

Use of School Facilities

The Board of Directors recognizes that public school facilities are community facilities that should be utilized to their maximum potential for the benefit of all community members. The Board of Directors further recognizes that the primary purpose of these facilities is the educational program of the Clover Park School District. Within the guidelines specified by law, the superintendent or designee is authorized to develop administrative regulations and rental fees as applicable to administer the non-commercial use of school district facilities at times they are not in use by school district programs.

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.

Legal References:	RCW 4.24.660	Liability of school districts under contracts with youth programs
	RCW 28A.320.510	Night schools, summer schools, meetings, use of facilities for
	RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	RCW 28A.335.155	Use of buildings for youth programs — Limited immunity
	20 USC Sec. 7905	Boys Scout of America Equal Access Act
	34 CFR Sec. 108.6	Equal Access to Public School Facilitie For The Boy Scouts of America and Other Designated Youth Groups
	AGO 1973 No. 26, Initiative No. 276	School districts — Use of school facilities for presentation of programs — Legislature — Elections
Management Resources:	<i>Policy News</i> , August 2009	Concussion and Head Injuries Legislation

Adoption Date: 09.13.81
Clover Park School District
Revised: 11.12.85; 11.18.02; 06.11.12
Essential

Community Use of School Facilities

Clover Park School District facilities have been designed and constructed to provide for the educational goals of the district and to accommodate recreational activities for the Lakewood community. Facilities of the school district include: Auxiliary Services Center, Student Services Center, Harry E. Lang Stadium, elementary schools, middle schools, high schools and other district-owned facilities. The district has taken due precautions which permit use of the facilities, including use of the stadium, fields, gymnasiums, auditoriums, pools and other common areas, for specific types of activities in keeping with the intended purposes of the grounds and facilities and with statutes and regulations which govern use of district properties.

Student activities, curricular and co-curricular, as they are implemented at all grade levels, shall have priority for use of facilities. Schools will coordinate with the recreation/facilities supervisor all curricular uses of the district-owned facilities. When not required for school activities, the facilities may be used by community groups and other agencies. Arrangements for using the facilities shall be as set forth by the district. Scheduling of activities other than those conducted in conjunction with district curriculum and program shall be on a first-application, first-use basis.

The following guidelines will govern the use of all district facilities:

1. District facilities are available to:

a. District sponsored school-related activities and events:

District sponsored educational or interscholastic activities limited to student and school related functions will only incur charges if custodial or other personnel are required. The request for facilities is subject to approval by the site administrator.

b. Non-Profit Organizations, Community Parks and Recreation, Youth-Oriented Community Service Groups:

Community organizations promoting youth programs, local youth parks and recreation groups and affiliated organizations (PTSA/PTA, booster clubs, city, Girl/Boy Scouts, Boys & Girls Club, etc.) may be charged for incurred expenses for use of facilities, playfields, custodial overtime and/or personnel fees.

Community athletic programs that use district facilities shall not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. Youth organizations engaged in sport activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury to youth sports as required by RCW 28A.600.

c. Fee-Based Non-Profit Organizations, Non-Community Parks and Recreation, Adult Service Groups, Religious and For-Profit/Commercial Groups:

Meetings of religious, fee-based non-profit, and profit-making organizations or corporations whose gatherings are open to the public for which adequate facilities are not otherwise readily available in the community shall incur charges as required by the district fee schedule.

2. Non Discrimination

The Clover Park School District does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

3. Facility Use Application Process:

a. Scheduling and Usage

The recreation/facilities supervisor will maintain the schedule for facilities, stadium, fields and pools. The recreation/facilities supervisor will publish the schedule whenever a change occurs, but no less frequently than monthly. It will be posted in the recreation/facilities supervisor's office.

b. Application Process

To request a facility, applicants must complete and return a Facility Use Application form available from any district school or office. Upon receipt of the properly completed Facility Use Application, the site administrator signs the form and sends all copies of the form to the recreation/facilities supervisor. The recreation/facilities supervisor completes the rental fee portion, collects the certificate of insurance, and confirms compliance with district, city and state regulations.

Payment will be made to Financial Services, 10903 Gravelly Lake Dr SW, Lakewood WA 98499-1341. Financial Services will forward payment receipt to the recreation/facilities supervisor for attachment to the facility use contract. Cancellation of the rental agreement less than 14 days prior to the scheduled event will result in the district retaining all advance payments. If payment is not received seven days in advance, the contract will be considered null and void. The rental agreement will specify all conditions agreed to by the parties entering into the agreement. This agreement will be retained on file in the recreation/facilities supervisor's office.

