

# USE OF SCHOOL FACILITIES

Policy No.4330

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## COMMUNITY RELATIONS

### USE OF SCHOOL FACILITIES

#### I. GENERAL GUIDELINES

- A. The buildings and grounds of the Wenatchee Public Schools are primarily for public school purposes. No other use shall be permitted to interfere with the educational purposes for which these buildings and grounds are primarily intended.
- B. The school district desires to make school facilities equitably available during non-school hours. District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities.
- C. The public is encouraged to use school facilities but shall be expected to reimburse the district for such use to insure that funds intended for education are not used for other purposes. Rent shall be charged in accordance with a fee schedule approved by the school district's board of directors. Such schedule shall provide for uniform levying of rental fees for the recovery of maintenance and operational costs to the district based upon the particular use of the school facility.
- D. The school district reserves the right to deny the use of school buildings or facilities for any use which, in the judgment of the board of directors, may be in any way prejudicial to the best interests of the school or the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided.
- E. The school district does not wish to compete with private enterprises or to encourage the use of school facilities for commercial or private purposes. It therefore reserves the right to reject any application for use of the school facility when it believes a commercial facility should be utilized.
- F. Authorization for the use of school facilities by a non-district organization does not constitute an endorsement of the organization, its philosophies, or its policies; and a denial of use does not constitute a rejection of an organization's purposes by the district.

#### Staff Use of Facilities

Employees of the Wenatchee School District and their direct family may use District facilities for personal purposes, provided that the employee does so at their own risk, the facility is available, the facility is the employee's place of work, and there is no significant cost to the district. This right does not extend to employees' friends or organizations with which they are affiliated. Staff members may also apply for use of facilities on the same terms as other members of the public as provided in this policy. Employees may not use school equipment or consumable supplies without express permission of the superintendent or designee in charge of the facility.

Legal References: AGO 1973 No. 26

RCW 28A.335.150

Initiative No. 276—School districts—Use of school facilities for presentation of programs--Legislature--Elections

Permitting use and rental of play grounds, athletic fields, or athletic facilities

28A.320.510

Night schools, summer schools, meetings, use of facilities

Adoption Date: June 27<sup>th</sup>, 2006  
Wenatchee School District

Use of School Facilities

**CLASSIFICATION AND SCHEDULING:**

School facilities exist for the benefit of students and to support and enhance the educational program. The following classifications of use have been developed by the District to designate those uses most closely related to the educational process or those most likely to provide direct benefit to the students of Wenatchee Public Schools. Any requested use of the school facility will be classified in accordance with the following guidelines, and rental fees will be charged accordingly. The superintendent or his/her designee shall make the final decision regarding classification of proposed uses.

- A. Class I - School or District Sanctioned Activities-Use by school district, official parent organizations, or other groups directly connected with, or part of, the school district organization.
  - Regular classroom activities (sanctioned)
  - School-sponsored activities for students (e.g., school clubs and dances, intramural sports, etc. - sanctioned)
  - Other school-sponsored activities for parents (e.g., plays, musicals, meetings, etc. - sanctioned)
  - School-related groups and organizations (e.g., PTA, PTO, Booster Clubs, etc.)
- B. Class II - Joint Use Partners
  - Entities with which the District has entered into a Joint Use Agreement (e.g., City of Wenatchee Parks and Recreation Department).
  - Out-of-district school groups (e.g., bands, student extracurricular groups, overnight visitors, etc.)
- C. Class III - Civic. Services and Educational Organizations- User groups that provide direct benefits to the district, students, or the community.
  - Education related organizations: Educational service districts (e.g., meetings and special events), State educational association meetings (e.g., music educators, WASA, WASBO, etc.) and education related state agencies (e.g., Office of the Superintendent of Public Instruction, State Board of Education, etc.)
  - Community education activities (e.g., government sponsored and other free educational events), civic and service organizations providing direct support or service to children (e.g., Neighborhood Block Watch, McGruff, etc.)
  - Non-profit organizations conducting fund raising activities for charitable purposes (e.g., Ronald McDonald House, United Way Agencies, etc.)
  - Chartered youth groups (e.g. Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, etc.)
  - Authorized youth sports leagues (e.g. AAU, YMCA, Wenatchee Valley Youth Soccer,

- USA Volleyball, etc.)
  - College classes and activities (e.g., evening degree programs from area colleges and universities, etc.)
  - Authorized adult recreational clubs, teams, and activities.
- D. Class IV – Non-Profit Recreational and Community Use- Community organization meetings (e.g.. neighborhood or citizen concern groups, political rallies and caucuses, etc.)
- City, county, and state agencies (other than educational)
  - Non-profit organizations conducting non-charitable fund raising activities
  - Non-profit organizations, civic and service groups who do not provide direct support or service to children.
  - Groups that enhance the community by offering arts and entertainment.
- E. Class V - Private Interest Groups
- Private interest groups (e.g., Historical Preservation Society, Sierra Club, Ducks Unlimited, non-District labor unions, etc.)
  - Fee based events (e.g.. recitals, lectures, sports and musical entertainment, etc.)
  - Profit-making activities (e.g.. financial seminars, sale. organization meetings, etc.)
  - Religious organizations (for religious Sabbath services or other church-related activities)

