

USE OF SCHOOL FACILITIES

All school facilities within the District have been provided primarily for educational purposes, which includes student extra-curricular activities and adult education. School activities shall take precedence over all other usage. The District is interested in recovering actual extra costs involved in permitting the use of its facilities to others. It is not the District's intent to furnish accommodations to individuals and groups engaged in any form of Private enterprise or commercial endeavor, except when providing a public service or educational activity or possibly in cases of major disasters. Non-profit, local (those located within the school district), community, civic, social and religious organizations may be permitted to use school facilities on a one-time, temporary basis whenever their usual accommodations are considered to be inadequate for a specific occasion and other reasonable arrangements cannot be made within the community. Any non-profit organization formed solely for promoting good health, constructional, non-controversial education, or interested in furthering the general well-being of the community without discriminating as to race, color, religion or sex may be classified, upon individual application, as being educational in nature. Non-profit organizations may be eligible to apply for use of facilities without cost.

The superintendent will establish conditions and procedures as may be prescribed by law, under which local (those within the school district) individuals and groups may lease school facilities through the school administration. The superintendent shall develop and recommend to the board a fee schedule applicable for use of school facilities. For the purposes of this policy, the athletic director may be delegated administrative authority by the Superintendent.

The board subscribes to the belief that public schools are owned and operated by and for its patrons. The public is encouraged to use school facilities but shall be expected to reimburse the district for such use to insure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board shall set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities shall maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization. Community athletics programs that use district facilities shall not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. When facilities are used outside of regular school hours or the district incurs extra utility, cleaning or supervision costs, a fee, to be established by the superintendent, shall be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

Nonprofit Groups includes those organizations which might wish to use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district shall charge a rental rate in excess of costs incurred, except that such excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau. Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities. Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than two years and may not average more than twelve hours of use per week.

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.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents.

Legal References:

RCW28A.320.510	Night schools, summer schools, meetings, use of facilities for
RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
RCW 28A.335.155	Use of buildings for youth programs — Limited immunity
AGO 1973 No. 26, Initiative No. 276	School districts — Use of school facilities for presentation of programs — Legislature — Elections

Management Resources:

<i>Policy News</i> , August 2009	Concussion and Head Injuries Legislation
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Adoption Date: October 26, 2009

Revised: 12.00; 08.09

Use of School Facilities

Application for use of school facilities shall be made to the athletic director or principal of each building.

Non-profit organizations may be classified into two general categories, namely:

- a. Permanent: those which are organized on a continuing basis for a specific purpose with an income derived chiefly from the other sources outside those involving school facilities, such as civic, social and religious organizations.
- b. Temporary: those organized for a short period and without any outside source of income, possibly for a season, such as recreational and single purpose or 'one time' organizations.

Three types of leases may be executed:

- a. Single usage for a specific approved event on a specified date.
- b. Seasonal usage which is approved yearly.
- c. Year round usage which is approved annually.

General guidelines and procedures for facility use are defined on the Facilities Use Request and Procedure Form.

Participation in and admission to events cannot be limited in any way to an individual race, religion, sex or specific organization other than educational in nature.

Professional fund raisers representing charities must provide evidence that the fund raiser:

- A. Is recognized by the Philanthropic Division of the Better Business Bureau;
- B. Is registered and bonded by the state of Washington; and
- C. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent shall develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule shall be evaluated on a biennial basis.

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.

Alcoholic beverages and illegal drugs shall not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. 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. Also, 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 approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities shall maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant shall provide evidence to the district once every thirty days that the insurance remains in effect.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board.

Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use shall not result in destruction, damages, or undue wear or 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 superintendent shall make reasonable effort to obtain restitution for the damage.

RENTAL RATES FOR THE GRAND COULEE DAM SCHOOL DISTRICT FACILITIES

As provided by School Board Policy No. 4260, the District will charge a fee due to the extra costs incurred when community groups use school district facilities. Rental fees have been set at the following rates for non-profit community groups:

- Building and/or field facilities: \$50.00 per night or \$200.00 seasonally
- \$25.00 refundable fee for issuing keys
- No charge to student groups

Use of the kitchen facilities at Center Elementary is limited to the counter and sink area. No use of kitchen machinery, utensils, pot/pans, or refrigeration is allowed.

All groups who wish to use parts of the Center Elementary kitchen must meet with the head cook to go over the limits of use before rental.

**Grand Coulee Dam School District 301J
Facility Use Request and Procedure Form**

I, _____, hereby request permission to use _____
(Print name) (Name of facility)
for _____ on _____
(Purpose of event) (Date)

Fee: \$ _____ Organization _____ Phone _____
Address _____
Equipment to be used/Notes _____
Code Issued _____

General guidelines and procedures for facility use:

1. A facility usage request form must be completed before usage can start.
2. Proof of insurance must be established by your organization.
3. Payment is due before your organization begins use of the facility.
4. School activities take precedence over all other activities.
5. Promote safety and do not engage in activities that endanger individuals.
6. Sufficient and competent adult supervision is required at all times.
7. The facility and equipment should be left as found. Use of equipment must have prior approval. Any damage and/or additional janitorial service will be paid for by your organization.
8. Illegal drugs, alcoholic beverages and tobacco are strictly prohibited at all times.
9. Do not limit in any way as to an individual's race, religion, sex or specific organization.
10. If you are charging an entry fee make sure a special lease for fund raising events is established.

HOLD HARMLESS RELEASE

I, the undersigned individual, and/or organization hereby release and agree to hold harmless the Grand Coulee Dam School District 301J from any and all liability for injury, expense and/or damage to property as the result of the use of school facilities. I also guarantee that each participant in this organization will attach their name to this agreement and abide by the guidelines and the hold harmless release.

Borrower's Signature Organization's Name Date

Facility Use Coordinator Date

***Please attach a list with signatures from your organization's participants.**

Adopted by the Board: March 21, 1983

Last Revised by the Board: September 25, 2006, October 26, 2009

Use of School Facilities

**GRAND COULEE DAM SCHOOL DISTRICT
Compliance Statement for HB 1824, Youth Sport – Head Injury Policies**

The Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board adopts the following in an effort to implement the provisions of RCW 28A.600 and RCW 4.24.660.

The District shall not permit any organization that operates a youth program where there is any reasonable risk that participants in the youth program might suffer a head injury or concussion unless the following requirements are met prior to any use of the District facilities.

_____ requests the use of the Grand Coulee Dam
(Name of Organization)
School District facilities _____ for the
(Facility Name)
following date(s): _____

The organization listed above is a private non-profit youth sports group, and verifies all coaches, athletes, and their parents/guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, Section 2.

The youth organization must sign a facilities use agreement with the district that shall include, in addition to other necessary terms the following requirements:

1. Attach "Proof of Insurance". Written evidence of having obtained a bodily injury and accident liability policy insuring all participants for bodily injury and/Or death with per person limit of at least \$50,000 and per occurrence limits of at least \$100,000. This insurance must be provided with an insurance company authorized to do business in Washington State. If this insurance lapses during the term of the agreement the youth organization must discontinue use of the facilities until written proof of valid insurance is provided to the District.
2. Attach a written statement of compliance acknowledging that the youth organization and its coaches and volunteers have taken all training that is reasonably available to the organization and provided by WIAA on head injuries and concussions and that the youth organization will fully comply with all of the requirements, policies and guidelines promulgated by the WIAA related to head injuries and concussion.

(Signature - Representative of Private Non-profit Youth Sports Group) (Date)

(Address) (City) (State) (Zip code)

Phone: (Work) (Home) (Cell)

***Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district and/or designee.**