

COMMUNITY USE OF SCHOOL FACILITIES

INTRODUCTION

The public is encouraged to use school facilities as long as use does not interfere with the primary purpose for which the buildings and grounds are intended. Rental/lease fees may be charged for use of school facilities so as to insure funds intended for the education of children are not used for other purposes.

The district makes its facilities available after the regularly scheduled co-curricular activities, non-school days, and school vacations for use by citizens of the community. Facilities available for use may include auditoriums, cafeterias, classrooms, commons, computer laboratories, gymnasiums, libraries and fields. Facilities may be used for a broad range of activities including elections, community sports programs, public hearings, concerts, etc.

Review the District's policies and procedures prior to using the facilities, so your event goes smoothly.

APPLICATION/ELIGIBILITY

1. Prior Approval. An "Application to Use School Facilities" form can be obtained at the District Administration Office or from any school. Completed applications must be submitted to the building principal or designee at least two weeks prior to the requested utilization date. All approved "Applications to Use School Facilities" must be renewed on an annual basis.
2. Approval Authority. Applications are subject to the approval of the building principal. Appeal is to the superintendent, and then the School Board of Directors.
3. Approval shall be denied any activity or program deemed to be in any way prejudicial or disruptive to the district's best interests.
4. Priority of Use shall be given to school related or school-sponsored activities. Second priority will be given to non-profit youth groups and community recreation programs whose main purpose is to promote or improve the welfare of the youth on Bainbridge Island. Other non-profit community groups and/or governmental agencies who operate community programs will share third priority. Last priority will be given to profit generating, commercial enterprises or any other non-community groups or users.
5. Purpose of use must be stated on the application; deviation from stated purpose may result in denial of future use of school facilities. Subletting space to other groups will result in denial of future use of school facilities, except as authorized by the superintendent and solely for public non-profit purpose. An example of the latter would

be the subletting of space to a vendor for a non-profit fundraising event – limited to a single or annual event.

6. District Sponsorship. The district reserves the right to issue disclaimers of sponsorship on any activities conducted on school premises; and to require an applicant to include such a disclaimer of district sponsorship in any advertising of activities, such as signs or banners.
7. Cancellation of Facility Use by Applicant. Cancellation made through the building principal at least 24 hours before the scheduled usage shall result in the refund of prepaid charges, if any. Otherwise related actual cost shall be borne by the applicant.
8. Cancellation of Facility Use by District. Approval may be revoked by the district at any time with or without cause. In the event of such revocation there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred, except for the refund of charges already remitted.
9. Denial of Future Use. Groups that do not abide by district regulations or have outstanding accounts may be denied future use.

CHARGES/PERMITS/INSURANCE/INDEMNITY

10. Payment of charges shown on the application form is to be made to the district either upon application or within 30 days.
11. Additional Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises before, during or after the activity. A service and processing fee may be applicable.
12. Permits. Applicants shall obtain any required fire department or other permits and satisfy all city, county, state and/or federal codes and regulations governing proposed activities.
13. 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.
14. Insurance. The district reserves the right to require non-school organizations to furnish a Certificate of Insurance providing adequate liability coverage for a specific activity on school premises. Non-school organizations required to furnish the Certificate of Insurance are advised that the minimum coverage is \$2,000,000 bodily injury and \$100,000 property damage, with the School District named as an additional insured. A

copy of the Certificate of Insurance must accompany the completed Application to Use School Facilities form.

Insurance is required for activities of a physical nature, or any activity deemed to pose significant risk.

15. Indemnification and Hold Harmless. The applicant shall agree to protect, indemnify and hold harmless the district, its elected and appointed officials, employees, agents, and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the user's activities and/or use of premises in connection with this agreement, except in incidents of gross negligence by the district.

SCHOOL STAFFING/OTHER SUPERVISION

16. School Supervision. The district reserves the right to require and charge for a custodian and/or other authorized district employees to be on the premises. The School Board of Directors or its representatives shall have free access to all facilities during their use by anyone.

Custodians and/or authorized district employees will be paid at the contract overtime rate, plus benefits, determined by the applicable contract. In addition, a ten percent (10%) service charge will be assessed to cover paperwork costs.

17. Food Service. If kitchen facilities are used to prepare a meal (using school cooking and dishwashing equipment, ranges, etc.) a regular district food service employee is required to be in attendance. Making of coffee or serving drinks is permitted without such services.

It is the responsibility of the group using the kitchen to see that facilities are left in a clean sanitary condition.

Food service employees will be paid at the contract overtime rate, plus benefits. In addition, a ten percent (10%) service charge will be assessed to cover paperwork costs.

18. Computer Labs. If computer labs are used, a district technology specialist or information systems employee is required to be in attendance. Exceptions may be made with the written approval of the Information Systems Director.

