



Procedures & Guidelines Governing Facility Use for the Normandy Schools Collaborative

The Normandy Schools Collaborative (NSC) welcomes the public to use our buildings and facilities when it does not conflict with educating children. Many gymnasiums, meeting rooms, and field spaces in our school buildings are available for rental. We believe strong relationships with our community partners enhance student learning and create a stronger community.

Please review the [guidelines](#) for using our facilities to ensure a successful event for your organization.

The school district is responsive to all patrons and will do its best to accommodate your needs. However, our top priority when scheduling NSC Facilities is school-related agendas, athletics, activities, and community education classes. School-sponsored activities will have priority over non-school activities.

Requests for facility usage will be approved on a first-come, first-served basis and the availability of custodial staff. Usage fees will apply to non-district administered groups. These groups are responsible for all costs related to their use, ensuring the expenses are not passed onto the NSC taxpayers and the community.

Please visit the relevant [Board Policies](#) and Procedures for the guidelines for usage.

Rental Charges: Facility usage fees are based on the type of group, the facility requested, and usage time. Charges for facilities, personnel, and equipment may apply. Invoices will be sent to the organization's contact identified on the account. Failure to pay the invoice may result in denial of future usage requests and/or the need for other collection methods.

The following Rates and Restrictions Apply:

- **\$250** with a minimum rental time of four hours. Events lasting longer than four hours will be charged an additional \$250.

- **\$500** for Viking Hall at Normandy High School, with a minimum rental time of four hours. Events lasting longer than four hours will be charged an additional **\$500**.

Custodial Fees: Custodians are required at an event, including all weekend & evening events. NSC reserves the right not to approve weekend events if staff is unavailable. Custodial time is scheduled from 30 minutes before the event's start until at least 30 minutes after its conclusion. Additional custodial charges may be required for extra cleanup, setup, or labor.

Cancellations: Individuals and groups must notify the district of cancellations at least 24 hours prior to the date of the scheduled use to be eligible for a full refund of fees paid for facility use unless there are extenuating circumstances rendering such notice impossible.

Weather: If the school or district is closed for the day or closes early due to inclement weather, all district facilities and fields will be closed to outside groups and activities. The group is responsible for confirming a facility or field status prior to usage. If a facility is closed due to inclement weather, the user group will not be charged.

School Breaks and Holidays: Facilities may be used during spring, summer, and winter breaks, pending custodial availability or coverage by district personnel, at the discretion of the Building Administrator. Facilities will not be rented on scheduled district holidays, which include New Year's Day, Martin Luther King Jr. Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

Please email [Evelyn Days](#), Director of Operations, to request a Facilities Use Form application. You may also call her at (314) 493-0194.