

Use of School Facilities

Persons (including District employees) or organizations who desire to use school facilities for activities other than for school functions and school related events should contact the Facilities Department, and their request will be processed according to this procedure and in accordance with District Policy.

Application for use of school facilities should be made to the facilities coordinator. When application is received and reviewed, and if approved, the facility will be scheduled and reserved.

I. GENERAL GUIDELINES

- A. Application for use of school facilities shall be made using the process outlined in these procedures. See Section III – CLASSIFICATION AND SCHEDULING for specific information.
- B. An authorized district employee must be present at all times that a school facility is in use serving groups of 100 or more. This individual shall be on paid status and will be available to unlock and lock doors, regulate the heating system, respond to alarms, provide for building security, make certain that unauthorized sections of the buildings are not used, ensure the safe, proper, and authorized use of District furniture and equipment, and represent the district in case of an emergency.

This requirement may be waived by the superintendent or designee based on appropriate and responsible previous use.
- C. Insofar as is practical, all meetings shall close in sufficient time to clear the building by the time established by the district. If the event goes beyond the time designated in the contract, additional charges shall apply.
- D. A minimum of two (2) hours shall be charged for the rental of any facility or space. In addition, any use of facilities necessitating cleanup shall be charged a minimum of one hour of custodial time past the scheduled ending time of the event, and a minimum one hour of custodial time prior to the scheduled starting time for the event. Additional time may be billed depending on the total number of spaces used and the cleanliness of the activities taking place therein.
- E. School-district-owned furniture and equipment shall not be removed from district facilities for loan to any individuals, groups, or organizations other than inter-district organizations approved by the Superintendent.
- F. Equipment and furniture, including but not limited to, pianos, tables, chairs, podiums, PA systems, and audio/video equipment shall not be used or moved without the approval of the building principal or his/her designee, and without the knowledge of the District's Facility Use Coordinator. A reasonable fee shall be charged for the use of District furniture and

equipment. The fee schedule lists these charges according to the number and type of equipment or furniture used.

- G. District owned office and school supplies shall not be used.
- H. Any damage incurred, additional cleanup required, or other related or similar costs will be charged to the individual or group who used the facility.
- I. Keys to buildings shall generally not be issued or loaned on any occasion to any individual or group for any purpose. Doors will be unlocked and locked by authorized employees of the school district for groups of 100 or more.

In the instance an employee is generally not available to lock and unlock a building key may be issued to the person primarily responsible for the event. The person shall sign for the key indicating recognition of a \$50 lost key penalty and requirement to submit a missing public key report to police.

- J. Authorized district employees have authority to order any person, persons, or groups to leave or vacate all or any portion of the school facility or grounds.
- K. The use of school facilities may be granted to religious organizations for religious services. Facility usage for religious organizations is limited for groups that are seeking their own permanent quarters, or groups that temporarily have no quarters. Rental charges will be based on the Class IV Hourly Facility Fee Schedule.
- L. If a permit has been issued to a group for use of District facilities and it is determined that for some reason the facilities will not be available, a timely cancellation notice shall be given to the applicant, including the reason for the cancellation.
- M. The maximum number of people permitted in any school facility shall be restricted as indicated by the appropriate fire marshal.
- N. The district reserves the right to require police supervision, security, or fire protection at any event whenever the building principal, Risk Management, the Facility Supervisor, or the Superintendent's office deems such protection necessary. The cost for this additional supervision is the responsibility of the user.
- O. Organizations renting school district facilities other than those covered by a Joint User Agreement with the District, are required (at their expense) to include the following statement in any and all advertising associated with the event: **“This is not a Sequim School District sanctioned or sponsored event.”**
- P. Students, and employees, have the same rights – and must comply with the same procedures – for the use of district facilities as any citizen. Students, and individuals under the age of 18, must have teacher or parent/guardian supervision when using district facilities.

