

## LARGE-SCALE AND LONG-TERM RENTAL OF SCHOOL FACILITIES

On occasion, the Nashua School District will receive requests for large-scale and/or long-term rental of school facilities. For purposes of this policy, large-scale is interpreted to mean space equivalent to or larger than 5 classrooms. Long-term means for a period of 12 months or longer.

The request for space should be forwarded to the Business Administrator. The Business Administrator will then review the request with the appropriate principal, the Director of Plant Operations, and the Superintendent of schools. At the conclusion of these deliberations, the Superintendent of schools will make a recommendation to the Support Services Committee. The Support Services Committee will, after its review, make a recommendation to the Board of Education which has final authority with respect to granting or not granting the rental request.

In reviewing a request for a large-scale and/or long-term rental of school facilities, the following criteria will be considered: impact of request on the regular school program; financial considerations; the nature of the group with respect to fulfilling a valid community need; the absence of problems connected with the group's prior use of school facilities, where applicable; probably wear and tear on the facility; availability of custodians for dates and times requested; likely impact, if any, on school equipment; and the nature of the activity and its compatibility with the educational mission of the Nashua School District. The rental fee should be high enough, whether in direct payment and/or in-kind services, to be advantageous to the Nashua School District.

Leases are not permitted to make any structural changes/alteration to the facility without the prior approval of the Board of Education. A large-scale or long-term rental may be cancelled by the Nashua School District if, after an appropriate warning, the group violates school district policy and/or causes an undue burden on school facilities or on regular school programming.

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