District activities will always take priority for use of the facilities, stadium, fields and pools. Clover Park School District reserves the right to cancel a facility lease if needed for school district purposes, or such action is advisable and in the best interest of the district. The recreation/facilities supervisor will arrange scheduling meetings with historical tenants to insure an understanding of facility use rules. All organizations entering into an agreement to use district facilities will agree to abide by all rules established to protect the facilities, insure the safe operation of the facilities, and take into account neighbors living adjacent to our facilities.

4. Accidents and Liabilities—Required Insurance

Tenants shall procure personal injury liability insurance with limits of \$1,000,000 per person and \$1,000,000 per occurrence and property damage insurance with limits of \$1,000,000 per occurrence. The Certificate of Insurance shall name the Clover Park School District as an additional insured and shall be delivered to the recreation/facilities supervision least ten

working days prior to the commencement date of the lease. The policy shall provide that it shall not be canceled or altered without ten days prior written notice to the recreation/facilities supervisor.

Tenants shall protect, indemnify and hold harmless Clover Park School District and its officers and employees from any and all claims, liabilities, damages, expenses or rights of action directly or indirectly growing out of tenant's use of all district-owned facilities.

5. District Facilities are not available to:

Permits for use of the facilities, stadium, fields and pools will not be granted for any meeting which conflicts with a school board policy or which, in the judgment of the district, may in any way compromise the best interests of the district schools or educational programs, or violate existing statutes or ordinances; for which satisfactory sponsorship and adequate adult supervision are not provided.

6. District employee must be present:

A site supervisor such as a custodian or other authorized district employee shall be present when a building is open for evening use, weekends, non-school days and holidays. Custodial service shall only include unlocking and locking doors, operating lights, providing heat, setting up chairs and normal cleanup. It is expected that the user will aid in cleanup. The custodian is responsible for insuring that the school is ready for the next day's classes. Clover Park School District's authorized agents and employees shall at all times have the right to enter any part of the premises.

7. Student Nutrition/Kitchen Access:

A student nutrition employee shall be present when any kitchen equipment is utilized in the central commissary or school kitchens. Student nutrition personnel will be paid at an hourly overtime rate for their time and the applicant is responsible for this charge. If food preparation is necessary arrangements shall be made through the Student Nutrition Department. No food may be prepared on the premises without a health permit or the presence of a food service worker. Personnel serving food in district facilities must have current food handler certificates; and for concession operations, a health department permit is required.

8. Compliance with Laws and School District Rules:

Tenants shall comply fully with all rules and regulations of the school district for the government and management of the premises and with all federal and state statutes and county ordinances now or hereafter in force with respect to the premises and tenant's activities therein. If a tenant's attention is called to any violation of school district rules of statutes or ordinances by tenant or tenant's employees, or any person admitted by tenant to the premises, tenant will immediately desist from and correct the violation.

9. Supervision and Event Management

Crowd control and event management are the sole responsibility of the tenant, including the payment of all working personnel. Tenants shall at all times have on hand a sufficient police or security force to maintain order, enforce applicable laws, ordinances and regulations, and protect persons and property. Minimum security, supervisory, and event

management personnel are subject to the approval of Clover Park School District.

10. Decorations

Plans for decorations must be approved in advance by the district supervisor of grounds, facilities and recreation. Decorations that permanently alter the appearance or inflict damage to the facility are prohibited.

11. Tobacco, drinking, drugs and disorderly conduct

Use of tobacco products in any form is prohibited in all district buildings and grounds. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, electronic smoking/vapor devices, "vapor pens", non-prescribed inhalers, chemicals or devices that produce the same flavor or physical effect of nicotine substances and any other tobacco innovation.

Drinking, drugs, disorderly conduct and willful destruction of property are forbidden. Profane and indecent language within the school building or in or about school entrances is prohibited. Failure on the part of organizations to enforce this regulation will be considered sufficient cause by the district supervisor of grounds, facilities and recreation to refuse future use of the school building or to prosecute the organization in accordance with the law.

12. Utilities and Maintenance

Clover Park School District shall furnish electric power for ordinary use only, exclusive of lighting for athletic field and stands, water by means of the installed appliances routine custodial care and maintenance accruing from tenants' use of facilities. Cost for provisions and services in excess of the above shall be charged to the tenant.

13. Right Reserved to Revoke Permits

The school district reserves the right to revoke any authorization issue for the use of school buildings, grounds or facilities, and if a rental has been paid, a refund for such rental less any expense incurred by the school district in connection therein may be issued.

Former Procedure: 6101-P2

Date: 08.12.85

Revised: 03.10.88; 03.27.95; 04.28.95; 03.27.07; 05.13.13; 11.25.14

Facility Use Application

Certificate of Insurance: The user shall procure at its own expense, a Comprehensive General Liability insurance policy, naming the district as an additional insured. This policy shall be primary and written with limits of: \$1,000,000 Combined Single Limits, per occurrence.