District technology specialists or information systems employees will be paid at contract overtime rate, plus benefits, determined by the applicable contract. In addition, a ten percent (10%) service charge will be assessed to cover paperwork costs.

19. Applicant Supervision. Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. This shall include appropriate police and fire protection.

FACILITY USAGE

20. Entry. Users shall have a copy of the approved Application to Use School Facilities form for presentation upon entry.
21. Limited to Application. Access to facilities and services, except as otherwise addressed in these procedures, shall be limited to that specified on the approved application.
22. Prohibited Activities. Profane language, possession or being under the influence of intoxicating beverages or illegal substances, smoking, boisterous conduct, illegal forms of gambling or illegal activities of any kind are not permitted on school premises.
23. Appropriate Gym Shoes are required for all activities on the uncovered floor of gymnasiums.
24. Decorations and Alterations. Plans for any decoration must accompany the application. Decorations that permanently alter or damage the facility are prohibited.
25. Custodial Services. Unless contracted in advance for clean-up or equipment setup/take down, custodial services are limited to opening and closing the facility, operating lights, providing heat, setting up chairs, performing routine clean-up and making available equipment/facilities as approved for use on the facilities application.
26. Cleanup. Users shall remove, at their expense, any non-district materials, equipment, decorations, furnishings or rubbish left after use of district facilities. Cleanup shall immediately follow use.
27. Outdoor Facilities. Organizations using outdoor facilities are responsible for leaving those facilities in the condition they were found.

RENTAL FEES

28. Rental and Staff Fees. Rental and staff fees will be assessed in accordance with established fee schedules (Addendum A) and applicable staff contracts. If staff is scheduled and the group does not show up, the group is billed for two hours staff time.
29. Cooperative Use. The District may establish separate cooperative use agreement with community agencies, or governments for the use of school facilities. Final decisions regarding assessment of user fees and any other charges will be made through the superintendent.
30. The district reserves the right to charge the user for any facility damage during the activity or insufficient clean up afterward.

31. The district, at its discretion and to assure full coverage of real costs, may assign a separate utility charge/fee. This charge/fee will vary and depend upon the type of lighting and HVAC demands of the respective space, as well as season of the year.

MISCELLANEOUS ITEMS

32. Special Equipment. When specialized equipment is requested by the applicant (such as audio mixing, stage lighting, video, recoding, etc.), a qualified district operator will be assigned to operate said equipment.

District employees will be paid at regular overtime rate plus benefits and a ten percent (10%) service charge for work performed after normal working hours (rate determined by applicable contract).

33. Fundraising Activities. Prior approval must be given from the Business Services Office for any fundraising activities by applicants.

31. Sharing Responsibilities Between Schools and Custodial Staff

A. Building principals (or designated representatives) are responsible to:

1. Know/Implement policies and procedures for Community Use and Rental of School Facilities.
2. Schedule community uses of school facilities
3. Hand out Application to Use School Facilities form (Addendum B)
4. Report community use information to Business Services Office including all billing information.
5. Clarify rules and regulations of facility usage with applicants.
6. Provide head custodians with copies of **all** approved Applications to Use School Facilities forms.
7. Provide affected district or building staff with copies of approved Applications to Use School Facilities form.
8. Notify undesirable groups of potential and actual termination of use agreement.

B. *Designated custodial* staffs are responsible to:

1. Know/Implement policies and procedures for Community Use and Rental of School Facilities.
2. Insure facilities are clean and ready for use before the group arrives.
3. Open and unlock necessary doors; lock and secure the facility.
4. Secure equipment listed on approved Application to Use School Facilities form, issue it to group and then collect and secure it at the end of usage.
5. Enforce reasonable standards for the care of school property.

6. Report damage to applicable district staff and to the building principal.
7. Maintain final responsibility for security of all school facilities.

C. Designated food Service personnel are responsible to:

1. Know/Implement policies and procedures for Community Use and Rental of School Facilities.
2. Insure kitchen facilities and kitchen equipment are clean and ready for use before the group arrives.
3. Review Health Department Policies and District Food and Nutrition Guidelines for safe handling of food once the group arrives.
4. Review procedures to utilize kitchen equipment once the group arrives.
5. Enforce reasonable standards for the care of school property.
6. Report damage to applicable district staff and to the building principal.

D. Procedures for conflict resolution:

1. Community Use/Facility complaints should be first directed to the building principal or administrative designee.
2. The complaint should state in writing the specific issues for which resolution is sought.
3. The principal or designee will review the complaint details with the complainant, meeting separately and subsequently with appropriately involved district staff.
4. The principal or designee will, with the involvement of the respective staff, determine a course of action and communicate the details of that determination to the complainant in writing.
5. Should a complainant remain dissatisfied with this decision, the complaint may be submitted to the district for consideration under Board Policy 4220: Complaints Concerning School Personnel/Programs.