

## USE OF SCHOOL FACILITIES

It will be the policy of the Woodland School District #404 Board of Directors to grant and encourage 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 district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

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 will be based on the following assumptions:

1. School facilities are primarily provided for the education of school students.
2. Schools are owned and operated by and for the community and will be available for community use provided:
  - a. The activity will not interfere with normal school district operations.
  - b. The use will 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 will 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 will be assigned within the following four 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. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups.

No fee will 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 will be charged with the intent of covering costs of 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 will 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 -**

**Commercial Enterprises:** Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area. Use of school facilities for the purpose of financial gain will be allowed use only when a private facility is not available locally. Additional fees will be collected for additional school district staff who are employed to unlock/lock, supervise and/or clean the facilities.

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 deny facility use or impose fees greater than those outlined in the fee schedule.

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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, 5/14/12  
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Woodland School District #404