Coverage shall include but not be limited to: Broad Form Property Damage • Products/Completed Operations • Blanket Contractual. Coverage cannot be cancelled or reduced in coverage without thirty (3) days written notice to the district. A Certificate of Insurance evidencing coverage and a copy of the endorsement naming the district as an additional insured must be submitted to the district business office prior to the event.

The proof of insurance must accompany this form before the application will be processed.

To insure adequate processing time, requests should be submitted 30 days prior to date requested.

Name of applicant and/or organization _____

Facility requested _____ Room/Area _____

Contact person _____ Phone: (hm) () (wk) ()

Mailing address _____ City _____ Zip _____

E-mail address _____ Fax ()

Purpose for renting facilities _____

No. of participants _____ Age(s) _____ to _____

Date(s) to be used	Arrival Time	Departure Time	Actual Time of Event
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Ongoing activity - Days of activity (circle): S M T W TH F S for _____ week(s)

Starting Date _____ Ending Date _____ Open to public? Yes No

Number of people anticipated _____ Will there be an admission fee, collection or funds solicited? Yes No

Special requests _____

OTHER EQUIPMENT: It will be the responsibility of the applicant to provide other equipment such as overheads, screens, TV monitors, easels, etc. The building principal, his/her designee or media center specialist may be able to help you with your needs, but that must be arranged personally.

The applicant hereby agrees to abide by the laws of the State of Washington, the County of Pierce, the City of Lakewood and by the regulations of the Clover Park School District. It is understood and agreed by the applicant that this permit may be revoked or cancelled at any time with or without cause. It is further agreed that the applicant agrees to protect, indemnify and save harmless Clover Park School District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this application. The applicant furthermore agrees that attendance will be open to the public.

All applicants may be held responsible for any expenses incurred by the district arising from the use of a facility. In the event of damage, each applicant agrees to pay promptly the district's statement of amount due.

AUTHORIZATION: I hereby warrant and certify that I am the authorized representative of the organization/individual named above, that the statements are true to the best of my knowledge, and that our organization and I agree to be bound by the regulations and policies governing the rental use of Clover Park School District facilities.

Applicant's Signature _____ Date _____

DISTRICT USE ONLY

Custodial Hours Required _____ <small>To be provided by principal</small>	Principal's Signature _____ Date _____
Date Scheduled _____	District Approval Signature _____ Date _____

User Priority List

In the event of a scheduling conflict, the following prioritized list will be used when considering user requests:

1. School district related activities
2. Student related activities
3. Community enrichment activities
4. Businesses/profit-making organizations

<p style="text-align: center;">Payment Method</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Check # _____ Receipt # _____</p> <p>Received by _____</p>	<p>Please make check out to: Clover Park School District</p> <p>and submit to: Recreation & Facilities Department Clover Park School District 10903 Gravelly Lake Dr SW • Lakewood WA 98499 Telephone: (253) 583-7364</p>	<p>Terms: Net 30 days</p> <p>Rental Fee _____</p> <p>Personnel Fee _____</p> <p>Damage _____</p> <p>Equipment _____</p> <p>TOTAL _____</p>
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Appendix 14
Budget Year 2016-2017
FACILITY RENTAL FEES

Facility Use Categories

GROUP A: District-sponsored, school-related activities and events:

District-sponsored educational or interscholastic activities limited to student and school-related functions will only incur charges if custodial or other personnel are required. The request for facilities is subject to approval by the site administrator.

GROUP B: School groups for the purpose of fund raising:

Examples include walkathons, talent/fashion shows, carnivals, etc.

GROUP C: Non-Profit Organizations, Community Parks and Recreation, Youth-Oriented Community Service Groups:

Community organizations promoting youth programs, local parks and recreation groups and affiliated organizations (PTSA/PTA, booster clubs, city, Girl/Boy scouts, Boys and Girls Club, etc.) may be charged for incurred expenses for use of facilities, playfields, custodial overtime and/or personnel fees. Donations, fees, or admission charges may be collected only to cover the cost of user rental fees and any additional expenses of the event. Groups will be asked to provide proof of non-profit status (501C3).

GROUP D: Fee-Based Non-Profit Organizations, Non-Community Parks and Recreation, Adult Community Service Groups, Religious Groups

Meetings of religious, fee-based non-profit, and profit-making organizations or corporations whose gatherings are open to the public for which adequate facilities are not otherwise readily available in the community shall incur charges as required by the district fee schedule. Non-profit organizations using school facilities to generate revenue beyond the user rental fees and event expenses.

