

## USE OF SCHOOL FACILITIES

It shall be the policy of the Woodland School District #404 Board of Directors to grant and encourage maximum use of school facilities to responsible and properly organized groups and individuals for non-commercial purposes where such use does not conflict with School District activities, and when such use will not be in competition with local facilities operated for profit. The Board discourages use of school facilities by commercial, private or political groups who charge admission, raise funds, or seek to make a profit. A use permit may be considered only if no other suitable local facility is available.

The authorization for use of Woodland School District facilities shall be based on the following assumptions:

1. School facilities are primarily provided for the education of school students.
2. Schools belong to the community and shall be available for maximum community use provided:
  - a. The activity shall not interfere with normal school district operations.
  - b. The use shall not reflect adversely upon the District.
  - c. School buildings will not be used by groups subversive to the government of the United States or for private gain.
  - d. Approved individuals and/or organizations shall assume responsibility for rental fees as required, liability for property damage and/or personal injury.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, security, etc.

### **Eligibility and Priority Levels of Use**

The priority levels for facility use are as follows:

School District Users:

1. School district (K-12) classes and programs.
2. School district sponsored extra-curricular events. (Open houses, athletic practices/events, arts and cultural performances, parent meetings).
3. District-sponsored community classes, programs and activities.

Community and Commercial Users:

4. Not-for-profit groups providing services to students and children (e.g. Scouting, PTA, Beaver Boosters, Tempo, CCYF, Little League, etc.);
5. Individuals; Church Groups; Service Clubs; Fraternal Organizations and Clubs, Not-for-Profit and Adult Recreational Groups; and
6. Commercial or Fundraising Enterprises.

For rental rate purposes users shall be assigned within the following three categories.

**Level 1-**

**Youth, School Related, Community Sports and Recreation Groups, District Employee Groups, Government Agencies, Community Colleges:** This category includes recognized non-profit organizations whose main purpose is to promote the educational programs, enrichment activities, or recreational opportunities for boys and girls of the community; district employee groups and governmental agencies providing service to the community.

No fee shall be charged providing additional school district staff is not employed to unlock/lock, supervise and/or clean the facilities.

**Level 2a--**

**RESIDENT Individuals, Church Groups, Service Clubs, Fraternal Organizations/Clubs, Not-for-Profit and Adult Recreational Groups**

Minimal fees shall be charged with the intent of covering costs of scheduling utilities, equipment and furniture wear and tear and replacement. Additional fees will be collected for additional school district staff who are employed to unlock/lock, supervise and/or clean the facilities.

**Level 2b-**

**NON-RESIDENT Individuals, Church Groups, Service Clubs, Fraternal Organizations/Clubs, Not-for-Profit and Adult Recreational Groups**

Fees shall be charged with the intent of covering costs of scheduling, utilities, equipment and furniture wear and tear and replacement. Additional fees will be collected for additional school district staff that are employed to unlock/lock, supervise and/or clean the facilities.

**Level 3 -**

**Private, Commercial, or Fundraising Enterprises:** For community use by responsible groups not included in Level 1 or Level 2, ~~where admission is charged and a collection of any kind is taken. A fee for supervisory costs will be charged according to the rate schedule.~~

The Superintendent may also at her/his discretion, reduce and or waive fees when exceptional student and/or community benefit will be derived from the proposed use of facilities, or when the cost(s) will place an undue hardship on individuals or groups. Such exceptions will be made on a case-by-case basis.

In situations where it is anticipated there will be exceptional wear-and-tear, cleaning, or supervision, the Superintendent may impose fees greater than those outlined in the fee schedule.

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Use of school facilities for the purpose of financial gain is discouraged. Profit-making groups whose activities are intended to advance business or corporate income shall be allowed use only when a private facility is not available. Such groups will be charged the prevailing rate by commercial facilities in the area. Additional fees will be collected for additional school district staff who are employed to unlock/lock, supervise and/or clean the facilities.

Legal References:	Chapter 316, Laws of 1999	School district facilities--Liability immunity
	AGO 1973 No. 26	Initiative No. 276--School districts--Use of school facilities for presentation of programs--Legislature--Elections
	RCW 28A.320.510	Night schools, summer schools, meetings, use of facilities for
	28A.335.150	Permitting use and rental of play-grounds, athletic fields, or athletic facilities

**Revised: 09-28-09**

Adoption Date: August 15, 2001

Woodland School District #404