSD for a specific building use will be charged to the organization. Equipment, furniture and fixtures common to the operation of the building and grounds are also granted for use.
6. "Tipping" of custodial or other school personnel is not permitted. Payment for services by the organization using the facilities will be made directly to the Nye County School District Office, 484 S. West St., Pahrump, NV 89048.
7. With the exception of the use of athletic fields, an NCSD employee must be present to unlock and lock the facilities. Keys will not be loaned to the renting organization. It will be the duty of this employee to require that school and NCSD rules and regulations be followed.
8. If kitchen preparation/equipment will be used, the Food Service Coordinator's approval must be obtained. The Food Service Coordinator, in conjunction with the site administrator, will determine if personnel are needed. If so, appropriate arrangements will be made, and appropriate charges will be administered. Because of NCSD insurance requirements, any wages paid to the food services

workers must be paid by NCSD.

9. Requests for the use of NCSD furniture, equipment or vehicles on an emergency basis by any political subdivisions of the State of Nevada or any disaster relief agency must be submitted to the COO/Designee.

NCSD equipment, which includes motor vehicles and cafeteria equipment, is not to be loaned or rented to any private agency or any individual when the use of such equipment or furniture will not be in an NCSD building or on NCSD property.

Applications by public agencies for the use of folding chairs at a site other than NCSD sites must be submitted to the COO/Designee.

NCSD-owned vehicles may not be assigned for use by non-school groups except under lease agreements with other public entities.

10. NCSD BOT recognizes that a need exists for recreation areas and, therefore, does not deny the use of school grounds to the public outside of school hours. NCSD, by allowing the school grounds to remain open, assumes no liability for personal injury, property loss, or any other loss due to the use of school grounds outside regular school hours. It is understood by the user of the facility that use is at his/her own risk.
11. The prohibition against bullying and cyber-bullying applies to members of any club or organization using NCSD facilities even if it is not sponsored by the school. (See Policies/Regulations 0211, 5556 and 7335).
12. An authorized officer of the using organization must sign a statement of responsibility for any loss, damage, liability, cost or expense that may arise during usage and/or occupancy. If the organization does not take reasonable and proper care of the facilities or if there are problems related to lack of security for the event, further use may be denied.
13. Smoking, vaping, intoxicants, narcotics and gambling are prohibited in or about school buildings and premises.
14. Use of decorations or scenery, moving of furniture or the storing of any property is prohibited unless special permission is given.
15. Nothing will be sold, given, exhibited or displayed without permission.

Permitted Usage

Facilities may be free of charge under the following conditions:

1. to the County Clerk's Office for the conducting of elections;
2. to a public agency for the purpose of holding personnel examinations;

3. to organizations for public, literary, scientific, recreational or educational meetings, or for the discussion of matters of general or public interest, provided:
 - a. the public is invited;
 - b. no admissions, contributions or charges are collected; and
 - c. such use does not require extra services of school personnel for which extra salaries would have to be paid.
4. to semi-educational organizations such as parent/legal guardian and staff groups, Boy Scouts, Girl Scouts and Campfire if the meetings are properly supervised and chaperoned; and
5. non-profit latch key programs, provided there is no conflict with school programs or course offerings of the school district and the facility is used when additional custodial services are not required.

Facilities are subject to payment for use under the following conditions:

1. to organizations for public, literary, scientific, recreational, political, religious, sectarian or educational meetings or for the discussion of matters of general or public interest;
2. when admissions, contributions or charges are collected or accepted from participants or those admitted;
3. when the use requires extra salaries must be paid; or
4. or regularly occurring adult sports use.

COMMUNITY USE OF SCHOOL FACILITIES RENTAL SCHEDULE
USE OF FACILITIES CHARGE

Little Theaters and Auditoriums	\$63.00 per use or maximum of eight (8) hours
High School Gymnasiums	\$127.00 per use or maximum of eight (8) hours
Middle School Gymnasiums	\$127.00 per use or maximum of eight (8) hours
High School Cafeteria	\$86.00 (no food services) per use or maximum of four (4) hours \$21.00 per hour after four (4) hours
High School Kitchen and Cafeteria	\$105.00 (plus cost of manager and helpers) per use or maximum of four (4) hours \$27.00 per hour after four (4) hours
Middle School Cafeteria	\$58.00 (no food services) per use or maximum of four (4) hours \$14.00 per hour after four (4) hours
Middle School and Cafeteria	\$77.00 (plus cost of manager and helpers) per use or maximum of four (4) hours \$19.00 per hour after four (4) hours

