

Orleans Elementary School

ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE

The Community Center Feasibility Task Force is charged by the Orleans Select Board to develop recommendations on the needs, scale, design concepts, and possible locations for a community center in Orleans.

The first step in meeting our charge is to consider existing facilities; what programming they provide and want to provide, and what space they have available to meet current and future needs. Toward this end, members of the task force are meeting with leaders of the various facilities and organizations to obtain their input. Abacus Architects + Planners has recently begun work with us and will participate in the process. They may tour your facility and take photographs and measure if you are unsure on the size of spaces.

We are interested in a historical perspective, recent developments, and current status of each facility. The impact of Covid 19 should be considered. We are also interested in input that may not fit into the format provided by this form so that we can develop a comprehensive understanding of the space for community use that now exists, and how we can expand what is available to the town as effectively as possible.

Facility: Orleans Elementary School

Date: March 11, 2022

Interviewer: _____

Interviewee: Elaine Pender

Title: Principal

Is your facility public or privately owned?

Public **Private** _____

How many people does your facility serve? Currently serving 162 students during the day. After hours up to 50 students/community members a day.

What organizations use your space?

- Orleans Recreation
- Orleans After School Activities Program (OASAP)
- Cape Cod Children's Place
- Nauset Adult Education Programs
- Orleans Parent Teacher Committee
- High School Sports
- NAMI
- Spirit of America
- Oceana Soccer
- Lower Cape Baseball League

OASAP Room	357	Unsure
Playground	Unsure	
Baseball fields (2)	Unsure	
Soccer fields	Unsure	
Basketball Court	Unsure	
Tennis Courts	Unsure	

How many parking spaces do you have on site? 81

Is on site parking adequate? Yes

Are there spaces nearby that facility users use – on the street or public parking lots? No

What percentage of building users walk, bike, Uber – i.e. don't bring their own car?

Approximately 5%

What percentage of available programming time is being used? (May be a hard question to answer)

Approximately 80-90% in non-COVID years.

What percentage of your available building space is used? (May be a hard question to answer)

Overall: Approximately 30%

At peak times: N/A

What is your annual budget and how many employees do you have?

Annual budget: Approximately \$4,300,000

Part time paid employees: 5 Full time paid employees: 46

Do you have volunteers provide professional service? Yes_____ No X

Do the organizations that use the space pay to use it? Yes X No_____

If so, what is the fee structure?

NAUSET PUBLIC SCHOOLS

78 Eldredge Park Way, Orleans, MA 02653

Tel: 508-255-8800 Fax: 508-240-2351

Application for the Use of School Facilities

Date of Application _____

Name of Organization _____

Mailing Address _____

Contact Person _____ Phone# _____ E-mail _____

The use of school buildings and other facilities by an organization operated for private gain or any purpose involving private gain shall be permitted only when such use is sponsored by some other local organization which is not operated for private gain, and a worthy, educational, civic, or charitable purpose will be served, and the people in the community will be benefited. A fee for building use or equipment rental will be charged to all non-school groups to defray the costs of cleaning, maintenance, utilities, supplies, and heating as applicable. Request use of the following facility:

<u>School:</u>	<u>Area:</u>	<u>Pricing:</u>	
		<u>Profit</u>	<u>Non-Profit</u>
_____ Nauset High School	_____ Athletic Field (up to 4 hrs.)	\$100/day	\$50/day
	_____ Auditorium	\$100/hr.	\$50/hr.
_____ Nauset Middle School	_____ Classroom	\$ 35/hr.	\$15/hr.
	_____ Cafeteria (Nauset employee req.)*	\$75/hr.*	\$50/hr.*
	_____ Caf w/kitchen (Nauset emp. req.)*	\$100/hr.*	\$75/hr.*
_____ Eddy Elementary	_____ Front Lawn (NMS only)	\$100/day	\$50/day
	_____ Grove (lawn right of NMS)	\$100/day	\$50/day
_____ Stony Brook Elementary	_____ Parking Lot	\$100/day	\$50/day
	_____ Technology Lab	\$50/hr.	\$25/hr.
_____ Eastham Elementary	_____ Gymnasium	\$100/hr.	\$50/hr.
_____ Orleans Elementary	(Custodial assistance / kitchen worker if required at est. overtime rate of \$35.00 / hr.)		
_____ Wellfleet Elementary			

The above fee schedule may be adjusted to accommodate extenuating circumstances via the authority of the School Committee.

