

Book	Board Procedures
Section	4000 Community Relations
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School facilities primarily serve the educational needs of the students of Tahoma School District. The Board recognizes, however, that the facilities are suitable for other occasional and worthwhile community uses. Occasional use is defined as use not otherwise controlled by separate contractual arrangements for lease or rental of facilities.

Tahoma School District Sponsored Users shall include those groups or individuals that are officially formed or subject to control by the district.

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
- Associated Student Body Organizations

For scheduling purposes the above groups must submit an Event Request using the online reservation system.

The district may grant another government agency use of school facilities at Community Youth Non-Profit rates 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 four 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.

**School Groups** - School or district use including booster clubs, school PTAs, PTSAs or PTOs, ASB clubs, etc. 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 or designee will be charged to recoup those costs.

**Community Youth Non-Profit Groups** - Non-district sponsored, non-profit users whose main

purpose is to promote the welfare of youth, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, 4-H, city or county sponsored recreation groups, polling places, political caucuses and government groups. Proof of non-profit status is required to use facilities under this category. Additionally, youth organizations engaged in sports activities and using district facilities must provide a statement of compliance with the policies for the management of concussion and head injury and sudden cardiac arrest in youth sports as required by Tahoma School District Policy 3422 and 3422P, RCW 28A.600.190, RCW 28A.600.195, HB 1824 and SB 5083. 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 unless approved by the Superintendent or designee.

**Non-Profit Groups** – Non-district sponsored, non-profit users whose activities do not directly promote the welfare of youth may use school facilities for activities which public halls or commercial facilities generally are rented or owned. Proof of non-profit status is required for use of district facilities under this category. The district will charge a rental rate in excess of costs incurred. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, etc.) who wish to use district facilities on a regular basis may do so under this rental rate. Activities of religious groups must be clearly separated from school-sponsored or school-related activities so that the district does not support, or appear to support, the practice of religion or any particular religion. Religious worship services or instruction shall not be held in school facilities or on school property during the regular school day or in connection with any school-sponsored or school-related activity.

**For-Profit or Commercial Groups** - 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.

### **Application Process**

Request for facility use may be made through the online reservation system. Full season requests (i.e. club sports or church services) must be made through the Facility Use Application, not through the online reservation system.

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 Facility Use Coordinator. Further appeal may be made to the district Assistant Superintendent/ Superintendent.

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 may result in cancellation of the further use of facilities.

Facilities will be scheduled according to the priorities set forth in this procedure. Only a completed district facility use request through the online reservation system or through a Facility Use Application constitutes a valid request for use.

A facility use request should be completed not less than two (2) weeks in advance of intended use. Applications will not be considered officially approved until the Facilities Use Coordinator

has approved the request and sent an electronic notice of approval.

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 two weeks prior to the start of the school year. Approval for events during this time may be given on a case-by-case basis with special 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**

All users will be billed monthly for the previous month's use.

Fees shall be based upon the fee schedule. Failure to pay by the established deadline may result in loss of future use of district facilities until all fees are paid in full. At the conclusion of any facility use, the district will determine all charges 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 \$300,000 property damage single limit liability for non-profit groups and \$500,000 property damage single limit liability insurance for all other classification users. The policy must name 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 or 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 or patrons, equipment or

property.

### **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 or designee'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 sufficient, competent adult and/or special 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 and/or Security Supervisor 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 at least 24 hours in advance of the facility use date if they must cancel a facility use reservation.

### **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. 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 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.

If district facilities are closed due to weather, power outages, or other circumstances, use of the facility(ies) will also be cancelled. If a closure occurs at one facility but not another, the cancellation will only pertain to the closed facility.

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. The district prohibits the use of open flames, candles, and fires of any types inside the facilities. Outside fires are only allowed with written pre-approval by the district and local fire department. 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.

### **Alcohol, Tobacco and Firearms**

Alcohol, firearms or narcotics will not be brought onto or consumed on school property. Washington State law and district policy prohibit the use of tobacco, tobacco products, or nicotine products (including e-cigs and vape products), or useable or consumable marijuana products.

### **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.

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. 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. 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. An approved district 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 Facility Use Fee Schedule and will be for a minimum of 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 at a minimum of two (2) hours. 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 Facility Use Fee Schedule. Minimum custodial charge is for 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 Facility Use Fee Schedule.

### **Fund Raiser Events**

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

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

Commercial classification groups charging admission or requesting donations for an event for the purpose of fund raising for a non-profit organization fall under user classification ~~3~~ For Profit or Commercial. However, if the event is advertised and marketed to represent only the non-profit organization (no commercial logos, references, etc.) the event is considered a Non-Profit User. Custodial/clean-up fees will be charged for fund raising activities for all user classifications.

### **Decorations**

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

Glue, glue guns, glitter, paint and permanent markers must be used over a drop cloth. Exacto or utility knives may not be used to cut anything on the floors. All cleaning materials must come from the Tahoma custodial staff.

Chairs, tables and carts must have rubber coated ends in district gyms.

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 School or Community Youth Non-Profit parent and student groups.

### **Conduct**

Profane language, disruptive conduct, use of alcoholic beverages, possession or use of illegal drugs, useable or consumable marijuana or marijuana products, or firearms shall not be permitted in school facilities or on school property at any time. Tobacco, nicotine products and any nicotine delivery product use is prohibited in school facilities and on school property including parking lots. All applicants for use of school facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

### **Building Keys**

Under no circumstances will district employees' issue, duplicate or loan facility keys to anyone. Employee(s) will be liable for any damages incurred as a result of misuse of keys, which may include the cost of re-keying the building or department.

### **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 during the student day or school events (i.e. football games, soccer games, after school programs) in accordance with the following conditions.

1. The use shall not interfere in any way with school activities.
2. 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.
3. All posted "no access" or "no use" signs must be observed.
4. Grounds will not be subjected to undue damage or wear shall not be allowed.
5. Use of fields which creates a hazard or unreasonable restriction of use by others shall not be permitted.
6. All organized use of school district fields must be in accordance with an approved Facility Use Application.
7. 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, rocket launches, and operation of vehicles or without express permission is prohibited. Use of fields for flying model airplanes or drones must follow FAA regulations and have express permission for use.

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

### **Other Rules**

Individual schools may compile and post 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 hold 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.

### **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. Such use must be scheduled through the Facility Use Coordinator. Fees may be required for use of these fields (see Stadium Complex Fee Schedule).

### **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, petroleum jelly, 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 or field.

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.

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

Use of the track will not be permitted in the stadium unless scheduled through the Facility Use Coordinator.

Burning material of any kind, including candles, 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.**

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