- Q. It is the sole responsibility of the users of district property to comply with federal, state, and municipal laws and to obtain any permits necessary to conduct a particular activity including, but not limited to, zoning permits and approvals.
- R. Sponsoring organizations shall provide sufficient, competent adult and/ or special supervision.
- S. Alcoholic beverages, smoking or vaping, and other narcotics shall not be permitted in school facilities or on school property at any time. Sequim School District is a weapons free zone.
- T. 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.
- U. For safety and health reasons, District Policy 2029 prohibits pets and animals on campus other than licensed service dogs serving people with disabilities.
- V. 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.

II. FEES AND PAYMENT

- A. The District's Business Office will receive and receipt payment for facility rental fees. Payment of all fees, whether in person or made by mail, shall be made payable to the Sequim School District, and delivered/mailed to the Business Office, 503 N. Sequim Avenue, Sequim, WA 98382.
- B. Fees not paid at the time of reservation shall be billed at 100% of allowable charges within 30 days following the facility use. Failure to pay the fee within 30 days shall require the using group to pay at the time of request for any future use.

III. CLASSIFICATION

School facilities exist for the benefit of the student and to support and enhance the educational program. The following classifications of use have been developed by the District to designate those uses most closely related to the educational process or those most likely to provide direct benefit to the students of Sequim School District. Any requested use of a school facility will be classified in accordance with the following guidelines, and rental fees will be charged accordingly (unless waived by

the Superintendent). The Superintendent or his/her designee shall make the final decision regarding classification of proposed issues.

Other K-20 state or private educational institutions shall be classified as Class I if the institution provides like facilities at no-charge to the District. If the institution does not have a reciprocal no-charge agreement, they shall be classified as a Class III user. This same guideline may be used to classify local partner organizations at the discretion of the Superintendent.

- A. Class I – Parent, Youth and/or teacher groups** whose purpose is the advancing or supplementing of education.

This class is open to the general public and includes: community betterment groups, public agencies or other local groups formed to address community issues, whose meeting serves public purpose, in the judgment of Sequim School District. Examples of groups in this category include PTA, Booster Clubs, scholarship, educational foundation, and Superintendent approved activities.

Class I activities will not be charged for use of district facilities during normal custodial hours of operation; provided that sufficient time is available for cleanup and security tasks after the group has vacated the premises. However, should the use require overtime or otherwise increase personnel costs the school or department using the facility shall be charged for the actual overtime or personnel costs.

- B. Class II – Youth non-profit social, civic, and recreations groups** whose main purpose is to promote the welfare and improve the quality of life for community boys and girls.

Groups in this class are those whose membership is predominantly (90%+) made up of student age young people residing in the Sequim School District. Examples of groups in this category include Boy Scouts, Campfire girls, and community athletic youth teams and youth civic organizations.

Class II activities will be charged a minimal fee to cover direct costs incurred by the district for use scheduled outside of regular operation hours. Groups in this category are allowed up to 20 annual use hours at no charge. For use beyond 20 hours, fees for applicable salaries and benefits of staff, plus the cost of additional utilities and consumable products shall be charged. A fee schedule has been developed which lists these charges according to the portion or type of facility used.

- C. Class III – Non-profit organizations** who use District facilities or fields to provide/promote instruction or entertainment, or other activities for which commercial facilities are generally rented.

Examples of groups in this class include community clubs, post-secondary institutions, and cultural, political, sectarian, regional youth recreation

(89% or less Sequim youth), adult recreation, youth religious, and other adult non-profit organizations.

Class III activities will be charged a fee to cover the direct and indirect costs incurred by the district. For this purpose direct costs are defined as the applicable salaries and benefits of staff, plus the cost of additional utilities and consumable products; and indirect costs are defined as maintenance and upkeep of the space, insurance, debt retirement, depreciation, and administrative charges. A fee schedule has been developed which lists these charges according to the portion or type of facility used.

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

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

D. Class IV – Commercial, Private Interest or profit-making groups.

This class includes but is not limited to profit-making, private interest and business-related enterprises. This class consists of private interest groups (e.g. clubs, Historical Society, Ducks Unlimited, non-District labor unions, religious organizations for religious Sabbath services), fee based events (e.g., recitals, lectures, sports and musical entertainment, etc.), profit making activities (e.g. financial seminars, sales organization meetings, etc.) While the District would prefer profit-making and religious organizations use commercial or private facilities, facilities may be rented at the prevailing rate charged by commercial facilities in the area and the ongoing market rate. For this purpose market rate is defined as comparable to the rental fees of local commercial facilities for a similar portion or type of facility. A fee schedule has been developed which lists these charges according to the portion or type of facility used.

