NATRONA COUNTY SCHOOLS

# PROCESS FOR USE OF DISTRICT FACILITIES

**Please follow these steps:**

1. Complete and submit the "Reserver Application" located https://gobound.com/wy/districts/natroncsd. For helpful instructions, see this additional link: Create New Facility Request Account & Reservations
2. Once approved, complete and submit your reservation for desired facility, dates, and times.
3. Provide a Certificate of Insurance in the amount of $1 million of liability coverage and $1 million of property coverage and a $2 million aggregate naming NCSD as an additional insured must accompany the application for facility use, (n/a - tennis and pickleball daily court reservations).
4. Your reservation is not secured until you have provided proof of insurance and accepted the facility use agreement.

**Please note:**

1. Once your online application is processed and has been approved by the Building Administrator or designee, you will be contacted.
2. School events take priority. Your application or an approval date may be postponed or canceled, based on availability due to school activities or other unforeseen reasons.
3. Upon approval, District facilities may be reserved up to three months in advance of the requested dates, and no more than six months/year.
    a. Auditorium Exception: KWHS and NCHS auditoriums may be reserved up to nine months in advance of the dates requested.
4. **Until the application process is complete, including receipt of payment and submission of valid proof of insurance, the requested space is not reserved. Incomplete requests will be canceled.**
5. Individuals, businesses, or groups requesting the use of District facilities on a regular basis for offering services and/or products that are in direct competition with similar local businesses may use District facilities on a

short-term basis, up to four times per year (one time per quarter). Exceptions may be made with pre-approval from the District Athletics/Activities Department and the Building Administrator.

6. Other applicable facility use fees (e.g., additional district employees, maintenance department call out, property or equipment damage) will be billed and are due within 30 business days upon receipt of the invoice.
7. It takes a minimum of 15 business days to process the online application for facility use, except for tennis and/or pickleball daily court reservations.
8. The Lessee is responsible for contacting the District Athletics/Activities Department to cancel the building use at least 15 business days before the event. If cancellation occurs less than 15 days from reservation, the Lessee's will be refunded 50% of the prepaid facility use fees. If Lessees do not fulfill their facility reservations, the District Athletics/Activities office may cancel future reservations and place a hold on the reserver's account.
9. Natrona County School District Facilities will not be available for use by outside groups from August 1 to September 15 due to school staff availability, school maintenance, repair projects, professional development days, and the start-up of school. Exceptions such as tennis/pickleball-singles and doubles daily court reservation, and the NCSD Community Activity Center may be made with pre-approval from the District Athletics/Activities Department and the Building Administrator.

10. District Discretion for facility usage related to animals, and filming/recording/production:
    a. a. Animals within Natrona County School District are limited to the 6900 series of NCSD policy, regulations, rules, and procedures
        i. 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.

ii. 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 any additional purpose related to animals not listed herein.

b. 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.

11. Facility Use Agreements must be renewed annually through the NCSD facility use process located at https://gobound.com/wy/districts/natroncsd on or after the first Monday in August.
12. The Casper Tennis Complex (tennis and pickleball courts) facility use begins in mid-March through mid-October (weather permitting). The Casper Tennis Complex (tennis and pickleball courts) facility use requests for court times or event requests begin annually on the first business day of January. Upon approval, District facilities (including tennis and pickleball courts) may be reserved for a maximum of 6 months/year.
13. Natrona County School District activities and sports have priority use of the Casper Tennis Complex facilities at all times.
14. Use of the tennis and pickleball courts is at your own risk. No pets, food, glass, skateboards, rollerblades/skates, bicycles, scooters, or hockey allowed on the courts. The courts are for pickleball and tennis play purposes only. No alcoholic beverages, tobacco, or weapons are allowed at the Casper Tennis

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Complex. Children 12 years and under must be accompanied by an adult/parent. Tennis shoes are required while using the tennis and pickleball courts. Reserved court times are one-hour sessions @ $2/hour. Maximum of one hour of use per session when others are waiting.

15. The purchase or proof of liability insurance is **not** required for facility use, individuals utilizing the tennis or pickleball courts for daily singles and doubles use.
16. The purchase of proof of liability insurance **is** required for tennis or pickleball court facility use requests by outside individuals or groups for tournaments, camps, clinics, lessons, leagues, and events.
17. Court time cannot be guaranteed or reserved without purchasing a tennis or pickleball court reservation permit from the District Athletics/Activities office at 970 N. Glenn Road or by calling 253-5460.