

Use of School Facilities

The board believes that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will 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 will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

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.

Release of Liability:

Prior to scheduled use, organizations and/or individuals using school facilities shall release the District from liability for personal and/or damages to personal property and shall provide acceptable proof of insurance coverage for risks. Determination of adequacy of insurance coverage shall be at the discretion of the District.

Prohibited Use:

District facilities shall not be used for programs or activities tending to incite a breach of the peace; that contain obscenity; that advocate the overthrow of any governmental agencies, or that would, or reasonably could, be destructive to District property.

Any misrepresentation by an organization or individual seeking to use or lease District facilities, or failure to comply with District policies or regulations, or failure to follow the terms of the rental agreement, or damage to or abuse of any District property, may result in any or all of the following:

1. Immediate termination of the agreement.
2. Immediate vacating of the premises.
3. Retention of deposits.
4. Denial of future use of a District facility
5. Any other remedy available to the District.

Facilities used under terms of this policy shall not be sublet to a third party under any circumstances without the express permission of the School District.

Areas:

All groups and individuals shall be restricted to the areas that have been approved for use. Failure to adhere to this guideline may prevent further use of District facilities.

Rules for specific areas, such as gyms, cafeterias, athletic fields, and the like, shall be provided to the requesting group at the time the request is officially scheduled. These rules are designed to ensure proper care of specific areas and adherence to Board Policy.

Kitchen Use:

Kitchen use requires that at least one individual has a food handling license; absent such a license, the District requires that at least one District food service employee is in attendance when the kitchen areas of the cafeterias are used. Groups that wish to use the kitchen facilities shall be required to reimburse the District for any fees required for the services of a food service employee.

Restricted Areas:

To protect the District from liability and security concerns the following areas are not available for community use or to rental users: The District maintenance shop, boiler rooms, technology closets, custodial closets, science labs/science storage rooms and main offices.

Application Procedures: All parties wishing to use school district facilities are required to complete a Facility Use Application at the district office at least 48 hours in advance.

1. The District Superintendent/designee, will determine whether the application is approvable and what fees, if any, are applicable.
2. Principals or their designee are directly responsible for scheduling their facilities when school is in session and are responsible for coordinating with the District office the utilization of their facilities when school is not in session. Coordination includes responsibility for the special arrangements necessary to conduct approved activities.
3. Upon determining the availability (or lack of) of school facilities, notification to the applicant will occur through the district office.

Groups using the facilities on a continuing or regular basis may submit an application for the entire year with the understanding that a school activity may cause the applicant to move or reschedule the approved activity. All such applications shall expire annually on July 1.

General Provisions:

1. Organizations using District facilities shall agree to indemnify the school district for any and all damage by any person or persons attending the activity and indemnify the school against any and all liability and any and all damages to any person or persons.
2. Once approved, the applicant will be issued a key to the facility to be used. A key deposit in the amount of \$50 shall be paid for each key issued. Once the key is returned, the deposit shall also be returned.
3. Organizations using District facilities are responsible to provide competent and adequate supervision for all participants and their activities.
4. All local and state ordinances and laws of the police and fire departments must be observed along with any rules unique to the school or District.
5. Any organization that does not comply with these regulations may be denied future use of school district facilities.
 - a.) All forms and fees for use of school facilities shall be submitted to the district office. Payment for rental shall be submitted within 30 days of the invoice.

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

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, 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. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will 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

Nonprofit groups and organizations may 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 may charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes.

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.

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.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.

Cross References: 3422 - Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest

Legal References: RCW 28A.230.180 Access to campus and student information directories by official recruiting representatives — Informing students of educational and career opportunities.
RCW 4.24.660 Liability of school districts under contracts with youth programs
RCW 28A.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
20 USC Sec. 7905 Boys Scout of America Equal Access Act
34 CFR Sec. 108.6 Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups
AGO 1973 No. 26, Initiative No. 276 - School districts — Use of school facilities for presentation of programs — Legislature — Elections

Management Resources: 2014 – February Issue
 2013 - July Issue
 2013 - June Issue
 2011 - December Issue
 2009 - August Issue

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