IV. SPECIAL CONSIDERATIONS

A. Ticket or Seat Sales

If fees are charged for events taking place in or on District owned facilities, and if said fees are intended to make a profit and not just cover the expenses of the event, the District may, at its discretion, assess an additional percentage-based fee on ticket or seat sales.

B. Games of Amusement

Games of amusement are allowed only at charitable and money-raising events of non-profit educational, civic, and service organizations. Such

organizations shall be permitted to conduct games of amusement for charitable money-raising purposes only. It shall be the sole responsibility of the organization(s) operating such games of amusement to conduct such games in accordance with the provision of all existing state and local laws and ordinances, and such organizations shall accept full responsibility for any violations, intentional or unintentional, of such statutes and ordinances.

C. Sanitation and Food Permits

Because district cafeterias and kitchens are considered public eating places it is necessary that rigid rules and regulations be followed when they are used. Organizations shall, therefore, observe the following rules in the use of these facilities:

- 1) To prevent food borne illnesses and ensure the safety of staff, students, parents and community members, access to District kitchens, and/or the use of food service equipment, dishes, or utensils is not allowed without prior approval from the Food Service Director or Supervisor.
- 2) Use of food service equipment, dishes, or utensils for cooking and preparing food may require the presence of a qualified Food Services staff member to supervise the use, and cleaning, of the kitchen and associated equipment. Therefore, access to District kitchens is subject to the availability of a qualified Food Service worker.
- 3) Any group or organization using a District kitchen shall be charged a reasonable fee to cover direct and/or indirect costs of operation, and shall also be responsible for the additional cost of the supervision required. A fee schedule has been developed which lists these charges.
- 4) **PERMIT REQUIRED:** If the general public is invited to an event where food is served, a food permit is required and food handler cards are required for all persons preparing and serving the food. Groups and organizations selling food, or serving food when the general public is allowed to attend, shall be responsible for contacting the Clallam County Health Director and arranging for the appropriate permit(s). If a Sequim School District Food Service staff member is paid to supervise the foods served at the event, a permit may not be required at the Food Service Director's determination.
- 5) **PERMIT NOT REQUIRED:** If the event is a non-public event there are no required permits for food handling. A non-public event involves only a specific or limited group of people, and does not allow the general public access to the event. An example would be a team or Scout potluck. However, the group is required to comply with basic food sanitation procedures to ensure the safety of participants.

D. Stage Supervision and Crew

At the discretion of the District, a supervisor and/or one or more stage crew students or authorized volunteer may be required for the operation of auditorium stage lighting or built-in audio/video equipment or systems in any venue. Non-district lighting operators or audio/video person will not be allowed to operate this equipment without district personnel supervising. This section does not typically apply to portable or “hand-held” audio/video equipment – however, the District reserves the right to implement this requirement for special, unique, or costly equipment.

E. School Playgrounds and Playfields

School playgrounds and playfields are intended for the use of students during and after school and under the supervision of the principal. The use of playgrounds and playfields for recreational purposes is encouraged at times when school is not in session, provided it does not unduly damage the playground or interfere with the school program

F. School Parking Lots for fundraising

School parking lots are available for fundraising events to support students and their activities. Fundraisers must be authorized by the superintendent and fees will be charged as outlined in the fee schedule. Fundraising will be allowed only when school is not in session and provided it does not unduly damage the parking areas or interfere with any school program.

V. SCHEDULING

1. The Application for Use of District Facilities and Fields is available at the District Office. Complete the application and submit to the Sequim School District Business Office.
2. Upon receiving your application, the District office will determine whether or not the day or days and facility or facilities are available and what type of custodial or supervision needs will be needed and whether or not all requests can be met.
3. If there is a conflict, the application will be denied and returned to the applicant. If the space is available, the activity will be booked on the facilities schedule.
4. The rental fee will be assigned and supervision needs will be determined and arranged. The approved request will be returned to the person making the request.
5. A copy of the completed application will be sent to the building to finalize the date.

