

Northwest Christian Schools Gym/Field Facilities Use Form & Policy Agreement

Philosophy:

Northwest Christian Gym and Field facilities are primarily in place for the use of our Early Learning, Pre-K, and K-12th NWCS programs, teams, school activities, and events. By Board decision, the gym and fields are not available for use on Sunday without special exception and administrative approval. The gym/fields will also not be in use or rented on holidays, school breaks, or when school is not in session other than by school teams without special exception/approval.

The School Administration does believe in the benefits of using the gym and field for alumni events, district events, special requests made by other Christian organizations/churches, or use of youth AAU teams associated with Northwest Christian Students. NWCS facilities are not rented to outside AAU teams, clubs. The use or rental of gyms/fields is done for the benefit of NWCS teams and/or approved organizations and will not be approved for any personal use. A system of fairness is in play that if it is allowed for one individual or group, then it should be open to anyone who would have the same request. (Exception: Staff members have been allowed to use gym space for staff pickleball, volleyball, etc. Children of staff members on campus have been allowed to use the facility in off hours when the area is not in use only if: 1.) it is used for staff children only and no additional friends, 2.) if the employee supervises their own children, and 3.) if no school equipment is used unless approved by Athletic Department.

Requests:

1. All gym/field use requests can only be made and approved through the Athletic Director for all three campuses (Upper Colbert Campus, Lower Colbert Campus, Cedar Campus)
2. All gym/field use approvals will be placed on school wide Gym/Field use calendar.

Waivers/Insurance/Fees:

1. Waivers of Hold Harmless forms or Certificate of Insurance should be received from any group/ organization using the gym or field other than NWCS students and teams.
2. When the facilities are used for a District Event or Tournament, payment will be requested for the rental of the facility and terms of pricing will be made through the Finance office.
3. Rules/Regulations must be read, agreed upon, and signed on the back page.

General Rules:

1. No activity by student or adult groups shall take place in any facility unless there is a custodian or approved school personnel present.
2. The use of facilities outside the normal duty hours, and when custodial personnel are not present, requires the organization using the facility to employ custodian or other district personnel to open, close, and secure the building, and to perform other duties as needed.
3. Only school employees are authorized to possess a key to open any facility.
4. Each group and/or organization must be accompanied by at least one adult who is responsible for the actions of the group or organization. This person must be there at all times.
5. The group using the school building and facilities are financially responsible for any school property that is damaged or destroyed while under its supervision.
6. Group activities shall be restricted to the area of the school facility which was approved.
7. Smoking is not permitted on any part of the school campus.
8. There shall be no use, sale, or advertisement of alcoholic beverages, controlled substances, or drugs on school property.
9. With the exception of law enforcement or School Board approved staff members, all weapons and/or firearms are prohibited on school premises.
10. The group using the facility must leave the area they used spotless and take out the trash.

Contract Agreement:

Group Requesting: _____ Date(s) Requesting: _____

Agreed Price and Fees if Applicable: _____ Space Requesting _____

Person Responsible for Group Signature Date

Athletic Director Signature Date

