

USE OF DISTRICT FACILITIES

Tahoma School District Sponsored Users shall include those groups or individuals that are officially formed or subject to control by the district, such as site councils, ASB-affiliated student organizations, staff committees, taskforces, and citizen advisory groups.

Activities directly related to the school program or the support of the school program shall have first priority in the use of school district facilities, including:

- Curricular and co-curricular functions
- Zero Hour Activities
- Tahoma Extended Day Program
- Tahoma Learning Community (TLC)
- Associated Student Body Organizations

"District sponsored" activities are not required to complete the facility use process as long as the activity meets the following criteria:

1. The planning and organization of the activity will be district initiated,
2. The funding, collection of fees and payment of expenditures will be processed through district budgets, and
3. District staff that receives compensation for their participation will be paid from district funds at established district rates.

For scheduling purposes the above groups must submit an In-district Facility Use Form (4260F-3) to the designated building manager/administrator in their facility if the activity takes place after student dismissal on a school day or for weekend and/or school break period use.

The district may grant another government agency use of school facilities at no charge for meetings or activities providing the purpose of the use is relevant to the goals of the Tahoma School District. The district also reserves the right to enter into an interlocal agreement with another government agency that may modify the following outlined procedures.

Facility User Classification

Following are the three classifications of facility users for all of the district's facilities. The classifications are in priority order for use; however, **local** community activities (participants made up of at least 65% of residents of Tahoma School District) have priority over activities where the majority are not. Also, the sponsoring or applying organization establishes the classification to be applied in determining the assessment of user fees.

Class 1 – Non-district sponsored, non-profit users whose activities directly support or supplement the district’s educational program shall include non-profit groups or individuals which are not formed or subject to control by the district but whose primary purpose is to support Tahoma schools, programs and employees (such as PTA and employee associations) or who offer activities which are consistent with and supplement the district’s instruction of students as embodied in state and local “essential learning” standards and in state law (such as youth academic clubs, youth athletic activities, and youth civic organizations).. These groups are encouraged to contribute toward the maintenance and/or development of the facilities through service projects or contributions. Such groups may not sponsor other organizations in the use of facilities. The district does not allow overnight use of facilities by non-school groups.

Class 2 - Non-district sponsored, non-profit users whose activities do not directly support or supplement the district’s educational program shall include those non-profit¹ users or individuals who do meet the definition of Class 1 users (such as governmental, civic, religious, or charitable organizations when such groups are not providing activities which are consistent with and supplement the district’s instruction of students.

Class 3 - Commercial Functions - Includes semi-professional athletic teams, and commercial organizations that do not possess a non-profit tax status with the IRS. Includes all commercial and/or promotional activities such as for-profit presentations, e.g., private tutoring, music lessons, art classes, informational meetings on insurance or tax sheltered annuities. All Class 3 users will be charged a state-mandated excise tax.

Activities of religious groups must be clearly separated from school-sponsored or school-related activities. Factors which may, when considered in context, create an impermissible impression of school district sponsorship or endorsement of religious activities include the timing of the facility use, the length of time over which the use extends, the pervasiveness of the use, the placement of signs, symbols, or other tangible evidence of religious activities beyond the specific hours of use, and the involvement of district employees or officials beyond the standard processing of the application and care for the facilities.

Application Process

Applications are available at each school building and the Central Services Center. Completed applications should be submitted to the District Facilities Use Coordinator.

Applications will not be approved for any use in violation of school district policy or for which satisfactory sponsorship or adequate supervision is not provided. Any appeal of a rental charge or of a denial of a facility/field use should be to the District Facilities Use Coordinator.

The district does not intend to disrupt an applicant's use of facilities unnecessarily; however, if the district subsequently needs to reschedule a facility, the applicant's refusal to cooperate shall result in cancellation of the further use of facilities.

¹ Non-profit status as defined by the Internal Revenue Service (IRS)

Facilities will be scheduled according to the priorities set forth in this procedure. Only a completed district Facility Use Application form (4260F-2) constitutes a valid request for use.

A Facility Use Application form shall be completed and filed with the Facilities Use Coordinator not less than two (2) weeks in advance of intended use. A \$10.00 non-refundable application processing fee will be charged for each application submitted. The application fee will be waived if the Facilities Use Coordinator receives the application not less than two (2) weeks in advance of intended use. Applications shall not be considered officially approved until the applicant (user) and the Facilities Use Coordinator have signed a written use agreement. Although discouraged, late applications may be considered at the discretion of the Facilities Use Coordinator.

