

# Nyssa School District 26

Code: **KG-AR**  
Revised/Reviewed: 6/11/01; 10/13/08  
Orig. Code(s): 7-0700

## Community Use of District Facilities

### FACILITY

High School Gym  
Auditorium-Performance/Rehearsal  
Chorus Room  
Band Room  
Single Classroom  
Cafeteria only (not available for  
public dances)  
Kitchen  
Cafeteria and Kitchen together  
McPartland Hall Gym  
McPartland Hall Multipurpose Room  
Primary Multipurpose Room

\*Must hire district cafeteria personnel.

1. May require district personnel to be present and services paid for if not normal work day, unless district personnel volunteer to be present.
2. Will also require the hiring of district personnel.
3. The district may, when determined appropriate, require a service fee to be paid.

The following is a description of groups or organizations that might be using school facilities.

1. Groups affiliated with the school, i.e.:
  - a. Nyssa Education Association;
  - b. Parent-Teacher clubs or associations;
  - c. Nyssa Sports Boosters;
  - d. Treasure Valley Community College;
  - e. Youth groups' occasional use;
  - f. Local service organizations;
  - g. Others as determined by the superintendent.

The superintendent's decisions may be appealed to the Board.

2. Lodges, churches, convention-type groups and/or other groups which represent only portions of a community, which exist in the district.
3. Same as 2., which exist outside the district but within the local surrounding community.
4. Same as 2., which exist outside the district and also outside the local surrounding community.

## **Rules for Use of School Facilities**

1. Only use necessary lights and turn off water when not in use.
2. Keep street shoes off all gym floors.
3. Return and arrange all furniture used or moved.
4. Close all windows and doors when leaving.
5. No smoking, no use of drugs and no drinking of any alcoholic beverage in any district building or on district property.
6. Furnish adequate ushers, parkers and police.
7. Report accidents and damage to property.

### **Application for Use of School Facilities**

1. Application for the use of district facilities must be made in writing on district forms at least five days in advance of expected use. The form may be picked up at the district office.
2. Use of district facilities by other than district groups will be restricted to such times that it will not conflict with district use of facilities. At all times it must be kept in mind that the primary use of district buildings is for the educational program.
3. No facilities may be used without having present personnel designated by the school administration. Sponsoring organizations must have an individual who is to be in charge. This individual must sign or co-sign the application form and must be in attendance at the event. The district will not issue keys to nondistrict people. Each district staff must be paid at the current rate per hour for his/her services. This includes any administrator, teacher, coach, custodian, cook or secretary assigned to the activity or event. The administration will assign personnel in regard to need.
4. A calendar schedule will be kept by the district office to act as a clearinghouse with all requests then being transferred to the building level so that conflicts are kept to a minimum. All nonschool facility use applications must be approved by the superintendent.
5. In the case of groups requesting the use of the auditorium, it will be the responsibility of the user group to have properly trained personnel to operate the sound, lighting and projector. Failing this, the user group will be expected to reimburse the staff member who operates the necessary equipment; the rate of reimbursement to be set as per item 3., above.
6. District authorities reserve the right to refuse use of district facilities to any group.

The above items are guidelines that will generally be in effect. The Board reserves the right to make such changes as seem necessary because of the large variety and types of events for which district property requests may be made.