## **General Requirements**

1. All user groups must have a signed contract prior to using a district facility.
2. The user agrees to protect, indemnify, and save harmless the district, its officers, directors and employees, from any and all claims, liabilities and damages, or rights of action directly or indirectly growing out of the use of the premises covered by the application for use agreement. The user further agrees to provide evidence of insurance, in the form of a certificate for limits of not less than \$1,000,000 combined single limit. The certificate shall name the Wenatchee School District #246, its officers, directors and employees as additional insured, and provide not less than ten (10) days notice of cancellation or material change. The superintendent or designee may choose to waive the certificate of insurance requirement if it is determined that there is a low likelihood that the scheduled activity will result in accident, injury, or damage to school facilities.
3. All members of the user group occupying school facilities are responsible for reasonable and proper care of the facility used and any material or equipment found therein. Any loss or damage resulting from activities of the group, or activities of any person present because of the activity booked, will be billed to the leasing organization. Failure to comply with this regulation and to pay any damage charges that may be assessed will result in denial of further use of school facilities and may result in legal action.

- No school equipment can be used without permission from the building administrator. Instructional and athletic supplies are not available to the renter.
4. User groups with contracts that include a series of dates shall notify the administrator or designee if the days or times of use change in number, dates, or any other matter. Notification must take place at least 7 days in advance of the desired change. If such notification is not made, rental fees will be assessed per the contract. If paid employees show up to work the event, the user group shall be responsible for their actual wage cost, inclusive of overtime and employment taxes.
  5. User groups may not give away or trade scheduled time with other user groups.
  6. A custodian or other authorized staff member must be on the premises when any non-school group is using school facilities. The principal or athletic director may waive this requirement if the user group has an extended contract or is using athletic fields. Secondary student initiated groups wishing to meet and to use school facilities must be supervised at all times by a district employee.
  7. If a user group uses a facility when a custodian is not present, the group is responsible for the clean-up of that facility. Failure to do so may result in additional charges and the revocation of future privileges.
  8. User groups are expected to Provide acceptable and adequate supervision for all requested activities. The District reserves the right to review the planned activity, and sees that proposed supervision and security meet requirements.
  9. User groups must confine their members to the rooms and corridors assigned for their use, and to the permitted times. Any use of unscheduled time or facilities used will be reported and billed to the User group.

## **CONDUCT:**

1. The user group is responsible for the conduct of all persons in attendance. Adequate adult supervision of youth groups must be provided by the leasing sponsor to assure proper conduct of occupants. Such adult supervision must be present with youth groups and in effective control at all times.
2. The adult in charge of the activity shall immediately attend to horseplay, unruly behavior, and fighting.
3. As per state law, the use of alcoholic beverages, narcotics, tobacco, illegal drugs, profanity, gambling, and unruly conduct or any other unlawful activities on school grounds, within school buildings, and on school property is prohibited. Dangerous weapons are not permitted on school property.
4. Proper footwear must be worn on certain surfaces as specified by district staff.

5. The application of material to walls, ceiling, or floors is prohibited unless approved in advance.

## **GUIDELINES FOR POOL USERS:**

1. The WHS pool is not to be used without a signed contract and approval of the Athletic Director.
2. Proof of liability insurance coverage must be provided by the user prior to the use of the facilities,. The amount of the required insurance shall be \$1,000,000 combined single limit.
3. Groups renting the swimming pool must have a least one (1) qualified lifeguard for each forty (40) guests on duty at all times. Lifeguards shall maintain current certifications in first aid, CPR, and lifeguard training. Swim coaches substituting for lifeguards with swim teams shall maintain current first aid, CPR, and safety training for swim coaches. Copies of the certifications must be presented at the Athletic Office when the pool is rented.
4. All persons must take a shower before entering the pool.
5. All items not associated with swimming are prohibited in the pool or pool area. No food or glass containers are allowed in the pool area.
6. School district equipment is not available for users (i.e., kick boards, flippers, etc.)
7. The pool deck is to be washed down after use, with the hoses coiled and put back where they belong.