The following suggested timelines are preferred for submitting applications:

- Fall (for use in September-November) Submit application beginning August 1
- Winter (for use in December-February) Submit application beginning November 1
- Spring (for use in March-May) Submit application beginning February 1
- Summer (for use in June-August) Submit application beginning May 1

Facility use during scheduled school district holidays/vacations will be limited to availability of district staff and the impact on building cleaning and maintenance schedules. School District facilities will not be booked during the three weeks prior to the start of the school year.

Use of district's facilities by anyone, including students, for commercial purposes, shall be allowed during the student day only with advance, written permission of the principal. For purposes of this paragraph, the student day is defined to mean the period beginning one hour before the beginning of instruction and ending one hour after the end of instruction at the campus or facility in question.

Payment

The district may require that the full rental fee be paid two weeks in advance of the use. Continuous facility users will be billed monthly.

Fees shall be based upon the fee schedule in effect at the time the application is approved. Failure to pay by the established deadline will result in the district canceling the request. At the conclusion of any facility use, the district will determine any charges for extra clean up and bill the user; the user shall pay these charges within 30 days of the billing.

Hold Harmless Agreement

Except for the district's sole negligence, the facility user shall agree to defend, protect, and indemnify for costs, legal and any and all other expenses or damages and to hold harmless the district, its officers, employees, agents and directors from any and all claims, liabilities or suits arising directly or indirectly out of the use of the district's facilities.

Liability Insurance Requirement

Applicants must provide a certificate of insurance proving the user has at least \$1,000,000 bodily injury and \$500,000 property damage single limit liability insurance and that the policy names the Tahoma School District as an additional insured.

Damages and Repairs

If property loss or damage occurs during use or occupancy of district facilities, the amount of damage shall be determined by the superintendent/designee; a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

District Liability for Loss, Theft or Damage

The district assumes no liability for loss, theft, or damage to the user, patrons, equipment or property during the rental period.

Person Responsible

The district shall hold both the individual named on the application as the person in charge and the organization whose name appears on the application jointly responsible for any use of a facility, and both shall accept responsibility for any damage done to school property.

At the building principal's discretion and with the permission of the principal and Facility Use Coordinator, an employee may be allowed to open a building for an event with the following conditions:

1. The employee must be trained to use the security alarm system and be issued a code.
2. If a key is issued, the employee must sign a district Key Issuance Record. In any circumstance, the employee may not loan or duplicate the key.
3. The employee must remain at the facility for the entire event (this requirement is nontransferable).
4. The employee must sign a form agreeing to be responsible for the supervision during the event and for security of the facility.
5. The employee may also accept responsibility for clean up which would waive custodial use fees. Clean-up must be to the building principal's satisfaction.
6. If a custodian is used for clean-up, a minimum of 2-hours custodial time will be charged.

Reservations for facility use must be made through the Facility Use Coordinator when an employee is accepting the above supervisory responsibilities.

Adult Supervision

All organizations using school facilities shall provide adequate adult supervision that shall remain with the group during all activities and be responsible for the group's compliance with all appropriate rules and regulations.

Safe and effective crowd control and event management is the sole responsibility of the user. This includes the payment of all working personnel employed by the user for this purpose. Adequate supervisory and security personnel must be provided to safely conduct the activity and protect persons and property. The Facilities Use Coordinator shall determine minimum supervisory, security, and event management personnel; however, with or without such recommendation, the user shall provide effective supervision.

User Cancellations

All users are obligated to notify the Facilities Use Coordinator if they must cancel a facility use reservation. If the user does not give 24-hours' advance notification of a cancellation the user may forfeit the deposit/use fee.

District Cancellations

At the sole discretion of the district, the district may cancel an approved facility use application if such action is deemed to be advisable or necessary. Except for unforeseen circumstances, the district will not cancel a scheduled use. Late scheduled school events, such as tournament play and re-scheduled activities supersede this limitation.

In the event of such cancellation, the district shall refund the deposit and any advance payment, and the user shall have no claim or right to damages or expenses. The district shall not be liable for damages or losses by the user.

