

## **COMMUNITY USE OF SCHOOL FACILITIES**

The primary purpose of school facilities is the education of students. However, because the schools are a part of the life of the community, it is the policy of this school district to make facilities available for community use, when such use is not in conflict with school operation and/or District philosophy.

The authorization for the use of school facilities shall be within the authority and responsibility of the Superintendent or his/her designee in accordance with administrative regulations. Appropriate regulations shall be developed by the Superintendent to define District and user obligations, user classifications, fees, responsibilities, and general procedures.

Categories of users shall be created to reflect the relative closeness of the groups to the primary purpose of the schools, and appropriate fees shall be established for each category.

### Group I – School Sponsored Groups

School sponsored groups shall have free use of facilities, except for direct extra costs incurred because of their use; ASB, PTSA, District Advisory committees, curricular and extra-curricular student and staff groups; does not include other groups sponsored by these groups.

### Group II – Local Non-Profit Youth Groups – Non-Profit

Groups whose primary purpose is to serve the youth of the community shall pay a fee designed to cover operating costs; Boys/Girls Clubs, youth recreations/sports leagues, scouts. Participants must live within the Snoqualmie Valley School District boundaries.

### Group III – Adult Oriented Groups

Adult oriented groups shall pay a fee that will take both operating and capital costs into consideration; service and community clubs, private schools, preschools, colleges, universities, adult recreation/sports, religious groups, political groups, government agencies.

### Group IV –Commercial Groups and other Functions

Commercial and for-profit groups will pay rates comparable to commercially available facilities; includes both for profit and non-profit organizations that charge admission and/or participation fees and/or have as a purpose the generations of income for the host group or individual(s).

This policy applies to occasional short-term (up to 6 months) users. Long-term users shall be by separate contractual agreement.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group, or organization nor the purpose they represent.

# COMMUNITY USE OF SCHOOL FACILITIES

## I. GENERAL PROVISIONS

All person or groups wishing to use facilities owned by the Snoqualmie Valley School District must follow application and use procedures contained in these administrative regulations, on the rental document and Board Policy #4260. The regulations contained in this document do not have the force of Board Policy and are written as administrative guidelines for the implementation of the policy.

Regulations relative to rentals can also be found on the rental application form. As a general rule, the regulations contained herein are designed to further elaborate on the regulations found on the rental document.

### A. SCHEDULING

Scheduling preferences will be given in order of classification numbering. Classifications can be found on page one on this document and on the rental agreement form.

Priority within classifications will be at the discretion of the approving administrator, but in general, preferences will be given in order of application dates. Additionally, activities for children will be given priority over activities for adults. Where conflicts exist, reasonable attempts will be made to reach a mutually satisfactory solution. The superintendent will have final authority in the matter.

Scheduling of applications received far in advance will be delayed to allow verification of schedules with school facility calendars and submissions of lower-numbered classification users. However, an approved and scheduled application will be considered a commitment, regardless of classification.

Long-term users (over 6 months) or users deemed not appropriate to these procedures will be considered on an individual basis. If approved, use will be by contractual agreement between the group and the Board of Directors.

### B. OBJECTIONABLE USE

Any and all use of the district facilities shall be non-controversial and of a non-disruptive nature. Should an objection be lodged against a specific use of district facilities by any group, such objection is only valid if it is made in writing to the superintendent and signed by the individual and/or group of individuals lodging the complaint. At the time that a complaint is lodged, the following shall apply:

1. Use of facilities by the applicant shall be suspended temporarily to afford the superintendent or designee sufficient time to meet with all concerned parties for the purpose of a hearing. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.

2. Within ten (10) days of temporary suspension, the superintendent, the complainant, and the applicant shall convene at the specified time and location to determine the validity or non-validity of the complaint. The superintendent shall be the deciding authority and the superintendent's decision may be obtained by any and all members of either the complainant group or the applicant group by request.