## **GUIDELINES FOR KITCHEN USE:**

Because District cafeterias and kitchens are considered public eating places, it is necessary that rigid rules and regulations be followed when they are used. Organizations shall, therefore, observe the following rules in the use of these facilities:

### **1. Use of Kitchen Facilities**

- a. To prevent food borne illnesses and ensure the safety of staff, students, parents and community members, access to District kitchens, and/or the use of food service equipment, dishes, or utensils is not allowed without prior approval from the Food Service department Director.
- b. Access to District kitchens, and use of food service equipment, dishes, or utensils will require the presence of a qualified Food Service staff member to supervise the use, and cleaning, of the kitchen and associated equipment. The Director of Food Services may waive this requirement based upon extenuating circumstances. Consequently, access to District kitchens may be subject to the availability of a qualified Food Service worker.

- c. Any group or organization using a District kitchen shall be charged a reasonable fee to cover direct and/or indirect costs of operation, and shall also be responsible for the additional cost of the supervision required.

## **2. Serving of Food Products**

- a. Food sold, served, and/or consumed by groups or organizations using Wenatchee Public School District facilities must comply with the Chelan Douglas Health District (CDHD) rules, regulations, and permitting process.
- b. PERMIT REQUIRED: If the general public is invited to an event where food is served, a food permit from the CDHD is required, and food handler cards are required for all persons preparing and serving the food. Groups and organizations selling food, or serving food when the general public is allowed to attend, shall be responsible for contacting the Chelan Douglas Health District (509-886-6400) and arranging for the appropriate permit. When a Wenatchee Public Schools Food Service staff member is paid to supervise the foods served at the event, a permit may not be required. Contact the Food Service department at 509-662-9345.
- c. PERMIT NOT REQUIRED: If the event is a non-public event there are no required permits for food handling. A non-public event involves only a specific or limited group of people, and does not allow the general public access to the event. An example would be a soccer team or Boy Scout potluck. However, the group should still comply the basic food sanitation procedures to ensure the safety of participants.
- d. Low-risk foods are items that do not pose a significant health risk, and therefore do not require a health department permit or food handler's card. The Chelan-Douglas Health District provides a list of approved low-risk foods.

## **SCHEDULING PROCEDURES:**

### **1. Athletic Facilities Use**

User groups that are interested in scheduling any of the district athletic facilities, including gymnasiums, fields, etc., must schedule through the athletic department at Wenatchee High School.

### **2. Auditorium Use**

User groups that are interested in scheduling the auditorium must schedule through the Wenatchee High School Auditorium manager.

### **3. Building Use**

User groups interested in scheduling any other district facility, other than the auditorium or athletic facilities, must schedule through the building administrator or designee.

4. Kitchen Use

User groups that are interested in scheduling a Wenatchee School District kitchen must schedule through the Director of Food Services (662-9345).

Adoption Date: June 27<sup>th</sup>, 2006  
Wenatchee School District

## WENATCHEE SCHOOL DISTRICT RENTAL FEES AND LABOR BILLING RATES

School/Facility	Purpose	Class I	Class II	Class III	Class IV	Class V	LABOR COSTS/HR
<b>Wenatchee HS</b>							<b>Custodial Fees</b>
Auditorium							Reg. Time- \$17.25
	Performance			\$275	\$275.00	\$300.00	Overtime- \$25.75
	Rehearsal/Meeting			\$137.50	\$137.50	\$150.00	Double Time- \$34.50
Commons				*\$3.00/Hr	\$68.75	\$75.00	
Cafetorium				*\$3.00/Hr	\$50.00	\$55.00	<b>Stage Manager</b>
Kitchen**		Class I & II User Groups		*3.00/Hr	\$27.50	\$30.00	Reg. Time- \$22.00
Classroom		will only be charged		No Charge	\$18.75	\$20.00	Overtime- \$33.00
Library		labor costs as needed.		*3.00/Hr	\$27.50	\$30.00	Double Time- \$44.00
Pool***				*3.00/Hr	\$137.50	\$150.00	
Gymnasium							<b>Student Help-\$9.00</b>
	Recreation			*\$3.00/Hr	\$82.50	\$90.00	
	Playoffs/Tournaments			*\$3.00/Hr	\$137.50	\$150.00	<b>Site Supervisor-</b>
	Performance				\$275.00	\$300.00	Reg. Time- \$27.75
<b>Middle Schools</b>							Overtime- \$41.50
Gymnasium							Double Time- \$55.50
	Recreation			*\$3.00/Hr	\$60.00	\$70.00	
	Tournaments			*\$3.00/Hr	\$137.50	\$150.00	<b>Technical Support-</b>
Cafeteria				*\$3.00/Hr	\$27.50	\$30.00	Reg. Time- \$25.00
Kitchen				*\$3.00/Hr	\$27.50	\$30.00	Overtime- \$37.50
Library				*\$3.00/Hr	\$27.50	\$30.00	Double Time- \$50.00
Classroom				No Charge	\$18.75	\$20.00	
<b>Elementary Schools</b>							<b>Kitchen Supervisor</b>
Gymnasium							Reg. Time- \$16.50
	Recreation			*\$3.00/Hr	\$55.00	\$60.00	Overtime- \$24.75
	Tournaments			*\$3.00/Hr	\$55.00	\$60.00	Double Time- \$33.00
Multipurpose Room				*\$3.00/Hr	\$27.50	\$30.00	
Kitchen				*\$3.00/Hr	\$27.50	\$30.00	*Rates subject to
Classroom				No Charge	\$18.75	\$20.00	change based upon
<b>District Office</b>							contract negotiations,
Main Boardroom				*\$3.00/Hr	\$165.00	\$180.00	COA, or other factors.
North Boardroom				*\$3.00/Hr	\$66.00	\$72.50	
<b>Apple Bowl</b>							
	Performance				\$220.00	\$240.00	
	Playoffs/Tournaments				\$137.50		
<b>Rec Park</b>							
	Performance			*\$3.00/Hr	\$220.00	\$240.00	
	Playoffs/Tournaments			*\$3.00/Hr	\$137.50		