In an emergency (snow, ice, power outage, energy restrictions, etc.), the district will make a reasonable effort to reschedule any disrupted activity. However, the district is under no obligation to reschedule facility use which is canceled because of an emergency.

Fire and Safety Regulations

At all times, the user shall observe fire and safety regulations of the school district, local municipality and state of Washington. In the event of a false fire alarm during a user's event, the user will be responsible for the associated costs/fine assessment.

Hours

The district shall grant access to facilities in accordance with the time specified on the use application. Unless otherwise arranged, evening use of school facilities shall conclude no later than 10:00 p.m.

Special Arrangements--Equipment and Staff

Use of district-owned equipment shall be negotiated on a per request basis. Only those facilities and equipment expressly agreed to in the application will be available to the user. The use of any equipment must be approved by the Facilities Use Coordinator, who shall be satisfied that a competent operator is in charge of the equipment during use.

If necessary, the Facilities Use Coordinator will assign Tahoma district staff, and the user will be responsible for reimbursing the district at the appropriate rate. A fee of \$25.00 may be assessed for use of a piano.

Tables, chairs, desks, pianos, and other furniture and equipment shall not be moved from one room to another unless specifically called for in the application and under the direct supervision of a district employee.

If the user wants district audiovisual equipment to be used, the user must give assurances that a knowledgeable operator will be present. A district staff technician must be present when district-owned equipment of a highly technical nature, such as stage and sound equipment, is to be used. The cost of the technician(s) shall be assumed by the user. The district is under no obligation to make equipment or technicians available to users.

The district will not provide storage space for user's personal supplies and equipment.

A kitchen employee must be in attendance when any kitchen is used. The fee shall be as listed on the *Fees for Other Services* section within this procedure. Minimum callback is two (2) hours.

If a school facility is used during a day or during the evening of a day when school has not been in session, the district will charge an additional fee for the overtime pay of the school custodian or for costs of other special arrangements. District staff must be present and will supervise the facility usage, with the exception of general play fields.

The rate for custodial service is listed on the *Fees for Other Services* section of this procedure. Minimum custodial callbacks shall be two (2) hours.

Charges for extra services (i.e., extensive cleanup/set up requirements), beyond normal facility use, will be billed at the hourly custodial cost listed in *the Fees for Other Services* section within this procedure.

Decorations

No decorations or application of materials to walls or floors shall be allowed without the prior permission of the Facilities Use Coordinator.

The school district custodian will provide normal services in connection with the use of facilities. Users, at their own expense, are required to remove any materials, equipment, furnishings, or rubbish left after use of school facilities.

Competition with Private Enterprise

The district does not wish to compete unfairly with private enterprise. The district reserves the right to reject any application for use of a school facility when it is believed a commercial facility should be patronized.

Gambling

Games of chance, lotteries, raffles, etc., are not allowed on school district property. An exception to this rule may be limited use of such games as entertainment in fund raising events sponsored by the Class 1 parent and student groups.

Conduct

Profane language, disruptive conduct, or possession of or use of intoxicating liquors, drugs or narcotics shall not be permitted on school premises.

State law and district policy prohibit the use of all tobacco products on any school property, including buildings and grounds.

Building Keys

Under no circumstances will district employees' issue or loan facility keys to anyone.

Endorsement

Nothing contained in these procedures or the granting of permission to use school facilities shall be construed as the district's endorsement of an organization or an activity.

All Fields except Stadium Complex/Synthetic Turf Fields

School fields (playgrounds, practice fields, baseball diamonds, soccer/football fields, tennis courts, and tracks) may be used at other than regular hours in accordance with the following conditions. As a general rule, district staff may not be required to be present. Field/track use during scheduled school district holidays/vacations will be limited to availability and the impact on the maintenance schedules.

The user shall be responsible for the enforcement of the following regulations:

The use shall not interfere in any way with school activities.

Grounds will not be subjected to undue damage or wear shall not be allowed.

Use of fields which creates a hazard or unreasonable restriction of use by others shall not be permitted.

All organized use of school district fields must be in accordance with an approved Facility Use Application.

All organized use of school district fields must have adequate adult supervision during the activity.

Continued use of a field by an organization shall be dependent upon that organization leaving the field and spectator area in good order after the activity.

The use of baseball diamonds, tracks, or other athletic fields for golf practice, flying motorized model airplanes, operation vehicles or exercising animals is prohibited.