VI. LIABILITY

All users shall sign a statement that indemnifies and holds harmless the district from and against all insurable losses, including claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought and recovered against the district by reason of any act or omission of the user. Such statement shall be made on the Application and Permit for Use of District Facilities and Fields standard form provided by the District. In addition, the user shall procure, at its own expense, a Comprehensive General Liability insurance policy, naming the District as an additional insured. This policy shall be primary and written with a minimum of \$500,000 Combined Single Limit per occurrence. Coverage shall include, but not be limited to: Broad Form Property Damage, Products/Completed Operations, and Blanket Contractual.

This requirement for insurance may be waived by the Superintendent for groups of 10 or less requesting to use a District facility for 6 hours or less per year. In lieu of insurance, the person requesting the facility shall be required to sign a hold harmless waiver.

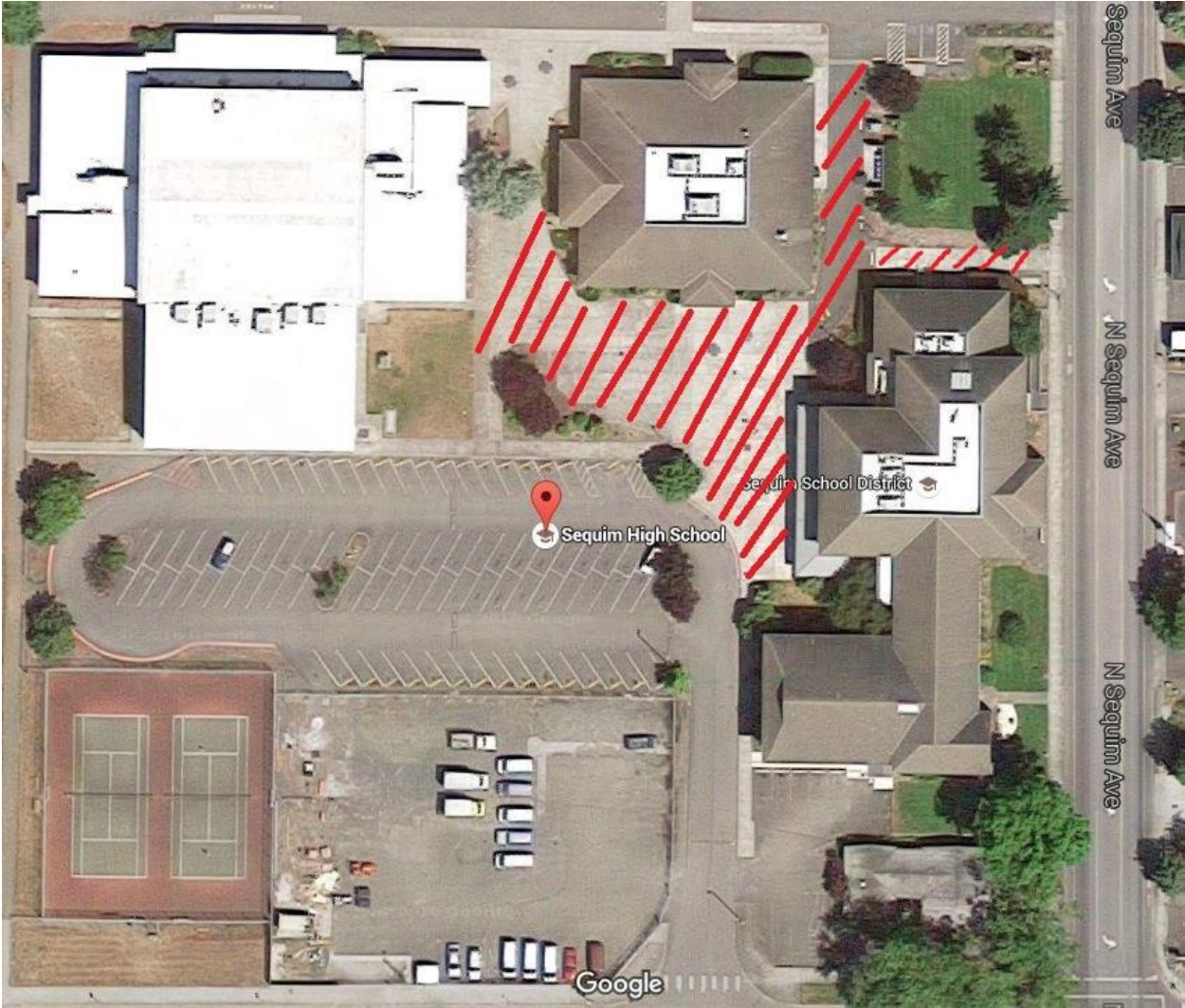
Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