## II. RENTAL APPLICATION

### A. FORMS

All applications, in the form of a district supplied Rental Agreement, must be filed with the building principal two weeks in advance of the event to allow proper processing. Exceptions to this timeline are at the discretion of the principal. Some uses may require a longer lead time, depending on complexity, schedules, etc. An additional handling fee equal to the regular processing fee may be assessed late applications at the discretion of the principal.

An approved Rental Agreement must be in the user's possession prior to the use.

### B. FORMS PROCESSING

The following is a description of the application process:

The application form is to be completed by the applicant (user) and submitted at least ten (10) business days in advance of a scheduled use, to the facility requested while school is in session. Summer facility requests are to be submitted to the District Administration Office. Applications shall not be considered officially approved until a written use agreement has been signed by the applicant (user) and the District Administration Office. Although discouraged, late applications may be considered at the discretion of the District Administration Office.

The facility checks the facility calendar for availability. If the facility is available, the principal approves the rental and collects the processing fee.

The facility sends the processing fee and remaining forms to the Business Office to assign appropriate rental fees and any additional costs.

Business Office gives all copies to Maintenance/Operations supervisor for custodian/ kitchen or staff assignment as needed and approval. Application is returned to Business Office for Business Manager's approval.

Notice of final approval is sent to applicant, via e-mail.

After event, Maintenance/Operations will notify the business office of any additional charges to be billed the user as a result of the actual rental.

***The district may require that the full rental fee be paid in advance of the use. Otherwise, facility users will be billed monthly. Payments are due upon receipt of invoice. If payment is not received within 30 days of original invoicing a fifteen dollar (\$15) late fee will be applied. If payment is not received within 60 days of original invoicing, the matter will be turned over***

*to Transworld Systems for collection. Failure to pay may result in the district canceling any future requests.*

*Applicants must provide, upon request, a financial statement of revenue and expenses from any admission charges or offerings.*

### III. USE REQUIREMENTS

#### A. USER RESPONSIBILITIES

The individual named on the application as the “person in charge” as well as the organization whose name appears on the application shall be held jointly responsible for any use to which a facility is put and shall accept responsibility for any damage done to school property.

All organizations using school facilities shall provide an adult supervisor who shall remain with the group during all activities and be responsible for the group’s compliance with all appropriate rules and regulations.

In the event that property loss or damage occurs during use or occupancy of district facilities, the amount of damage shall be decided by the superintendent or his/her designee, and a bill for damages will be presented to the group using or occupying the facilities during the time that the loss or damage was sustained.

Fire and safety regulations of the school district, local municipality and State of Washington shall be observed at all times.

Alcoholic beverages, controlled substances, profanity, and boisterous conduct will not be permitted in school district facilities or on school property at any time. Smoking of any kind is not allowed anywhere on school district premises. Refreshments will be restricted to appropriate, approved areas.

No decorations or applications of material to walls or floors shall be allowed without the permission of the building principal.

Use of fields and courts do not include restroom facilities unless specifically arranged. Portable sanitary facilities are the responsibility of the user.

Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school facilities. The school district will provide customary janitorial services in connection with the use of facilities.

#### B. STAFFING

A district employee (normally a custodian) must be on duty any time a building is occupied by a user. District approval of an application is dependent on this condition being met. If time beyond the employee’s normal shift is required to accomplish the rental, the user shall be charged at an hourly rate for that time rate based on compensation.

Use of a kitchen will require the presence of food services employee, at a rate based on current hourly compensation and associated payroll charges.

All facilities are to be rented as is. Any special set-up arrangements are to be billed in addition to the basic fee.

Staff time involved in special set-up arrangements, are to be billed to the user at the weighted custodial rate.

Minimum employee callback time will be 2 hours.

The purpose of district staff on site is to supervise and protect district property, equipment, and interests. Payment of a staff fee does not entitle the user to services other than specifically agreed to.

