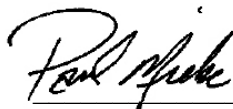




## Superintendent's Office Memorandum

DATE: October 14, 2020

TO: Lyn Hulgán



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FROM: Paul Mielke, Ph.D.

RE: Hamilton Fine Arts Center Use During COVID-19 Pandemic

The purpose of this memo is to define guidelines for use of the Hamilton Fine Arts Center during the COVID-19 pandemic.

Groups requesting use of district buildings are subject to rules, procedures and policies of the district. Due to the current COVID-19 pandemic, it may be necessary for the district to implement additional measures to help mitigate the spread of the COVID-19. The measures are subject to change as needed.

As delineated in Board Policy Rule 830-Rule(1), Use of School Facilities:

- The district will give priority to groups as defined below:
  - Level 1
    - Hamilton School District groups, community service clubs (i.e., Boy Scouts, Girl Scouts, Lions Club, Sussex Area Service Club) and designated youth partners who provide substantial financial and in-kind contributions
  - Level 2
    - Community based youth groups (nonprofit or profit organizations)
  - Level 3
    - Out of district use or adult (nonprofit or profit groups)

The district will allow facility usage for **levels 1 and 2 only at this time**, as defined above. This is in effect through January 21, 2021. This directive could extend to the end of the 2020-21 school year depending on the status of the COVID-19 pandemic and guidance from local and state authorities.

The district will continue to review conditions concerning public health and impact of the pandemic and will **adjust guidelines and access as deemed necessary**. This may mean that previously approved facilities and grounds usage requests could be denied on a temporary basis. It is the intention of the district that a decision be made by the district and/or the renter at least 30 days before a scheduled event in order for the renter to plan accordingly. State and local guidelines could change this decision at any time. Per 830-Rule (1), Use of School Facilities, the district also reserves the right to cancel use of the facility due to weather or other emergency.

**AT THIS TIME THE DISTRICT WILL NOT BE APPROVING FACILITY USE FOR OUTSIDE GROUPS FOR LARGE EVENTS SUCH AS TOURNAMENTS, CONCERTS, ETC.**