Elementary School Cafeteria and Multi-Purpose Room	\$51.00 (no food services) per use for a maximum of four (4) hours
Elementary School Kitchen, Cafeteria and Multi-Purpose Room	\$56.00 (plus cost of manager and helpers) per use for a maximum of four (4) hours \$14.00 per hour after four (4) hours
All Single Classrooms	\$18.00 per use or maximum of four (4) hours \$4.00 per hour after four (4) hours
All Specialized Classrooms (i.e. vocational, woodshop, etc.)	\$28.00 per hour or maximum of four (4) hours \$13.00 per hour after four (4) hours
High School Athletic Field Daylight Activity	\$162.00 per use or maximum of four (4) hours plus cost of special items requested \$41.00 per hour after four (4) hours
High School Athletic Field Night Activity	\$202.00 per use or maximum of four (4) hours plus cost of special items requested \$51.00 per hour after four (4) hours
Custodial Service	\$30.00 per hour, per employee (if needed)
Cafeteria Supervision	\$17.00 per hour
Cafeteria Helper	\$12.00 per hour

Effective: September 25, 1996

Revisions: May 22, 2020

Review: May 22, 2020

NEPN/NSBA Classification: KF

Legal References: NRS 293.134, 387.177, 393.071-393.0719

Forms Location: Google Shared Drive/NCSD Employee Documents & Resources/Master Forms; NCSD Website; Regulation 1500R

**NYE COUNTY SCHOOL DISTRICT
APPLICATION AND PERMISSION FOR USE OF SCHOOL FACILITIES**

School _____ Date of Application _____

Name of Organization _____, represented officially by:

Name of Owner, Producer or Authorized Agent _____

Mailing Address _____ Zip Code _____ Phone _____

Facility Requested for the Purpose of (check one):

- | | |
|---|--|
| <input type="checkbox"/> Conducting precinct organizational or election meeting | parent/legal guardian/staff groups, Boy Scouts, Girl Scouts, etc.) |
| <input type="checkbox"/> Holding personnel examinations (public agencies only) | <input type="checkbox"/> Conducting an election |
| <input type="checkbox"/> Conducting a (circle one) public, literary, scientific, recreational, or educational meeting | <input type="checkbox"/> Political rally |
| <input type="checkbox"/> Conducting semi-educational meetings (i.e. | <input type="checkbox"/> Adult sports use |
| | <input type="checkbox"/> Non-profit latch key programs |
| | <input type="checkbox"/> Religious or sectarian service |

Detail or Purpose _____

Specific Part of Facility Requested _____

Date(s) Requested: From _____ to _____ * Hours to be used _____ AM/PM to _____ AM/PM *or attach detailed list. NOTE: Form will not be approved beyond current school year.

Permit Approved: Yes _____ No _____ **Principal's Signature** _____

Yes _____ No _____ **COO/Designee's Signature** _____

All NCSD Policies/Regulations are part of this agreement. Full responsibility for proper care of the property will be assumed by the above-named organization, and any damage will be charged to the organization.

Applicant hereby agrees to hold the Nye County School District, the Nye County School Board of Trustees, the individual members thereof, and all District Officers, Agents and Employees free from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property, including failure to prevent bullying or cyberbullying. Failure to comply with the terms will be cause to deny permission. Signature indicates terms are agreed to. A security plan is attached, if large crowds are expected.

_____ Signature/Responsible Adult in Charge	_____ Title	_____ Date	_____ Contact # during Event
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ORGANIZATIONS ARE REQUIRED TO PROVIDE A CERTIFICATE OF LIABILITY INSURANCE WITH LIMITS OF NO LESS THAN \$1,000,000.00 BODILY INJURY AND \$1,000,000.00 PROPERTY DAMAGE.

Rental Charges _____ + Custodial Charges _____ = TOTAL _____

PAYMENTS: Attach check payable to Nye County School District when initially submitted and mail to 484 S. West St., Pahrump, NV 89048.