

Policy: 4260P

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Section	4000 Series - Community Relations
Title	Use of School Facilities
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Procedure - Use of School Facilities

Other than for school functions and school-related events (e.g., open house, back to school night, parent conferencing, class plays and musicals, etc.), persons (including district employees) or organizations who desire to use facilities will apply for permission, and their request will be processed according to this procedure and in accordance with school district Policy 4260.

I. General Rental Guidelines

- A. In order to support facility repair and replacement activities, and to properly clean the buildings, school facilities will not be available for use during Winter Break, Spring Break, or July and August.
- B. 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, additional charges shall apply. If time allows and an event extends more than one (1) hour past its scheduled use, or cleanup takes more than one (1) hour, or a group presents itself for use that is not listed, the custodian on duty shall contact the designated district administrator for follow up the following business day.
- C. When a fee is applicable, 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 two (2) hours of custodial time. Additional time may be billed depending on the total number of spaces used and the cleanliness of the activities taking place therein.
- D. Cancellations of facility use must be communicated to the Facilities Coordinator or Facilities & Maintenance Director within ten (10) business days of the date(s) authorized for use. If appropriate notification is not made, future privileges may be withheld.
- 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 Facilities Director.
- F. Equipment and furniture including, but not limited to, pianos, tables, chairs, podiums, public address (PA) systems, and audio/video equipment shall not be used or moved without the approval of the building principal or designee.
- G. District-owned office and school supplies shall not be used.
- H. The site shall report any damage incurred, missing equipment, additional cleanup required, or other related or similar costs to the athletic director or building principal (or designee).
 - Any incident reports will be communicated to the Facilities Director and he/she will review information, including surveillance camera evidence, as applicable, and invoice the appropriate individual or group for the additional costs associated with the damage, missing equipment or additional cleanup required.
- I. Keys and/or badges with codes to buildings shall not be issued or loaned on any occasion to any individual or group for any purpose.
 - Key and/or badges with codes will be issued for gym use prior to the dates requested and shall be returned to the district once events are completed. Users with multiple dates/times authorized will be allowed to hold the key card until the last event is

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played. At that time the card shall be returned to the district. A fee will be charged for cards not returned and future privileges to use facilities may be withheld.

- Facilities shall only be used on approved dates and times.
 - Facility users may lose privileges if procedure violations occur.
- J. If a concern regarding the appropriate use of district facilities arises, 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. Concerns regarding the use of district facilities may also be reported to the applicable building principal or athletic directors.
- K. Religious organizations may rent school facilities for religious services. Facility usage for religious organizations is intended as temporary use for groups that are seeking their own permanent quarters, or groups that temporarily have no quarters. Rental charges will be assessed in accordance with the board-approved fee schedule. Individual facilities will not be available on an ongoing basis due to the priority for district activities.
- L. If a permit has been issued to a group for use of district facilities and the facility is later determined to be unavailable, a school district representative shall provide a timely notice of cancellation 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 code issued by the Fire Marshall for that facility. Fire and safety regulations of the City of Ellensburg and the State of Washington must be observed at all times.
- N. The district reserves the right to require police supervision, security, or fire protection at any event whenever the building principal, athletic director or the superintendent's office deems such protection necessary. The cost for this additional supervision shall be borne by the user.
- O. Organizations renting school district facilities are required (at their expense) to include the following statement in any and all advertising associated with the event: "This is not a Ellensburg 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 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. The use of fields must be appropriate and compatible with each playing field and its surrounding area. Field 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.
- S. Youth organizations engaged in sports activities and using school facilities must confirm compliance on the on-line application for facility use with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.
- T. Boisterous conduct, profane or other improper language will not be tolerated
- U. Alcoholic beverages, illegal drugs and weapons (i.e. guns, knives, etc.) shall not be permitted in school facilities or on school property at any time.
- V. Tobacco use is prohibited in school facilities and on district property.
- W. District Food Service Staff will be required for activities using school kitchen facilities/equipment. Kitchen facilities and equipment are designed for the school meal program and are not normally available for community use.

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When circumstances require the use of kitchen facilities, District Food Service Staff will be required to supervise and operate kitchen facilities/equipment. No kitchen equipment shall leave the kitchen area for any reason.