Access to a building by persons using the fields is prohibited unless special arrangements have been made. Field access to a building may involve the assessment of charge(s). Users may be required to provide portable toilets.

Stadium Complex

Community use of the Tahoma Senior High School stadium complex is welcomed and encouraged during those periods of time the fields are not being utilized for District or maintenance activities. Fees may be required for use of these fields (see Stadium Complex Fee Schedule).

Custodial/clean-up fees will be charged for fund raising activities for all user classifications.

At any time any non-district user charges admission for an event for the purpose of fund raising other than covering costs, that event automatically falls into the fee schedule for user Classification 3.

Class 1, 2 and 3 users will be charged an outdoor lighting for evening events.

Field Regulations

The user shall be responsible for the enforcement of the following regulations:

Care of the Stadium Complex

Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf.

Track spikes are limited to ¼ inch in length only and are limited to and for use on the track, runways and high jump aprons.

Substances which may stain the artificial turf or track, such as sports drinks, soft drinks, gum, coffee, crepe paper, Vaseline, candy, etc. are not allowed on the track for turf field.

The use of sharp objects or golf clubs on the artificial turf surface and track is prohibited.

Only participants (coaches, players or officials) are permitted inside the playing area, including the track and field area.

Marking or painting on the track, turf or other facility surfaces is prohibited. Competitors in track must use moveable markers.

Cheerleaders may use team run-through signs. However, such activity is limited to the blacktop area in the end zone.

General Requirements

Only authorized maintenance vehicles are allowed on the track.

Motor bikes are to be driven and parked in the parking lot only.

The following are examples of activities not permitted inside the perimeter of a stadium facility:

- ◆ Bicycle riding
- ◆ Bringing animals into the bleacher area or on the fields
- ◆ Skateboard riding/roller-skating

Unsafe or boisterous conduct, improper language, and other objectionable practices will not be allowed and must be controlled by the user.

Alcoholic beverages or controlled substances shall not be brought onto or consumed on school property. State law and district policy prohibit the use of tobacco and tobacco products on district property.

Kicking or bouncing balls against the fences, grandstands, or any standing structure is prohibited.

Burning material of any kind is prohibited within the complex.

No signs/posters are to be brought into the complex without prior approval. Approved signs may be posted according to district rules.

General Information

Joggers will not be permitted to use the stadium during events. Schools will make provisions for, and establish their own rules with regard to jogger access.

Youth is defined as being of high school age or younger.

Rental of equipment is not included in the fee schedule. Special arrangements for use/rental of equipment may be made through the Facilities Use Coordinator.

Other Rules

Individual schools may compile and pose in a conspicuous location other supplemental special rules which are applicable to specific situations and locations.

All facility use applicants agree that these rules shall be strictly observed and accepts entire responsibility for the enforcement of them and agrees to protect the premises and indemnify the school district for any damage due to the occupancy of the buildings or grounds covered by this permit. Applicants must agree to protect, indemnify and save harmless the district and its officers and employees from any claims, liabilities, damages, allegations, or rights of action directly or indirectly resulting from the use of the premises covered by their application.

Building Use & Energy Surcharge Fee Schedule²

Facility	Class 1 Local Non-Profit Youth Group	Class 2 Non- Commercial Groups	Class 3 Commercial Groups	Class 2 & 3 Energy Surcharge
Board Room	No Charge	\$15.00 per hr	\$25.00 per hr	\$ 3.90/per hr
Classroom	No Charge	\$10.00 per hr	\$25.00 per hr	\$ 1.95 per hr
Computer Lab	\$20.00 per hr	\$30.00 per hr	\$50.00 per hr	\$ 9.75 per hr
Gym – SL, LW	No Charge	\$15.00 per hr	\$35.00 per hr	\$13.65 per hr
MultiPurpose Room -RC, GP	No Charge	\$15.00 per hr	\$35.00 per hr	\$25.35 per hr
Elementary Pod	No Charge	\$5.00 per hr	\$20.00 per hr	\$ 5.85 per hr
High School Commons	No Charge	\$30.00 per hr	\$50.00 per hr	\$ 9.75 per hr
High School Full Stage	No Charge	\$20.00 per hr	\$25.00 per hr	\$ 9.75 per hr
High School Gym (Main or Aux) Junior High Gym (Main or Aux)	No Charge	\$30.00 per hr	\$50.00 per hr	\$42.50 per hr
Library	No Charge	\$15.00 per hr	\$30.00 per hr	\$ 5.85 per hr
Middle School Auditorium	No Charge	\$20.00 per hr	\$50.00 per hr	\$13.65 per hr
Middle School Auxiliary Gym	No Charge	\$15.00 per hr	\$40.00 per hr	\$13.65 per hr
Middle School Commons	No Charge	\$30.00 per hr	\$40.00 per hr	\$ 9.75 per hr
Middle School Main Gym	No Charge	\$30.00 per hr	\$50.00 per hr	\$25.35 per hr
Parking Lot	Energy Surcharge	Energy Surcharge	\$50.00 per day	\$ 3.90 per hr*
Sports Field	Energy Surcharge Waste Fee	\$20.00 per hr	\$30.00 per hr	\$29.25 per hr**
Tennis Court	No Charge	\$10.00 per hr	\$20.00 per hr	N/A