### C. SPECIAL ARRANGEMENTS-EQUIPMENT AND STAFF

Use of district-owned equipment shall be negotiated on a per request basis. Only those facilities and equipment expressly agreed to in the application will be available to the user. The use of any equipment must be approved by the school's principal/designee, who shall be satisfied that a competent operator is in charge of the equipment during use. If necessary, the principal/designee will assign Snoqualmie district staff, and the user will be responsible for reimbursing the district at the appropriate rate. A published fee may be charged for district-owned equipment.

Tables, chairs, desks, pianos, and other furniture and equipment shall not be moved from one room to another unless specifically called for in the application and under the direct supervision of a district employee. Folding chairs and tables are to be erected and stored by the group using the school facilities, unless specifically arranged for otherwise.

If the user wants to use district audio/visual equipment, the user must have district approval, and employ and give assurance that a knowledgeable operator will be present, and that any damage to the equipment will be repaired at the user request. A district staff technician must be present when equipment of a highly technical nature is to be used. The cost of the technician(s) shall be assumed by the user. Under no circumstances is this section to be interpreted as requiring the district to make audio visual equipment or technicians available to users.

### D. HOLD HARMLESS AGREEMENT & LIABILITY INSURANCE

The facility user agrees to protect, indemnify and save the Snoqualmie Valley School District, its employees, directors and agents, harmless from all liability resulting from the use of school facilities. All applications must provide proof of general liability coverage of no less than \$1 million dollars per occurrence. A certificate of Liability Insurance along with the Endorsement page which lists the Snoqualmie Valley School District No. 410 must be named as additional insured on said policy.

### E. NONDISCRIMINATION

To assure nondiscrimination compliance, the Snoqualmie Valley School District requires a one-time response from each group applying to use its facilities. This response includes:

1. A signed statement of nondiscrimination (statement in application form).
2. A copy of explanation of the organization's membership policies and practices.

(If membership policies are changed, the district shall be informed of the revision).

#### F. GAMBLING

Games of chance, lotteries, raffles, etc., are not allowed on school district property. An exception to this rule may be the limited use of such games as entertainment in fundraising events sponsored by the Class I parent and student groups.

#### G. BUILDING KEYS

Under no circumstances will district employees issue or loan facility keys to anyone.

#### H. OTHER RULES

##### All fields Except Stadium Complexes/Synthetic Turf Fields

School fields (playgrounds, practice fields, baseball diamonds, soccer/football fields, and tracks) may be used at other than regular school hours in accordance with the following conditions. As a general rule, district staff may not be required to be present.

- The use shall not interfere in any way with school activities.
- Grounds shall not be subjected to undue damage or wear.
- Use of fields which creates a hazard or unreasonable restriction of use by others shall not be permitted.
- All organized use of school district fields must be in accordance with an approved Facility Use Application.
- All organized use of school district fields must have adequate adult supervision during the activity.
- All markings and pre-game preparation shall be the responsibility of the organization scheduled for use of the field and shall be pre-approved if there is the potential of interference with normal markings or other uses of the field.
- Continued use of a field by an organization shall be dependent upon that organization leaving the field and spectator area in good order after the activity.
- Access to a building by persons using the fields is prohibited unless special arrangements have been made. Field access to a building may involve the assessment of charge(s). Users may be required to provide portable toilets.

## Stadium Complexes

The district field manager/supervisor must be on duty during field use by non-school groups. Personnel shall be included in the rental fee. The user may request assistance from the district for additional supervisory personnel for which an additional fee will be charged. The field manager shall assure that a qualified operator will supervise the use of equipment. If necessary, the manager shall assign Snoqualmie district staff, and the user will be responsible for reimbursing the district at the appropriate rate.

The field manager is authorized to refuse or discontinue field use to any group exhibiting inappropriate behavior, not having proper supervision, or violating the law or district policies and procedures.

Organizations must have procedures to conclude contests by the specified ending time. Lack of cooperation in meeting scheduled opening and ending times and/or adherence to the rules and regulations for use of the stadium complexes may be grounds for denial of use by that group in the future and/or the imposition of additional fees.