- X. Games of chance, lotteries and door prizes are not allowed except as permitted by law and then only with proper licenses, if applicable, from the State Gambling Commission.
- Y. The district reserves the right to cancel any application. In the event of a cancellation, there shall be no claim or right to damage or compensation for any loss, damage or expense incurred by the applicant as a result of such cancellation
- Z. The facility applicant/user shall protect, indemnify, defend, and hold the District, its officers and employees harmless from any and all liabilities, claims, lawsuits, or rights of action directly or indirectly growing out of the use of the premises covered by the application. In the event the District incurs attorney fees and/or costs in the defense of claims or lawsuits, such fees and costs shall be recovered from the applicant/user.

It is incumbent that the user plans carefully in advance to disclose all essential facts about the planned activity. Failure to do so may result in the assessment of after-the-fact charges for which the user will be responsible. Proper activity planning includes a complete listing of anticipated space, equipment and services required for the activity, along with their associated costs. Under this policy, all rental fees and associated direct/indirect costs related to an event or specific rental agreement will be assigned to the user who incurs such rental fees.

II. Fee and Payment

- A. The Facilities Fee Schedule shall be established by the Superintendent and subject to annual review by the Board of Directors. The Facilities Fee Schedule shall list **Group I** (District School Events (academic or athletic)), **Group II** (School Related or Interlocal Agreement Groups), **Group III** (Non Profit) and **Group IV** (Commercial Enterprises or Profit Making Organizations) fees.

- 1. Invoices will be generated and emailed or mailed to the user.
- 2. Payment of all fees shall be remitted by mail, in person, or online payable to Ellensburg School District:

By mail: Ellensburg School District, Attn: Facilities Coordinator, 1300 East Third Ave. Ellensburg, WA 98926

In person: Facilities Director, 1300 East Third Ave. Ellensburg, WA 98926

- B. Full payment is due within thirty (30) days after the invoice date. If full payment is not received thirty (30) days after the date of the invoice, late charges will be assessed and future facility privileges may be withheld.

III. Application/Scheduling Guidelines

Application for use of school facilities shall be made to Community Schools. School sponsored activities shall have precedence over non-school activities. Non-school activities shall not interfere or otherwise disrupt the normal instructional program.

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. Any requested use of the school facility will be classified in accordance with the classification guidelines, and rental fees will be charged accordingly (unless waived by the superintendent). The superintendent or designee shall make the final decision regarding classification of proposed uses.

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V. Classifications

(GROUP 1): District School Events (academic or athletic)

(GROUP 2): Non Athletic Child-Related Groups or Other Government Agencies

Group 2 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. Should the use require overtime or otherwise increase personnel costs, the school or department using the facility shall be charged in accordance with the board-approved fee schedule.

Group 2 Organizations – General categories

- a. Sanctioned school-sponsored activities for students and parents (e.g., school clubs and dances, intramural sports, after school programs, plays, musicals, meetings, etc.)
- b. School-related groups and organizations (e.g., parent groups, etc.)
- c. Chartered youth groups (e.g., Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, youth commissions, youth support groups, etc.)
- d. Joint Use Organizations who have Interlocal Agreements with the school district (e.g., Central Washington University, City of Ellensburg Parks and Recreation Department)
- e. Other school district groups (e.g., meetings and special events)
- f. Other local organized youth activities:
- g. Community education activities (e.g., government sponsored and other free educational events) and civic and service organizations

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](#).

(GROUP 3): Nonprofit Groups

- a. Group 3 activities shall be scheduled through the on-line facility use system. Facility Use – Expectations and Responsibilities are defined and agreed to at the time of application.
- b. Group 3 activities will be charged in accordance with the board-approved fee schedule to cover the direct and indirect costs incurred by the district (e.g., salaries, benefits, utilities, maintenance, supplies, insurance, etc.) for the facility and/or room type used.