*Energy surcharge of **\$3.90** per hour will be applied for outdoor electrical outlet use (per cord).

Energy surcharge of **\$29.25 per hour will be applied for outdoor lighting for evening events.

² Class 1: No charge shall be made for the use of school facilities, except when the service required will result in an additional expense to the district. In such cases, a charge equal to the additional cost shall be made, e.g., custodial fee, special equipment arrangements, kitchen employees, energy costs, **garbage collection**. Such excess charges may be waived when a service club or other nonprofit is raising funds for charitable purposes. Professional fundraisers representing charities must provide evidence that they are registered and bonded by the State of Washington as such.

Stadium Complex Use & Energy Surcharge Fee Schedule³

Facility	Class 1 Local Non-Profit Youth Group	Class 2 Non-Commercial Groups	Class 3 Commercial Groups
Field/Track	No Charge	\$ 45.00 per hr	\$250.00 per hr
Restrooms	\$ 15.00 per hr	\$ 30.00 per hr	\$ 60.00 per hr
Locker Room	\$100.00 per event	\$150.00 per event	\$200.00 per event
Press Box & PA System		\$ 15.00 per hr	\$ 20.00 per hr
Scoreboard Equipment		\$ 25.00 per hr	\$ 35.00 per hr
Scoreboard Operator	TBD	TBD	TBD
Stadium Lights	\$40.00 per hr	\$40.00 per hr	\$40.00 per hr

Use of restrooms and/or locker room requires Custodian to be present. Rental fees are in addition to custodial fee (2 hr minimum).

Other Fees⁴

District-Owned Equipment

The district reserves the right to assess a fee if necessary, i.e., piano, audio equipment.

Custodial Staff Services

Required for all rentals on Saturday, Sunday and summer weekdays after 2:00 p.m.

- **\$24.88 per hr** for all rentals on non-holiday Monday-Friday. **\$37.32 per hr** for all rentals on Saturday and summer weekdays after 2:00 p.m. (Rate will be calculated based upon the time entering/leaving the building, plus necessary set-up and clean-up time.)
- **\$49.76 per hr for all Sunday rentals**
- **\$87.08 per hr** for all holiday rentals (Holidays defined by PSE negotiated agreement)

Kitchen Staff Services

- **\$32.87 per hour for all rentals except holidays.**
- **\$65.74 per hour for all holiday rentals (Holidays defined by PSE negotiated agreement).**(Will be billed after event)

Auditorium Lights/Sound Technician

Required for all rentals using sound and/or stage lighting equipment @ TMS Auditorium **\$17.88 per hr** for all rentals except holidays.

Energy Surcharge

All Class 2 and Class 3 users will be charged an energy surcharge fee.

All users will be charged an energy surcharge fee for outdoor lighting and access to electrical power supply.

³ Class 1: No charge shall be made for the use of school facilities, except when the service required will result in an additional expense to the district. In such cases, a charge equal to the additional cost shall be made, e.g., custodial fee, special equipment arrangements, kitchen employees, energy costs, **garbage collection**. Such excess charges may be waived when a service club or other nonprofit is raising funds for charitable purposes. Professional fundraisers representing charities must provide evidence that they are registered and bonded by the State of Washington as such.

Waste Fee

Sports leagues will be charged garbage collection fees as follows:

- \$125 per season and
- \$40 per large event (jamboree, tournament, etc.)