VII. FACILITY CARE GUIDELINES

Sequim School District is happy to make our facilities available for our patrons and outside groups. In order for us to continue with this policy, we need to be sure that the facilities are taken care of and used appropriately. We take pride in the excellent condition of our facilities and we need your help to maintain them. When outside groups use the gymnasiums, fields, or cafeteria, they become responsible for the care and appropriate use of these facilities. Any questions or concerns can be answered by calling the district office at (360) 582-3260.

Parking

Parking is allowed in designated areas only. At Sequim High School, the concrete apron south of the Cafeteria and west of the Auditorium, as well as the driveways between those two buildings are not designated parking areas. Temporary parking there is allowed only for purposes of loading or unloading equipment. In the image below those areas where no parking is allowed are marked with diagonal lines.



Playing Fields

The fields in Sequim School District are available to the public for a variety of uses. It is important that proper care during and after each use takes place.

- Groups using the facilities on an ongoing basis and/or involving large numbers of people will be required to provide an outdoor restroom for their participants and fans.
- Parking is a concern. Supervisors of the activity should make sure their groups and fans are not blocking or inhibiting district patrons or possible emergency vehicles.
- Field areas should be policed after each use and all litter cleaned and disposed of in receptacles. Failure to do this may result in additional charges or loss of use.
- The attached or adjacent district buildings are not available unless they are part of a rental agreement with the district.

- Playfield areas have a variety of uses. Be sure that members of your group are not using attached or adjacent areas for inappropriate activities. (i.e. tennis courts are only for tennis)
- Move practices around to prevent wear and tear on certain areas of the field.
- Your group has the responsibility for all people that are involved in your activity and also for the behavior of spectators.
- Misuse of the facility will result in losing your privilege to reserve the facility in the future.
- Outside equipment is not provided unless you have requested it in your facilities request form.

Gymnasium and Cafeteria

The Sequim Community School gymnasium and cafeteria can be used for a variety of uses by outside groups. It has a multiple use floor but shoe wear on this floor still needs to be monitored.

The Sequim High School and Sequim Middle School gymnasiums are primarily for indoor school district court activities. They are not intended as inside practice areas for outside sports except with the permission of the athletic director for those outside sports that are having challenges with inclement weather.

- Shoes should be cleaned prior to use on floor.
- Street shoes that leave black marks are not allowed on the wood gym floors.
- Gym is to be used primarily for court sports only (basketball, volleyball, badminton, pickle ball, etc.).
- Adjoining rooms are not to be used without prior permission.(i.e. locker rooms, weight room, training room, wrestling room).
- Balls purchased with school district funds are not provided for non-school groups. Other gym equipment may be used with prior approval.
- The bleachers are not to be climbed on or used for other inappropriate activity.
- Do not throw, kick, or hit balls against walls, ceiling, or bleachers.
- Stage area is not to be used unless prior approval was obtained.
- Cafeteria tables are not to be sat on or climbed on. SMS cafeteria tables should not be used without prior approval.
- Keep the tradition of leaving our facilities as nice, or even better than how you found them.

VIII. FEE SCHEDULE (Hourly Rates)

This Fee Schedule shall be reviewed and adjusted annually to reflect the Cost of Living (CPI) increases. Dollar amounts shall be rounded to the nearest whole dollar.

	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
CUSTODIAL FEES	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00

Work beyond regularly scheduled time or for extra work performed for large groups
 Examples: Evenings, Weekends, Holidays or Other Non-School Days, Groups that meet on a weekend where clean-up is needed the next scheduled work day.