*See attached Food Requirements.

We require full payment ten (10) days in advance of required date of use.

Note: Nauset Public Schools' student groups, school-sanctioned organizations, official town groups and boards will not be charged.

No tobacco products or alcoholic beverages are allowed in or on any school property.

Purpose: _____

Dates and Times Requested: _____
 (Please include times that first person will arrive and last person will leave.)

Estimated attendance _____

Will the event require a police detail? _____ yes _____ no

Will admission be charged? _____ yes _____ no

Does your organization charge a fee to participants? _____ yes _____ no

Is your organization affiliated with the Nauset Public Schools? yes no
If yes, how? _____

Any dance (profit or non-profit) must be supervised by a minimum of five responsible adults, at least one of whom belongs to the sponsoring organization. Names and addresses of said chaperones must be submitted to the Principal at least two days prior to the dance. Chaperones are required to have a Cori Check on file with the school.

The Police Chief of the town will be contacted by the person in charge of the sponsoring organization to determine the need for adequate police supervision. Needed supervision will be paid for by the organization using the facilities. The Nauset Schools reserves the right to require police supervision.

Insurance coverage may be required in the minimum amounts of \$1,000,000 per person and \$3,000,000 per occurrence for all private organizations. Proof of insurance must be submitted along with payment prior to use of facilities, and shall include a provision naming the "Nauset Public Schools" as an additional insured.

I/we agree to abide by all the rules and regulations of the Nauset Public Schools and to pay all custodial, cafeteria and facility fees that may be required for my/our use of the school facilities.

Signed: _____ Date: _____

HOLD HARMLESS AGREEMENT

It is agreed by _____, hereinafter referred to as the Organization, that the Nauset Public Schools and the Town of _____ be absolved of any and all liability brought about by the actions of the participants and/or patrons of the Organization while using the facilities of the Nauset Public Schools for the purpose originally stated. It is further agreed that the Organization accepts responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities.

I attest that the above named organization is in compliance with the Town of _____ CORI Regulations and has successfully completed background CORI checks on all coaches and volunteers within the organization and that all volunteers and coaches have been approved in accordance with all appropriate state and local laws and policies. A copy of the organization's certification letter with Criminal History Systems Board as well as a list of all approved volunteers and coaches must accompany this request. Changes in the CORI must be updated and on file at the Nauset Public Schools Administration Office.

Signature of Organization Date _____

Printed Name Position/Title _____

FOR SCHOOL DEPARTMENT USE ONLY

Building Availability: Available Unavailable Administrator Signature _____
Estimated Costs: Custodian \$ _____ Kitchen worker \$ _____ Other \$ _____
Estimated Facility Cost \$ _____

TOTAL COST TO BE INVOICED \$ _____

APPROVED NOT APPROVED

Signed _____ Dated _____

*Approval is contingent upon your acceptance of the total cost as listed above.
If for any reason you no longer wish to use our facilities, please contact us immediately.*

Equal Opportunity Employer

Orleans After School Program – (Elementary School Age)

ORLEANS COMMUNITY ORGANIZATION AND PROGRAM QUESTIONNAIRE

Organization: [Orleans After School Program](#)

Date: [3/9/2022](#)

Interviewer: _____

Interviewee: [Serena B. Kilawee](#)

Title: [Director](#)

What, in general terms, is the mission / purpose of your organization and what demographic do you serve?

