

Book	Administrative Regulations
Section	1000 - Community Relations
Title	Use of NCSD Facilities
Number	1370 Admin Regs
Status	Active
Adopted	October 23, 2000
Last Revised	August 31, 2021

Natrona County School District #1 (District) recognizes that the wellness of its staff and the community is important for instilling wellness values in our youth and among our employees. The District supports the use of District facilities, by employees, and outside groups as long as the use does not interfere with scheduled or anticipated school activities, and the use meets the criteria listed in this Administrative Regulation.

The District will support employee wellness (limited to employee and immediate family members) and use of its facilities by absorbing the cost of utilities, sanitary supplies, and normal maintenance of the facilities. Employee use of District facilities is encouraged and supported to the degree that it involves employee wellness without monetary gain and does not increase liability to the District. The use of any Career Technical Education area (ie. auto shop, woodshop, culinary rooms, etc) is limited to Natrona County School District staff who are trained in the use of the equipment in these areas and require pre-approval from the Building Administrator. Employee wellness does not include the use of facilities for social gatherings such as birthday parties, baby showers, and receptions. These types of activities are considered facility use. District employees who wish to use the facilities and equipment are required to sign a written release of liability form that will be returned to the District Athletics and Activities Department each school year following preapproval from the Building Administrator or designee. The form is available on Employee Online under forms. Employee wellness privileges may be revoked at any time by the Building Administrator.

In addition to state, county, and local statutes and/or ordinances, users shall be responsible for conducting all activities according to District Board Policies and Administrative Regulations.

District Discretion for facility usage related to animals and filming/recording/production:

1. Animals within Natrona County School District are limited to the 6900 series of NCSD policy, regulations, rules, and procedures.
  - a. Animals within District facilities (buildings and grounds) for any other use will not be approved or permitted. Requests by agencies or individuals outside of NCSD will not be approved, including facility usage requests.
  - b. Specifically, no for-profit or not-for-profit individual, organization, agency, club may utilize NCSD property for any form of animal training, display, sales, judging, storing, lodging, or an additional purpose related to animals not listed herein.
2. The District will not allow access for facility use agreements that permit filming or recording or production on or involving District property and vehicles, including District-owned sidewalks. "Recording" includes, but is not limited to, photographing, audio recording, filming, videotape recording, digital recording, or any other form of audio or video media recording. The term "production" includes, but is not limited to, the use of any recorded media to create a film, movie, television show, radio show, internet video, social media post, audio or video on a mobile device, or other. This includes any outside organization, entity, or cause not affiliated with the District or not related to a school-sponsored event whether for profit (including, but not limited to, commercial productions) or nonprofit in nature.

Notes:

This regulation does not apply to recordings on District property in connection with the District's own services or programs, including, but not limited to, training videos for use by schools, student-generated casts or productions that are part of the educational program, media partnerships, or other District educational purposes. If students appear in District recordings, appropriate releases will be obtained.

This regulation does not govern filming or recording by District-affiliated groups (such as the Wyoming High School Activities Association or its contracted agent).

This regulation does not govern filming or recording by students and parents on District property for District related events or activities. This regulation does not govern news media organizations, news producers, and news reporters who seek to record on District property for routine news-gathering purposes (including, but not limited to, filming, photographing, or interviewing). In addition, this regulation does not govern audio shows, commercials, news magazine programs,

documentaries, or public service announcements. These types of requests to record on District property must first be made to the Natrona County Public Relations Department.

This Administrative Regulation and fee schedules are subject to change.

[Facility Use Agreement](#) (Change to SOP)

(See Attachment)

Adopted: October 23, 2000

Revised: December 7, 2016

Revised: July 31, 2020

Revised: August 12, 2021

Reference: Board Policy

<http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94MQ4M6781A8>

Standard Operating Procedure