

COMMUNITY USE OF SCHOOL FACILITIES

Nashua public schools and athletic fields are community facilities, and should be accessible for community use within available time and resources.

The term “school facilities”, as referenced in this policy, includes school buildings and grounds, school athletic fields (excluding Stellos Stadium), and the Berard Masse School Administration Building.

The policy governing community use of Stellos Stadium is set forth through a proposed memorandum of understanding among the Board of Education, Board of Public Works, and Board of Aldermen.

Groups requesting use of Nashua school facilities must complete and submit a request form at least ten (10) working days prior to the date of the event. Requests to use school buildings shall be directed to the Plant Operations Department, and requests to use school athletic fields shall be directed to the Director of Athletics.

When conflicting requests for use of a school facility arises, requests shall be granted in the following order: school-related groups; non-profit youth-related groups; other non-profit organizations; and for-profit organizations.

From time to time the Director of Athletics may limit the use of specific athletic fields only to school-related groups in order to maintain the playing condition of the fields. The Richard Belanger Gymnasium at Nashua High School South and the primary gymnasium at Nashua High School North are not routinely available to outside groups.

Rental Fees and Charges

Rental fees and charges for use of school facilities shall be administered based on a fee schedule approved by the Superintendent of Schools, and subject to change from time to time. For-Profit groups shall be charged rental fees at double the rate charged non-profit groups.

Exempt Groups

School-based organizations and Nashua Parks & Recreation youth groups shall be exempt from all reservation fees, rental fees, and overtime charges. City Departments, School District PTOs, Boy Scouts/Girl Scouts, Odyssey of the Mind/Destination Imagination, and FIRST/Lego League are not subject to reservation fees, rental fees, or overtime charges. The Superintendent of Schools or his/her designee may from time to time exempt other organizations from reservation or rental fees.

Overtime/Staffing Charges

With the exception of school-related and exempt groups, any organization requiring custodial coverage in a school building over and above the normal staffing complement shall be

charged a rate of \$25 per hour per custodian. The use of a kitchen requires the presence of a cook or food service assistant at all times, at a rate of \$15 per hour. The use of an athletic field requires the presence of a School District staff person as approved by the Director of Plant Operations or Director of Athletics at a rate of \$25 per hour. This individual shall have the right to cancel an event on the athletic field directly before or during the event when, in the exclusive judgement of that individual, weather conditions on the playing field warrant the cancellation of the event.

Other Charges and Fees

Requests for use of special equipment or specific set ups must be made at the time the request form is submitted.

Should a scheduled event result in damage to District-owned equipment or property, including athletic fields, the sponsoring organization will be charged the full cost of repairs.

Only the School District may line athletic fields. The School District will line a field as required by the renting organization. That organization will be charged for the cost of lining the field on a time and material basis.

Insurance

Prior to the use of a school facility by a sponsoring organization a certificate of insurance must be issued naming the Nashua School District as an additional insured, with limits as required by the City of Nashua.

Cancellations

Any sponsoring organization desiring to cancel a reserved date must provide at least 24 hours notice in advance of the specified time and date of the event, or the rental fees will be forfeited. The sponsoring organization shall be additionally responsible for any extra custodial costs incurred as a result of inadequate notice of cancellation.

In the event of a cancellation of school building activities due to emergencies or inclement weather the District will notify the sponsoring organization. The event may either be rescheduled by the sponsoring organization, or reservation and rental fees will be returned. Public information regarding the cancellation or rescheduling of an event is the responsibility of the sponsoring organization.

Additional Requirements

All activities and entertainment shall be of a high moral standard.

The use of alcoholic beverages and smoking is forbidden in and on school premises at all times. Nashua schools are posted as Drug Free School Zones.

All sponsoring organizations are responsible for complying with applicable national and state regulations, local ordinances, and requirements of the Nashua Police and Fire Departments, as well as obtaining any required permits.

All sponsoring organizations are expected to supervise and conduct an event in a responsible manner that respects persons and property, and leaves a school facility in the same condition it found it, normal wear and tear excepted.

The Board of Education of the Nashua School District, through the Superintendent of Schools reserves the right to limit or revoke the reservation of a sponsoring organization, or reject the request for use of school facilities.

Board Approved 11/24/97
R/Bd. Approved 4/14/03
R/Bd. Approved 2/20/08

**Nashua School District
Facilities Rental Fees and Charges for Non-Profit Groups
Effective July 1, 2008**

All rental fees are charged on a daily basis. The reservation fee is charged per event.

The Richard Belanger Gymnasium at Nashua High School South and the primary gymnasium at Nashua High School North are not routinely available to outside groups.

For-Profit groups shall be charged rental fees at double the rate charged to non-profit groups.

	Non Profit	For Profit
Reservation Fee (non-refundable)	\$10	\$20
Edmund Keefe Auditorium	\$300	\$600
High School Auditorium	\$300	\$600
High School Cafeteria	\$150	\$300
High School Kitchen	\$100	\$200
High School Gym	\$300	\$600
Middle School Gym	\$100	\$300
Middle School Cafeteria	\$125	\$250
Middle School Kitchen	\$85	\$170
Elementary School Gym	\$75	\$150
Elementary School Cafeteria	\$100	\$200
Elementary School Kitchen	\$75	\$150
Classrooms (all schools)	\$30	\$60
High School Media Center	\$125	\$250
Middle or Elementary School Media Center	\$75	\$150
Playing Field	\$225	\$450