District personnel are required to report the time that the user group arrives, the time the group leaves, any additional services required by the group, and the actual facilities used by the group. District personnel are authorized to refuse the group the use of any facilities or equipment not included on the permit unless it is specifically cleared with the field manager.

The final user group for the day must vacate the stadium complex prior to the time the manager locks all doors and gates and secures the complex.

All approved uses will be scheduled so as to allow adequate set up and take down time between events/uses. Sufficient scheduled times for clean-up and custodial services shall be calculated by the field manager at the time the application is approved.

The district reserves the right to approve or deny the sale of all concessions, including food and beverages. Each school reserves the right to operate the concession stand. A fee will be assessed for use of the concession stand if not operated by the school. State law and district policy prohibit the use of smoking, illicit drugs and/or alcohol at all times.

### I. FIELD REGULATIONS

The user shall be responsible for the enforcement of the following regulations. If violated the individuals and/or group may risk losing all future access to the complex.

Care of the Stadium Complexes:

- Entry or use of the Mount Si Athletic Complex without an approved permit is strictly prohibited.
- Only District Administrators/and or participants such as coaches, players or officials are permitted on the fields and track and must be of Class I approved use.
- Profane language, boisterous behavior, or other objectionable demeanor is not permitted.

- State law prohibits the use of tobacco, illicit drugs or alcohol products on school property.
- Only approved signs by the District are allowed inside the Athletic complex.
- Participants and officials must wear molded sole shoes or tennis shoes **without metal cleats.**
- Track spikes are limited to one quarter inch in length only and are limited to and for use on the track, runways, and high jump aprons.
- Only water is allowed on the synthetic turf. No glass containers allowed.
- The use of sharp objects or golf clubs on all surfaces is prohibited.
- Skate Boarding, Scooters, and Roller Blades are prohibited.
- No Animals are allowed on the Mount Si complex or campus (either with or without leash.)
- The use of Sunflower seeds, nuts, and other consumable product that requires discharge of its outer shell is strictly prohibited. If violated, a \$35 per hour clean up fee will be charged and the possible loss of future use of the facility.
- Substances which may stain the artificial turf or track, such as crepe paper, soft drinks, chewing gum, coffee, Vaseline, candy, tissue paper, posters, food products, liniments, etc., must be kept outside of the playing area fence of the artificial turf and off the running surface of the track.
- Marking or painting on the track, turf or any of the facility playing surfaces is strictly prohibited. Moveable markers, such as cones, and hurdles are allowed upon receipt of permission from the district designee.
- There will be no batting warm-ups in the stadium, on the artificial turf, track, or non-baseball/softball fields. Warm ups only allowed on baseball/softball fields. Players are allowed in designated areas only.
- Burning materials of any kind are prohibited anywhere on the Mount Si Campus.
- Only authorized maintenance vehicles are allowed inside the Athletic complex.



## IV. RENTAL FEES

### A. FEES

All fees shall be per the fee schedule in effect at the time of application. The administration reserves the right to increase the fee in instances of extraordinary wear or costs expected to be incurred.

### B. METHOD OF PAYMENT

Payment of the processing fee at the time of application is required unless prior arrangements have been made with the school and business office.

Payment will be made by check, money order, credit card or cash. A \$15.00 handling fee will be charged for non-sufficient funds checks.

### C. REFUNDS

In the event cancellation of a scheduled use is necessary, written notice (via email) must be received by the applicant at least 48 hours before the scheduled time. Otherwise, the use fee may be forfeited.

### D. USER CLASSIFICATION

Users will be classified into one of the four groups shown in attachment A. Determination of the appropriate classification shall be the responsibility of the school principal or approved designee. Facilities and grounds not part of a school will be handled by the Maintenance and Operations Supervisor.

Unresolved disputes between a user applicant and the principal may be referred to the Superintendent for determination. The Superintendent may, if he/she desires, refer the question to the Board of Directors.