

Seaman USD 345
Policy for Free Use of School Buildings

1. Elementary school gyms may be used by district patrons for student activities. Priority shall be given to activities that include students who attend school at the gym being used. An adult leader shall contact the building principal, or their designee, to schedule the gym no more than 90 days in advance. Exceptions to the 90 day rule shall be permitted for ongoing, non-athletic related activities, such as scouts, 4-H, etc. Each organization shall be limited to once a week for a maximum of ninety minutes unless additional time is available and approved. Hours of usage shall be determined by the building principal.
2. Seaman Middle School and Seaman High School gyms may be used by district patrons for student activities. Priority shall be given to activities that include students who attend school at the gym being used. An adult leader shall contact the building principal, or their designee, to schedule the gym no more than 90 days in advance. Exceptions to the 90 day rule shall be permitted for ongoing, non-athletic related activities, such as club meetings, booster club meetings, etc. Each organization shall be limited to once a week for a maximum of ninety minutes. Hours of usage shall be determined by the building principal.
3. Seaman Middle School and Seaman High School gyms may be used by district patrons for adult activities. Priority shall be given to student activities, as set forth above. Adult activities may be reserved only 60 days in advance. Exceptions to the 60 day rule shall be permitted for ongoing, non-athletic related activities, such as club meetings, booster club meetings, etc. Each organization shall be limited to once a week for a maximum of ninety minutes. Hours of usage shall be determined by the building principal, however, student activities will always take priority over adult activities. On weekends, Adult activities may only be scheduled from 5:00pm to 9:00pm on Saturdays, and from 8:00am to 2:00pm on Sundays.
4. School sponsored or sanctioned activities take preference and shall not be governed by these requirements.
5. Gym reservations may be cancelled, with or without notice, due to schedule changes, priority considerations, etc.
6. An adult district patron must be present during the use of any gym. In no event shall the building key or key fob be given to any other person.
7. Those using any gym should not go into any other areas of the building. Violation of this policy could result in the loss of this privilege. If a building alarm is set off, the organization will be responsible for a \$50 fine.
8. Patrons must specify the reason for the gym use request.

9. The reserving of gym space on a regular basis without a specific purpose is not permitted.
10. Only normal indoor gym activities will be allowed. Prohibited activities include, but are not limited to: baseball, softball, soccer, or any activity deemed potentially damaging to district facilities.
11. At Seaman High School and Middle School, the adult district patron shall complete a gym usage form at the time of reservation.
12. In accordance with this policy, the building principal shall make the final determination as to the scheduling of gym usage.