

4260P: Use of School Facilities

Application for use of school facilities shall be made to the principal. When applications are received by principals, they shall coordinate the use of the facilities.

Application for use of school facilities shall be made to the scheduling office.

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

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

The superintendent shall develop a fee schedule applicable for use of school facilities. The fee schedule shall be evaluated on a biennial basis.

Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.

- **Purpose:** The facilities of Camas School District No. 117 shall be made available for community use whenever possible for purposes deemed consistent with the objectives of the public school.
- **Agreement:** A "School Facilities Rental and Use Agreement" must be confirmed in writing and signed by an authorized representative of the group applying and the scheduling office.
- **Schedule and Needs:** Arrangement for equipment, personnel, supplies, as well as times, schedules, etc., shall be made through the scheduling office no later than seven (7) working days prior to use. Facilities may be used during school holidays and vacations, provided maintenance is completed and supervision is available.
- **District Priorities:** Two (2) weeks will be set aside at the beginning of the first semester and another two (2) weeks at the end of the first semester to allow for academic, extra-curricular, and community education scheduling

The scheduling office may find it necessary to reassign an activity to another location if there is a scheduling conflict.

- **Cancellation:** In the event of necessary cancellation of the scheduled activity or event, the scheduling office shall be notified at least one full day in advance. Failure to provide such advance notification shall result in a basic utility charge.
- **Leadership:** The renting group or organization must provide adult leadership. An adult must accompany each group at every session. Under no circumstances will a group be admitted before the adult leader arrives. The adult leader shall check in and out with the school custodian (or designated school employee) and shall be the last to leave the building following each session.
- **Personnel:** A custodian, school employee or other designee must be on duty at all times while the building is in use. Additional personnel may be required by the district, e.g., firemen, policemen, traffic controller, cafeteria staff.
- **Cost:** With each request, a charge shall be made on the basis of established rental rate, computed personnel cost, equipment use, and/or supplies consumed. Rental charges may be waived at the discretion of the Board of Directors. Payment shall be made to Camas Public Schools. Occupancy beyond time booked will be charged at the scheduled rate to the closest half hour. If the event involves collections, donations, memberships, admissions, etc., (voluntary or involuntary), the rental rate will be the regular rate plus ten percent (10%) of the gross receipts.
- **Facility Use and Group Conduct:** Use of school facilities shall comply with district, local and state regulations. Public school facilities and property must be respected at all times. Orderly conduct shall be required and members of the renting group shall confine themselves and their activities to the areas and/or equipment and furniture specified in the School Facilities Rental and Use Agreement. It is expected that all areas used shall be

left in a clean and orderly condition or the renting organization will bear the additional cost.

- **Organization Liability:** The renting organization shall be responsible for the repair and/or replacement of school equipment or property damaged beyond reasonable or normal wear.
- **District Liability:** Camas Public Schools shall not be held liable for accidents and/or injury suffered by individuals engaged in activities occurring within or upon the school facilities during the time the facilities are being rented and/or used by the respective organization.
- **Indemnification:** The above-named group agrees to indemnify and save harmless the Camas Public Schools, the agents and employees of Camas Public Schools, from all claims, suits and actions of any nature and description for, or on account of, any injury, damage, or liability to persons or property arising from the rental or use of the school facilities.
- **Insurance:** The renting organization may be required at its own expense to prove an insurance liability rider that covers said premises in the amount of at least \$300,000.00 for damage to persons, and \$50,000.00 for damage to property and appropriate plate glass insurance for the benefit of both parties. Said policies and/or certificates indicating the coverage shall be into the scheduling office **before** the event. If use of the district's facilities is to be ongoing, the applicant shall provide evidence to the district once every thirty days that the insurance rider still remains valid.
- **Restrictions:** Alcoholic beverages and illegal drugs shall not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property.
- **Gym shoes** are to be worn in the gym areas.
- **No activities, decorations or the application of materials** to walls or floors shall be permitted which will mar, deface, or injure these surfaces. Applicants are required to remove at their expense, decorations, materials, equipment, furnishings, or rubbish left after use of facilities.

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 decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage.

Outdoor sports and activities (baseball, softball, soccer, etc.) and equipment designed for use in conjunction with outdoor activities will be restricted to outdoor areas.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board.