

### **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, grounds, and school athletic fields.

Stellos Stadium is a school facility that is managed separately in cooperation with the Nashua Department of Parks and Recreation. Stellos Stadium can only be used by youth organizations (Nashua City Ordinance 0-02-94). Contact Nashua Parks and Recreation for additional rental information.

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 and school athletic fields shall be directed to the Director of Athletics ([www.nashuaschoolathletics.org](http://www.nashuaschoolathletics.org)).

When conflicting requests for use of a school facility arise, requests shall be granted in the following order: school-related groups; non-profit youth-related groups; other non-profit organizations; and for-profit organizations. Proof may be required to demonstrate non-profit status.

The Director of Athletics, or Director of Plant Operations, may limit the use of specific athletic fields 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.

Although every attempt will be made to honor facility requests, events scheduled more than three months in advance may be subject to change due to the scheduling of school events.

#### **Rental Fee and Charges**

Rental fees and charges for use of school facilities shall be administered based on a fee schedule contained in the policy and subject to change from time to time. For-profit groups shall be charged rental fees at double the rate charged non-profit groups. A deposit of 50% of anticipated costs is required with signed contract or the reservation will be canceled.

All political candidates shall pay rental fees in advance.

#### ***Exempt Groups***

Public access youth leagues, shall be exempt from all reservation fees, rental fees, and overtime charges.

#### ***Exempt Youth Leagues***

- PAL Football and Cheerleading
- Elks Crusaders Football and Cheerleading
- Cal Ripkin Baseball
- Little League Baseball
- Ray Oban Baseball (Nashua Parks and Recreation)
- Babe Ruth Baseball and Girls Softball (Nashua Parks and Recreation)

**COMMUNITY USE OF SCHOOL FACILITIES***(continued)*

- Nashua Blast Youth Boys and Girls Lacrosse
- Nashua Youth Boys and Girls Soccer League
- Boys and Girls Club of Greater Nashua, NH
- PAL Cross Country
- PAL Boys and Girls Wrestling
- Other teams as determined by the Superintendent

**Other Exempt Groups**

Nashua School District-based organizations and teams, City Departments, School District PTOs, and Boy Scouts/Girl Scouts, 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.

Regional and State-level Destination Imagination events are not subject to reservation or rental fees. Overtime charges shall be waived every third year for a regional meet or State meet.

**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 \$30 per hour per custodian (3-hour minimum). The use of a kitchen requires the presence of a Nashua School District cook or food service assistant at all times, at a contractual overtime rate (in excess of normal 7-hr work day, after 3:00 pm M-F; and/or on weekends). 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 \$30 per hour (3-hour minimum). This individual shall have the right to cancel an event on the athletic field directly before or during the event when, in the exclusive judgment 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, and may result in additional charges.

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

Only the School District may line athletic fields. The requesting 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.

**COMMUNITY USE OF SCHOOL FACILITIES***(continued)***Cancellations**

Any sponsoring organization desiring to cancel a reserved date must provide at least 72 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 any 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.

Food and drink are permitted only in designated areas (i.e., cafeterias, high school career centers).

Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines.

Board Approved 11/24/1997  
R/Bd. Approved 04/14/2003  
R/Bd. Approved 02/20/2008  
R/Bd. Approved 01/09/2012  
R/Bd. Approved 05/09/2016  
R/Bd. Approved 07/26/2021

[Replaces POPPS #6511]

**Nashua School District  
Facilities Rental Fees and Charges for Non-Profit Groups  
Effective July 1, 2016**

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. Rentals: As is and returned to the original condition.

|   | <b>Non-Profit</b> | <b>For-Profit</b> |
|---|-------------------|-------------------|
| High School Auditorium                    | \$325             | \$675             |
| High School Cafeteria                     | \$150             | \$300             |
| High School Kitchen                       | \$100             | \$200             |
| North Star Café                           | \$150             | \$300             |
| High School Gym – Large Wood Floor        | \$300             | \$600             |
| High School Gym – Rubber Floor            | \$300             | \$600             |
| High School Gym – Small Rubber Floor      | \$60              | \$120             |
| High School Lecture Hall/Board Room       | \$125             | \$250             |
| High School Media or Career Center        | \$125             | \$250             |
| High School Band or Chorus Room           | \$30              | \$60              |
| High School Parking Lot - South           | \$225             | \$450             |
| Middle School Gym                         | \$100             | \$200             |
| Middle School Gym – EMS – Chestnut St.    | \$125             | \$250             |
| Middle School Cafeteria                   | \$125             | \$250             |
| Middle School Kitchen                     | \$85              | \$170             |
| Middle School Media Center                | \$100             | \$200             |
| Middle School Band or Chorus Room         | \$30              | \$60              |
| Edmund Keefe Center for the Arts          | \$325             | \$675             |
| Elementary School Gym                     | \$75              | \$150             |
| Elementary School Cafeteria               | \$100             | \$200             |
| Elementary School Kitchen                 | \$75              | \$150             |
| Elementary School Media Center            | \$75              | \$150             |
| Classrooms (all schools)                  | \$30              | \$60              |
| Conference Rooms                          | \$30              | \$60              |
| Playing Field (excluding Stellos Stadium) | \$225             | \$450             |