



# PLANNING FOR SHARED SPACE USAGE

Space can be at a premium in school buildings, and conflicts and confusion around space are common. Site coordinators can use this document to maximize space usage during afterschool hours. This tool is adapted from a document created by [Seattle Public Schools](#).

## KEY CONSIDERATIONS

Several issues will need to be considered when planning for space usage. Among these are the following:

- **Some spaces are better suited to certain kinds of programs than others.** Library and classroom spaces are best for tutoring and other quiet, contained activities; gyms are better suited to programs that incorporate physical activity.
- **Some programs have specific space needs (i.e. a sink or refrigeration) related to licensing requirements.** Check with your providers to better understand whether they are subject to these kinds of requirements.
- **Clear up front agreements regarding space use are essential.** Be sure to discuss who will have access to spaces, when they will have access, which supplies will be used, how clean-up will be handled, etc. This can prevent issues from arising during the year.

## PROGRAM INVENTORY

Use this grid to better understand which programs in your building need dedicated space, when they need it, and for what purpose(s).

Program Name and Description	# of Children Served	Ages Served	Licensure Requirements (if any)	Days and Times Offered	Notes



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## AFTERSCHOOL SPACE INVENTORY

Take stock of the available spaces in your building and use this grid to plan for use of these spaces.

Available Space	Meets Licensure Requirements (Y/N)?	Physical Capacity	Hours and Days Available	Possible Program(s)	Notes



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## WEEKLY SPACE PLAN

Finally use this grid to assign programs to spaces

Available Space	Program				
	Monday	Tuesday	Wednesday	Thursday	Friday


