



Nova Classical Academy

Use of School Facilities

I. Policy Statement:

The purpose of this policy is to provide direction for use of school facilities. Community use of school facilities enhances the relationship between the school and the community. This policy is intended to encourage the public's use of school facilities and clarifies both the rules and fees associated with such use.

II. Facilities Use Priority Listing:

The following classifications of groups are considered on a priority basis. The groups, Classes I-V, are listed in priority order. When applicable, Classes I-V may have charges for supervision, custodial, and technical support. Facility charges pertain to Class III-V.

- A. Class I:** Includes all school-related activities outside of school hours; Athletic events and competitions, Choir concerts, Staff and Committee meetings, etc.
- B. Class II:** Includes all school extra-curricular events outside of school hours; Drama productions, Band concerts, Club meetings, etc.
- C. Class III:** Community individuals or non-profit groups composed primarily of District residents and organized to promote civic, education, charitable or recreational activities for youth.
- D. Class IV:** Community individuals or non-profit groups composed primarily of District residents and organized to promote civic, education, charitable or recreational activities for adults. This includes colleges, universities, trade schools and other institutions of higher learning.
- E. Class V:** Individual, private agencies, companies or vendors that use facilities for commercial purposes or for profit.

III. Facility Availability:

- A.** First priority for use of gymnasiums and other high demand spaces will be granted to in-season sports/activities.
- B.** Nova Classical Academy availability is dependent upon the school calendar which is updated annually. Generally, if the school has scheduled a major event, the building is not available for community use. Generally, if the schools are closed due to holiday break, the building is not available for community use. Some exceptions apply.
- C.** In the event a scheduling conflict cannot be resolved and consensus cannot be reached, the Operations Director will meet with the Director of Nova Classical Academy, Student Activities Director, and the involved building Principals to determine the schedule for use.

IV. Facility Fees:

Area	Pricing		
	Class III	Class IV	Class V
Classroom	\$15.00	\$20.00	\$50.00
Music/Art Room	\$15.00	\$20.00	\$50.00
Media Center (Library)	\$20.00	\$30.00	\$60.00
Computer Lab	\$30.00	\$50.00	\$125.00
Kitchen	\$20.00	\$30.00	\$60.00
Great Room/Mezzanine	\$20.00	\$30.00	\$60.00
Gymnasium*	\$30.00	\$40.00	\$75.00
Stage**	\$20.00	\$30.00	\$50.00

ALL PRICES ARE PER HOUR

*Gymnasium price is per court.

**You must rent both courts in the Gymnasium to rent the Stage.

V. Procedures for Renting Nova Classical Academy Facilities:

- A. Complete an application for use of school facilities. Forms are available on our web-site at www.NovaClassical.org
- B. The Operations Department will process the request on a first come space available basis. Upon approval you will receive a Facility Use Rental Agreement.
- C. Return a signed copy of the Rental Agreement with full payment of the facility use fee at least four, (4), weeks prior to event. You will be billed after the event for additional charges incurred. Groups renting 15 or more hours may be invoiced for the total fee as arranged by the Operations Department.
- D. A user group may be requested to furnish a certificate of insurance for property damage and general liability protection naming Nova Classical Academy as an additional insured party. In any case, the facility use assumes responsibility for damages to property or equipment that may occur. A damage deposit may be required.

VI. Procedures for Using Facilities:

- A. All users must observe rules for the facility.
- B. Nova Classical Academy is not responsible for lost or stolen items.
- C. Use of tobacco, alcoholic beverages and controlled substances is forbidden on all school property.
- D. Guns are banned from the premises.
- E. Food and beverage are allowed only in approved areas.
- F. All groups are required to provide adequate adult supervision for their event.
- G. Please clean areas after use. Additional clean-up time will be billed to the user.

- H.** We outsource our snow removal. It is not guaranteed the parking lot or sidewalks will be cleared. Timing depends on the vendor.
- I.** Teacher's desks, phones, and other instructional equipment are not to be used by groups utilizing classroom space.
- J.** Any cancellations, additions or changes to a request must be communicated through the Director of Operations Office. A minimum of two, (2), days notice is required. Full charges may be assessed to any group if notice of cancellation is not received with adequate notice.
- K.** Use of equipment belonging to the organization must be approved prior to the event and removed immediately following the event, unless storage of certain items has been pre-approved. Nova Classical Academy is not liable for loss of or damage to equipment belonging to facility users. Furthermore, the school will not assume liability for the use of the organization's equipment.

VII. Supervision:

- A.** All activities must be supervised by a competent and responsible adult, with the organization using the facilities assuming full responsibility for any damage.
- B.** School personnel on duty (custodian or site supervisor) fulfill a supervisory, safety, security and public relations function with groups permitted to use School facilities. They supervise the facilities, but do not supervise the group or its activities.
- C.** Children must be supervised at all times.
- D.** Groups are responsible for clean-up of the area they use and shall leave it in an orderly condition. If additional hours are required for clean-up, an additional charge will be added to the facility use fee.
- E.** All accidents/incidents must be reported to Nova Classical Academy within 24 hours. If emergency services are requested, call 911.