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## **COMMUNITY RELATIONS – Use of School Facilities**

### **Application Procedure:**

1. Application for use of school facilities shall be initiated at the office of the facility being requested.  
During vacation periods applications should be directed to the District Office.
2. Reservations requests will be accepted on an ongoing basis with priority given first according to priority levels established in Policy No. 4260, then, on a first come first serve basis.  
Applications may take up to 5 school business days to process.
3. Upon building approval all copies, except the building copy, will be forwarded to the District Office for final approval and routing. Copies of the approved form shall be sent to the building custodial staff, classroom teacher or facility supervisor and Business Services Department. One copy will remain on file at the District Office and a confirmation copy will be sent to the applicant upon receipt.
4. An application fee shall accompany applications from Level 2 and Level 3 users.
5. Level 3 group uses require approval of the superintendent.
6. No application is necessary for school district athletic sporting events.
7. All fees are to be paid to the Business Services Office upon approval of application. Applicant will be contacted with fee amount and must pay the deposit and fee at least 2 weeks prior to use. Additional costs incurred by facilities use will be billed following facilities use (additional cleaning, damages, etc.).

The Responsibilities of the building principal or designee are:

1. Make certain the time and date of rental does not conflict with school activities.
2. Make initial contact with the custodial and kitchen staff workers to notify them of scheduled use and make arrangements if additional staff time is needed.
3. Determine availability of special equipment with classroom or facility staff.
4. Notify the Business Services Office of any damage and/or charges arising from usage not noted in the agreement.

The responsibilities of the District Office are:

1. Determine User Category (Level 1, 2, 3) and determine appropriate fees to be assessed.
2. Arrange for appropriate support staff for usage that occurs at times when additional school staff is needed, or additional support is needed. (Turnkey, supervisory staff, cooks, etc.)

3. To route incoming applications to the appropriate areas for additional approval or information purposes.
4. Keep ongoing file of facility reservation applications.
5. Mail confirmation copies to applicants.

The responsibilities of the Business Services Office are:

1. Collect fees and charges applicable to use as per fee schedule prior to facilities use.
2. Prepare, send and collect on bills for damage assessments and additional staff charges.

## RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

### General

1. **Alcohol, Tobacco or Controlled Substances:** Alcohol beverages, smoking or chewing tobacco and controlled substances are not permitted in school facilities or on school property at any time. Smoking and/or tobacco use is not permitted on school property or in district owned vehicles as per RCW 28A.210.310.
2. **Hold Harmless:** All applicants for use of school facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent and a bill for damages will be presented to the group using or occupying the facilities. A bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
3. **Final Authority:** The administration retains the authority to make the final decision on use of school facilities by a group. However, the group may appeal such decision to the board of directors.
4. **Outdoor Recreational Facilities:** Because of the value of the district's outdoor recreational facilities to the community's total recreational opportunity, the fields may be used by all residents. However, the use must be appropriate and compatible with each facility and its surrounding area. Such use shall not result in destruction, damages, undue wear and must not pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the administration shall make reasonable effort to obtain restitution for the damage. See fee schedule.
5. **Resolution of School Use conflict:** Unforeseen changes may occur resulting in either a cancellation or rescheduling of community use of a school facility when school district use conflicts with a community reservation. Every effort will be made to contact the applicants upon development of emergency situations or to anticipate potential conflicts prior to application approval.

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Reservations may be terminated when agreement terms are not met or are violated. When applicant is unable to keep a reservation, please notify the District Office at 225-9451 as soon as possible.

### Fees and Charges

1. Fee Schedule: The superintendent shall determine and recommend a fee schedule to cover district expenses applicable for community use of selected school facilities. The fee schedule shall be evaluated on an annual basis. See attached hourly fee schedule.

### Conditions and Responsibilities:

1. Beverages: Beverages are not allowed in the auditorium, gymnasium or physical education facilities. Some beverages are allowed in media center facilities, however, they should not be on or near audiovisual, video, or computer equipment.
2. Set Up/Clean Up: If a custodian is required to assist with set up the district will be reimbursed at the current contract rate. Prior to leaving the building, groups shall be responsible to clean up and put in original order those areas used by them. Applicants are required to remove from the premises, decorations, materials, equipment, furnishings and rubbish left after their use of the facilities or reimburse the district for custodial and associated costs.
3. Damages: Building users shall report facility or equipment damage immediately to a district employee. Payment for damages shall be paid immediately upon determination of amount by administration.
4. Decorations: Prior approval from the building principal/designee will be required before decorations or other materials may be applied to wall or floor surfaces.
5. Footwear: appropriate footwear is required for any activity or game played in school facilities or on outdoor recreational fields for games such as basketball, volleyball, badminton, baseball or football.
6. Furniture: School furniture or equipment shall not be removed from buildings in which it belongs except as authorized by district personnel.

Insurance: The district will establish criteria concerning insurance requirements of individuals, groups and organizations applying for permission to use the district's facilities for non-district related activities. In those cases where the district has set forth definitive insurance requirements for the use of district facilities for non-district related individuals, groups and organizations, a certificate of insurance evidencing comprehensive general liability coverage (including contractual liability) with minimum limits of \$1,000,000 per occurrence (combined single limit) or \$1 million limits each for bodily injury and property damage will be submitted to the district prior to the event.

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8. **Key/Security:** Keys to buildings or facilities will not be issued to any individual or group for entering the building for meetings or social gatherings. Doors will be opened by regularly scheduled custodial staff or other authorized district personnel.  
  
All use must be arranged in advance. Buildings will be opened and secured by a District employee. A fee will be assessed to users for use during non-custodial hours for security and maintenance purposes.  
  
Access should be limited to the area specifically requested on the facility reservation form.
  9. **Kitchens:** A member of the school district cooking staff must be present at all non-school related functions involving the kitchen and shall be paid at the current overtime (including benefits) contracted rate. Refer to the rental fee schedule for kitchen facility use fees.
  10. **Parking:** Motor vehicles are to be parked in designated parking areas only; not on playing fields, in fire lanes, nor special designated areas i.e. bus lanes, or handicapped access lanes. Abandoned vehicles shall be towed from school property by an authorized towing agent.
  11. **Payment of Fees and charges:** All charges shall be paid prior to usage and paid directly to the Business Services Office. Checks should be made payable to the Woodland School District #404
  12. **School Closure:** Emergency school closures due to weather conditions, equipment failure, holidays, vacations, periodic maintenance or any other reason will automatically cancel any use of the facility(ies) in the evening or on weekends through the community reservation process. These reservations must be rescheduled in the usual manner.
  13. **Supervision:** Sponsoring organizations shall provide sufficient, competent adult and/or special supervision; and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.
  14. **Undue Damage or Wear:** Facilities will not be made available for any use which, in the judgment of the district, might result in undue damage or wear.
  15. **Use of Special Equipment:** A charge may be made for use of special equipment, such as public address systems, projectors and stage equipment. District equipment shall not be removed from a facility without prior approval from the building principal / designee. See applicable rate schedule.
  16. **Youth Supervision:** Children and students are not to be inside the buildings without adequate adult supervision. Adult leaders shall remain with their groups throughout the duration of the facility reservation and be responsible to the building principal/designee.