

Use of School Facilities

Community groups within the Nine Mile Falls School District shall be permitted to use school facilities including playground fields, for worthwhile purposes when such use will not interfere with the school program. In order to carry out this service to the best interest of the whole community, organizations seeking the use of school facilities or equipment will be classified as follows:

Group 1: 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.

Group 2: 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.

Group 3: Commercial Enterprises include profit-making organizations and business-related enterprises.

1. The above classifications shall be the order of priority in granting use permits and shall be the basis of establishing differentials in rentals and other charges. A district employee will be present in the building while functions are occurring.
2. The following is the fee description with limitations (see attached schedule for current fees):
 - a. For Group 1, there shall be no charge except that such organizations shall be subject to assume additional expense incurred for building operation and supervision beyond regular hours.
 - b. For Group 2, the charge shall meet costs.
 - c. For Group 3, charges are to be negotiated and should reflect market rates prevailing for facilities of similar size and accommodation.
 - d. All groups will be subject to extra charges when the facilities are used on other than a school day to cover additional costs such as heat and custodial service.
 - e. Additional charges for supervisory personnel may be required for any group as deemed necessary by the administration.
3. The fees listed on the Facility Use Fee Schedule will be adjusted annually, if necessary.
4. Application requests shall be submitted to the designated Facilities Manager (the building administrator or designee); it shall be his/her duty to approve or deny a use permit. A copy of the approved Facilities Use Permit shall be sent to the Director of Business Operations. Should an organization protest its classification, the matter may be brought before the Superintendent and then the Board of Directors for review.
5. The building administrator (Facilities Manager) shall schedule the use of school facilities and equipment. Whenever a conflict exists between a school function and community use, the school shall have first priority. An approved use permit may be cancelled should a conflict arise.

6. When no regular employee is on duty, the building administrator in charge of scheduling shall specify the supervisory and/or custodial employees necessary.
7. The building administrator shall classify the proposed use and the fee shall be calculated based on the attached schedule. If the category falls under Group 3 and is deemed profit-making but of value to the community, the Director of Business Operations may set a lesser fee. Groups using school kitchens must pay for costs of required kitchen help. All rentals and charges shall be paid to the Business Office. All rental charges are due and payable at the time of application for all dates reserved for use.
8. Only the school district shall pay employees through the monthly payroll for services rendered in connection with the community use of the school facilities. If the facilities are utilized while personnel are working their regular assignment, no additional compensation will be paid to the employee. If the facilities are utilized during non-scheduled working time, the fee schedule for supervision, custodian, and/or kitchen worker will be utilized. District employees will be paid the appropriate hourly wage assigned per bargaining agreement pay schedule.
9. A school district employee shall always be on duty either in a custodial and/or supervisory capacity while the facility is in use.
10. Group 1 only may have the use of athletic and/or playground equipment when the building administrator is satisfied a competent supervisor is in charge. Responsibility for the care and supervision of such equipment rests upon the building administrator.
11. Use permit will be granted for up to twelve (12) week sessions*. Groups may not sign up for more than one (1) twelve (12) week session at a time. A group holding a use permit will be given the first opportunity to renew for the same location/time in the next session. If they fail to respond by the date provided, they will forfeit their right to that position and it will become available for any other group to apply for.

* Continuing adult activities using gymnasiums and/or cafeterias should be scheduled after 8:00 PM to ensure availability of use by students at an earlier time.
12. A deposit (amount to be determined by the building administrator) will be required for all equipment use to ensure items are returned on time and in satisfactory condition. Deposits may be refunded in full, in part, or not at all, based on the determination of the building administrator at the time of equipment return. Late charges and any cost of repairs may be deducted from the deposit. The amount of the deposit is not the limit of liability. Damage beyond the amount of the deposit will be billed to the person or group holding the permit. An additional fee may be required if a facility requires additional school employee time for clean up.
13. The applicant for a use permit, together with the sponsoring group, shall accept full responsibility for any damage done to school property and shall agree to protect, indemnify and save the Nine Mile Falls School District from all liability resulting from the use of said facility or equipment.

14. Permits will not be granted for any use, which may be detrimental to the best interests of the schools, or for which satisfactory sponsorship or adequate adult supervision is not provided. This shall include police and fire protection when, in the judgment of the administration, such is necessary.
15. Boisterous conduct, profane and improper language, use of intoxicating beverages, and any other immoral, illegal, or objectionable practices will constitute termination of a permit. Smoking will not be permitted on the premises.
16. The board of directors reserves the right to cancel any permit given and to refund any payment made for the use of school facilities when it deems such action advisable and for the best interest of the school district, or to modify or change its rules at any time, with or without cause; and that in the event of such revocation or cancellations, there shall be claim or right to damages or reimbursement on account of loss, damage, or expenses whatsoever.
17. The school cafeteria may be used for potluck dinners or light refreshments only when the utilization of kitchen facilities is not required. The school kitchen will not be used or opened without a certified food service employee being present. The certified food service employee will be in charge and will have complete control over food preparation and clean up. The kitchen facility will be completely cleaned to the satisfaction of the food service employee before use of the kitchen will be deemed terminated. Any preparation of food in the kitchen will require that a food service permit be issued by the appropriate county health department (WAC 246-215-190 (5a)) to the using agency. Health permits must be applied for enough in advance to ensure issuance by event date. The permit is valid for one (1) event only and must be displayed in the food service facility during the event. Rental of the kitchen will require a \$25.00 per hour charge* for the cook, with a two (2) hour minimum. Rental will be contingent upon availability of the facility and food service workers.

*Charges for food service employee may be waived when the district deems that proceeds of the event will primarily benefit the district.
18. Practicing golf, flying motorized model airplanes, and operating vehicles are prohibited on school grounds.
19. District-owned, expendable supplies will not be used.
20. The maximum number of people permitted in any school facility shall be restricted as indicated by the appropriate fire marshal.
21. It is the sole responsibility of the users of the 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.

Reference: Board Policy 5630

Volunteers

Date: July 21, 1994

Revised and Renumbered (4330P): March 17, 2004

Revised: October 15, 2005