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- c. Group 3 youth sports and athletic groups using facilities for practices, games, try-outs, and tournaments will receive discounts based upon the ESD student population of all players involved with the event from the board approved fee schedule below:

0% to 25% ESD Students	15% discount
26% to 50% ESD Students	30% per hour discount
51% to 75% ESD Students	45% per hour discount
76% to 99% ESD Students	60% per hour discount
100% ESD Students	75% per hour discount

Facility use charges will be calculated using the discount structure provided when Ellensburg students are part of the organization using the facilities.

Group 3 Organizations – General categories

- a. College classes and activities (e.g., evening degree programs, etc.)
- b. City, county, and state agencies (other than educational)
- c. Non-profit organizations conducting non-charitable fund raising activities
- d. Authorized youth sports leagues (NOTE: discounts will be offered to youth sports groups whose members include students of Ellensburg School District per chart above)
- e. Authorized adult recreational clubs and teams
- f. Non-profit organizations, civic and service groups who do not provide direct support or service to children and non-profit organizations conducting non-charitable fundraising activities (local sports club fundraising events)

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 fundraisers 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 to 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.

(GROUP 4) Commercial Enterprises

Group 4 events shall be scheduled through the on-line facility use system. Facility Use – Expectations and Responsibilities are defined and agreed to at the time of application.

Group 4 activities will be charged a rate to cover direct and indirect costs of operation. The board-approved fee schedule lists these charges according to the portion or type of facility used. The fee schedule can be accessed at the link above.

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Group 4 Organizations – General categories

- a. Non-District Fee based events (e.g., recitals, lectures, sports and musical entertainment, etc.)
- b. Profit-making activities (e.g., financial seminars, sales organization meetings, etc.)
- c. Religious organizations (for religious Sabbath services or other church- related activities)

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.

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

- a. Games of amusement as approved by Washington State Gambling Commission and the district are allowed only at charitable and fundraising events of nonprofit educational, civic, and service organizations. Such organizations shall be permitted to conduct games of amusement for charitable fundraising purposes only.
- b. Individuals or groups will submit an Activity Plan to the appropriate building principal or designee which may also need review and approval by the superintendent's office.
- c. It shall be the sole responsibility of the organization(s) operating such games of amusement to conduct such games in accordance with the provisions 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

- a. Serving of Food Products
- b. Food sold, served, and/or consumed by groups or organizations using Ellensburg School District facilities must comply with the Kittitas County Health Department rules, regulations, and permitting process.

D. Supervision and Crew

At the Morgan Performance Activities Center (M-PAC), a supervisor and/or one or more stage crew students will be required for the operation of auditorium stage lighting or built-in audio/video equipment or systems. Non-district lighting operators or audio/video persons will not be allowed to operate this equipment without district supervision. This section does not typically apply to portable or "handheld" audio/video equipment. Rental fees will be assessed in accordance with the board-approved fee schedule. Use of equipment is not allowed without prior approval from the building principal (or designee)

E. Technology Services

At each school, a Technology Service staff member (or designee) will be required to supervise the scheduled use of any computer lab. Fees will be assessed in accordance with the board-approved fee schedule. Use of equipment is not allowed without prior approval from the Technology Director (or designee).

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F. 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 (or designee) or athletic director, as applicable. The use of playgrounds and playfields by responsible organized groups for recreational purposes is encouraged at times when school is not in session, provided it does not damage the playground or interfere with the school program(s).

1. Playgrounds and playfields are available for use when school is not in session, on an as-available basis.
2. Golf practice, flying motorized model airplanes, drones, operating vehicles, or exercising animals are prohibited on school grounds. Activities must be limited so as to conform to the available space and the basic intent of the use of that area.
3. For reasons of security, use of school playgrounds or playfields by individuals or groups is not authorized during the hours of darkness unless field lights are authorized, as applicable.
4. Private vehicles are not permitted on any school grounds except in designated driveways and parking lots. Such vehicles as may legally be permitted must be operated with extreme caution and their speed shall not exceed five (5) miles per hour on any school property.

G. Liability

Any user of school district property 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.

All applicants for use of school facilities shall maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship. Applicants will be required to provide proof of coverage for comprehensive General Liability Insurance with limits of \$1,000,000 for each occurrence and a minimum \$2,000,000 aggregate per year prior to using the school facilities.