\*The \$3.00/Hr. surcharge is only assessed when a custodian is not normally on duty (I.e. weekends, etc).

\*\*Additional charges may be assessed when Food Services staff are required. See Kitchen Use Guidelines.

\*\*\*All pool user groups are required to have a certified lifeguard. See Guidelines for Pool Users.

**CONTRACT FOR USE OF  
SCHOOL FACILITIES**

**WENATCHEE SCHOOL DISTRICT #246**  
**235 Sunset Avenue, PO Box 1767**  
**Wenatchee, WA 98801**

**TO BE COMPLETED BY APPLICANT: REQUIRED SUPERVISION IS THE RESPONSIBILITY OF APPLICANT**

Sponsoring Organization \_\_\_\_\_

Person Applying \_\_\_\_\_ Phone Number: \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_

Purpose of Facility Use \_\_\_\_\_

School Requested \_\_\_\_\_ Facility Requested \_\_\_\_\_

	<u>Date/Dates</u>	<u>Start Time</u>	<u>Finish Time</u>
Set-up:	_____	_____	_____
Rehearsal:	_____	_____	_____
Program:	_____	_____	_____
Other (specify):	_____	_____	_____

Equipment Requested: \_\_\_\_\_

**TO BE COMPLETED BY DISTRICT:**

**RENTAL CHARGES:** Billing and collection of exact charges will be made by the District Office after the actual use of the facility. Payment for charges related to use of facilities is due 30 days from date of invoice. If payment is not received by the due date, late fees may be charged at the rate of 18% per year (1.5% per month). Any invoice that is 90 days overdue is subject to collection action. The undersigned agrees to pay all fees associated with collection proceedings and/or legal fees required to enforce satisfaction of fees related to facilities use charges.

<u>ESTIMATE</u>	<u>ACTUAL</u>
Event Custodian _____ hr @ _____ = \$ _____	_____ hr \$ _____
Saturday Custodian _____ hr @ _____ = \$ _____	_____ hr \$ _____
Sunday Custodian _____ hr @ _____ = \$ _____	_____ hr \$ _____
Stage Manager _____ hr @ _____ = \$ _____	_____ hr \$ _____
Student Help _____ hr @ _____ = \$ _____	_____ hr \$ _____
Kitchen Help _____ hr @ _____ = \$ _____	_____ hr \$ _____
Facility Charge Auditorium \$ _____	\$ _____
Facility Charge Other \$ _____	\$ _____
<u>Total Estimated Charges:</u> \$ _____	
Adjustments after use: Reason _____	\$ _____
	<b>TOTAL: \$ _____</b>

The requesting organization (and the undersigned officer, agent or representation thereof individually and jointly and severally with the organization) or individual, agrees (a) to pay for and assume full liability for any loss or damages to person or property or claims therefore resulting to or arising from the use of District property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise, (b) to reimburse or hold harmless the School District, the Board of Directors, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees, and (c) to pay any attorneys' fees and costs paid or incurred by the School District to enforce any obligation imposed under this paragraph or otherwise in this application.

The requesting organization or individual agrees to provide evidence of insurance in a form of a certificate for limits of not less than One Million Dollars (\$1,000,000) combined single limit. The certificate shall name the School District, its officers, directors and employees as additional insureds, and provide not less than ten (10) days notice of cancellation or material change.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Principal/Designee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The Wenatchee School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, including gender identity, disability, familial status, marital status or age. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries may be directed to RCW Officer and ADA Coordinator Lisa Turner. Issues related to 504 should be directed to Chet Harum, Executive Director of Student & Support Services, Wenatchee School District No. 246, 235 Sunset Avenue, Wenatchee, WA 98801, 509-663-8161.

• ESTIMATE COPIES: School & Applicant

• FINAL COPIES: School & Applicant