SUPERVISION FEES	\$ 39.00	\$ 39.00	\$ 39.00	\$ 39.00
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STADIUM RENTAL FEES

Basic Field Rental (includes bleachers):

Without Lights	N/C	N/C	\$ 18.00	\$ 60.00
With Lights	N/C	N/C	\$ 65.00	\$ 65.00
Clean-up (Minimum 2 hours)	N/C	\$ 72.00	\$ 72.00	\$ 72.00
Restrooms	N/C	N/C	\$ 36.00	\$ 36.00
Concession Stand (district operation only)	N/C	N/C	Per Agreement	Per Agreement
Press Box	N/C	N/C	\$ 18.00	\$ 30.00
Public Address System (with operator)	N/C	\$ 12.00	\$ 12.00	\$ 12.00
Scoreboard (with operator)	N/C	\$ 47.00	\$ 47.00	\$ 47.00
Track	N/C	N/C	\$ 18.00	\$ 60.00

FIELD AND PARKING LOT RENTAL FEES

Parking Lots	N/C	N/C	\$ 18.00	\$ 18.00
Baseball Fields	N/C	N/C	\$ 18.00	\$ 60.00
Softball Fields	N/C	N/C	\$ 18.00	\$ 60.00
Soccer Fields (off Henrickson)	N/C	N/C	\$ 18.00	\$ 60.00
Football Practice fields	N/C	N/C	\$ 18.00	\$ 60.00

*Exception - Local Class III & IV Athletic Groups

3 day tournament -	\$180.00	
7 day tournament -	\$300.00	
Camp	\$300.00	per week

TENNIS COURT RENTAL FEES	N/C	N/C	\$ 18.00	\$ 60.00
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*Exception - Local Class III & IV Athletic Groups

3 day tournament -	\$60.00	
7 day tournament -	\$120.00	
Camp	\$120.00	per week

BUILDING USE RENTALS

Board Room	N/C	N/C	\$ 12.00	\$ 36.00
Elementary Multi-purpose Room	N/C	N/C	\$ 18.00	\$ 70.00
MS or HS Gymnasium	N/C	N/C	\$ 18.00	\$ 90.00

MS or HS Aux Gymnasium	N/C	N/C	\$ 18.00	\$ 70.00
Locker Rooms	N/C	N/C	\$ 2.00	\$ 5.00
Cafeteria	N/C	N/C	\$ 18.00	\$ 70.00
Including Kitchen	N/C	N/C	\$ 30.00	\$ 30.00
Meeting Room	N/C	N/C	\$ 12.00	\$ 25.00

AUDITORIUM RENTAL FEES

Stage Only/Meeting	N/C	N/C	\$ 21.00	\$ 30.00
Stage/Rehearsal Only	N/C	N/C	\$ 21.00	\$ 30.00
Stage/Performance	N/C	N/C	\$ 42.00	\$ 60.00
Theatre Lighting	N/C	N/C	\$ 5.00	\$ 5.00
Stage Lighting Tech	N/C	\$ 8.50	\$ 8.50	\$ 8.50
Sound Tech	N/C	\$ 8.50	\$ 8.50	\$ 8.50

*Exception - Local Theatre Groups
 1 week run = \$250.00
 2 week run = \$450.00
 3 week run = \$650.00

EQUIPMENT FEES

Overhead Projectors	N/C	N/C	\$ 12.00	\$ 10.00
PA Systems	N/C	N/C	\$ 12.00	\$ 10.00
Scoreboard	N/C	N/C	\$ 30.00	\$ 25.00
VCR & Monitor	N/C	N/C	\$ 12.00	\$ 15.00
Bleachers	N/C	N/C	\$ 30.00	\$ 30.00
Piano	N/C	N/C	\$ 12.00	\$ 12.00
Paper Products (groups of 100 or more)	N/C	\$120.00	\$ 120.00	\$ 120.00

IX. VIOLATIONS

1. Informed of concern.
1. Informed in writing of concern.
2. Assign supervisor, or use suspended for one week.
3. Use revoked for one year.

X. APPEALS

1. In accordance with Policy/Procedure 4220.