[Orleans After School Program was established to offer working families quality after school care for students attending school at Orleans Elementary School in Kindergarten through 5th grade.](#)

[Our mission is to provide safe, nurturing care in a creative and fun environment for children of working parents afterschool. We believe in offering a variety of activities to respond to the varying ages and developmental levels, in order to correlate to the needs of our students.](#)

[We encourage children to work together, make new friendships and make appropriate choices. Teachers are always available to help provide children with the skills needed to deal with others and solve problems in a positive and appropriate manner.](#)

What programs do you offer, and for each program, who is the target audience and how many people do you serve?

[We offer an after school program for Orleans Elementary School students.](#)

[We also offer February & April vacation week programs as well as care on early dismissal days\(we were not able to run these past 2 years due to impact of Covid since the children were in cohorts and we did not have enough staff to cover the cohorts\). However, moving forward we are planning on providing care on these days for families.](#)

[We run a summer program after Orleans Rec for students enrolled at Orleans Elementary School.](#)

[We take up to 52 children per day. Approximately 100 children per year.](#)

What building(s) does your organization use? [Orleans Elementary School.](#)

What spaces within those buildings, approximately how big are they, and what activities do you conduct? And approximately how many hours per day, week or month?

- 1) We use the Cafeteria (approx 2455 sq ft)
Monday- Friday (school year 1:30-5:30)
Summer Monday-Friday 11:30-5:30
- 2) Library (approx 2954 sq ft)
Monday- Friday(school year) 2:05-3:15. We use this for Kindergarten & 1st grade activities while older children are working on homework.
- 3) Gym (approx 4944 sq ft)
Monday- Friday (3:00-5:30 as needed during inclement weather so children can play gym games)
The past 2 years due to having cohorts we have had to use the gym Monday-Friday 1:50-5:30 & the cafeteria to separate cohorts
- 4) Use the outdoor field and basketball court when the weather is nice at different times throughout the afternoon. Monday-Friday
- 5) Storage closet & Office

If you have a detailed activity table or schedule of activities, please pass on to us with as much information as you have available.

For each program, could attendance be expanded if you had additional space or a different location? Do you have plans to grow – and what is limiting that growth?

Do the facilities you use meet your needs, and if not, how would you improved them? This might mean improving the spaces you use, or having a different site in a different kind of building.

We are thankful to have the spaces that we do. Of course, all of the child care areas are all shared spaces that we need to set up and take down each day; this limits the range of activities we can do. Having a permanent space that we could leave things set up for the children.

Have you seen buildings or facilities in other towns that have features that you like?

Harwich community center

Chatham Community Center

HYCC in Hyannis

Would a new Orleans Community Center, with spaces that you share with other organizations, and with support spaces like a front office, lobby, lounge, café, etc. be better for you and your mission?

If so, would you need dedicated space – storage, offices etc. – or would it be enough to have a space that you utilize on a scheduled basis? What kind of spaces would you need for what programs?

We would need dedicated storage, office and childcare space, however if we had a space that we could leave set up it would cut down on the amount of storage space that we need. We could share use of a gym space and on a scheduled basis possibly have additional space for music, drama activities outside of our child care space.

What are the key things you would like to see in a Community Center?

A large gym that could be sectioned off with more than 1 basketball court, that can be utilized for many different activities.

Multi purpose room with a stage/ projection screen/ auditorium

Rooms that could be used for multiple purposes to offer different types of activities and programming for everyone.

Outdoor basketball court, the one at OES is the only one in town. Children of all ages (elementary, middle and high school) use the court during the afternoon and weekends; there is not always enough space for them all to play.

Other Observations or Comments?

As stated above children of all ages come to utilize the basketball court outside at OES. On nice afternoons up to 30 middle school and high school students will come to the court because there are not many things for them to do in town. We need more spaces and different types of activities and programming for youth of all ages in our town. Though

due to my job I am more focused on the children, I do believe that a center would be beneficial to all the residents in the town.

Over the years there has been a lot of discussion about how to keep younger people and families in our town. I believe having a community center would be a key role in that along with the affordable housing that is being discussed and planned for.