GROUP E: For-Profit Organizations and Commercial Enterprises

Commercial ventures and other groups that do not have non-profit status.

Facility Type	Group A	Group B	Group C	Group D	Group E
Classrooms/Library	N/C	\$25/day	N/C	\$30/day	\$20/hour
Commons/Cafeteria	N/C	\$50/day	N/C	\$15/hour	\$30/hour
Kitchen¹	N/C	N/C	N/C	\$30/day	\$20/hour
Gymnasium—Elementary	N/C	\$50/day	N/C	\$20/hour	\$50/hour
Gymnasium—Secondary²	N/C	\$50/day	\$15/hour or \$300/season ⁴	\$25/hour	\$50/hour
Multi-Purpose Room	N/C	\$50/day	N/C	\$15/hour	\$30/hour
Tennis Courts -Costs are assessed per court	N/C	\$25/day	N/C	\$30/day	\$40/day
Playfields—Elementary	N/C	\$25/field	N/C	\$15/hour	\$30/hour
Playfields—Secondary³	N/C	\$25/field	\$15/hour or \$300/season ⁴	\$30/hour	\$60/hour
Lights—Stadium/Grass	N/C	\$25/hour	\$25/hour	\$25/hour	\$25/hour
Harry Lang Stadium -Practices/exhibitions	N/C	To Be Negotiated	\$75/hour	\$100/hour	\$200/hour
Harry Lang Stadium -Games	N/C	To Be Negotiated	\$100/hour	\$150/hour	\$250/hour
Performing Arts Center (PAC) -Performance -Rehearsal -2 nd Performance -Meeting only -Sound/Light	N/C	To Be Negotiated	\$87.50/hour \$43.50/hour \$55/hour \$50/hour \$25/hour	\$118.50/hour \$47.50/hour \$61.50/hour \$70/hour \$25/hour	\$143.50/hour \$64.50/hour \$63.50/hour \$100/hour \$25/hour

- **PRICES DO NOT INCLUDE CUSTODIAL CHARGES (See Custodial Fees, next Page).**
- **ANY KITCHEN USE REQUIRES STUDENT NUTRITION PERSONNEL TO BE PRESENT.**

Appendix 14
Budget Year 2015-2016
FACILITY RENTAL FEES

- A Comprehensive General Liability insurance policy, naming the district as an additional insured, is required by each user group or organization. This policy shall be primary and written with limits of: \$1,000,000 Combined Single Limits, per occurrence.
1. **Kitchen** - Clover Park School District staff must be present whenever food is prepared or heated in a school district facility as outlined in District Procedure 4260-P1, section 7. Student Nutrition staff will be compensated at \$25 per hour. The only exception to this provision is if the event is catered and professional catering staff is utilized. Please phone Student Nutrition at 253-583-5490 with any questions.
 2. **Gymnasiums** – Use of the electronic scoreboard is optional at an additional fee. Prior to the event, the user is required to receive training by district staff. User will be responsible for any damage to the equipment. Please call 253-583-7364 with any questions.
 3. **Playfields** – Field preparation work for an event will be charged back to the user at the staff salary rate plus the cost of the materials to line/mark the field. Please call 253-583-7364 with any questions.
 4. **Clubs** – Clubs and Organizations may be charged for multiple teams using facilities (min. \$100/team). Season is defined as a maximum of three (3) months.
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Swimming Pool:

Rentals include exclusive facility usage, lifeguards, tables and pool toys.

- \$55/hour 1-30 people
- \$70/hour 31-50 people
- \$100/hour 51-75 people

Prices will vary for other group rentals such as swim teams, scuba or kayaking lessons, etc. These groups must sign a facility use contract and provide a Comprehensive General Liability insurance policy, naming the district as an additional insured with limits of: \$5,000,000 Combined Single Limits, per occurrence.

Custodial Fees (2 hour minimum)

If custodial support is required, the following rates apply:

Normal Working Hours: \$35/hour/custodian; or

Non-Duty Hours: \$40/hour/custodian.

A site supervisor such as a custodian or other authorized district employee shall be present when a building is open for evening use, weekends, non-school days and holidays. Custodial service shall only include unlocking and locking doors, operating lights, providing heat, setting up chairs and normal cleanup. It is expected the user will aid in cleanup. The custodian is responsible for insuring that the school is ready for the next day's classes. The number of custodial hours needed is determined by factors such as group size, type of event, location, etc.

Equipment Rental Fee

Scoreboard - \$10/hr

10'x10' Pop-up Tent - \$25/day

John Deer Gator 4x2 - \$50/day

Scaffolding - \$20/day

These costs do not include personnel costs to set-up, deliver or pick-up equipment.

Please call the Facilities/Recreation Supervisor at 253-583-7364 with any questions.