

COMMUNITY USE OF SCHOOL FACILITIES

I. GENERAL PROVISIONS

All person or groups wishing to use facilities owned by the Snoqualmie Valley School District must follow application and use procedures contained in these administrative regulations, on the rental document and Board Policy #4330. The regulations contained in this document do not have the force of Board Policy and are written as administrative guidelines for the implementation of the policy.

Regulations relative to rentals can also be found on the rental application form. As a general rule, the regulations contained herein are designed to further elaborate on the regulations found on the rental document.

A. SCHEDULING

Scheduling preferences will be given in order of classification numbering. Classifications can be found on attachment A of this document and on the rental agreement form.

Priority within classifications will be at the discretion of the approving administrator, but in general, preferences will be given in order of application dates. Additionally, activities for children will be given priority over activities for adults. Where conflicts exist, reasonable attempts will be made to reach a mutually satisfactory solution. The superintendent will have final authority in the matter.

Scheduling of applications received far in advance may be delayed to allow verification of schedules of lower-numbered classification users. However, an approved and scheduled application will be considered a commitment, regardless of classification.

Long-term users (over 6 months) or users deemed not appropriate to these procedures, will be considered on an individual basis. If approved, use will be by contractual agreement between the group and the Board of Directors.

B. OBJECTIONABLE USE

Any and all use of the district facilities shall be non-controversial and of a non-disruptive nature. Should an objection be lodged against a specific use of district facilities by any group, such objection is only valid if it is made in writing to the superintendent and signed by the individual and/or group of individuals lodging the complaint. At the time that a complaint is lodged, the following shall apply:

1. Use of facilities by the applicant shall be suspended temporarily to afford the superintendent or designee sufficient time to meet with all concerned parties for the purpose of a hearing. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.
2. Within ten (10) days of temporary suspension, the superintendent, the complainant, and the applicant shall convene at the specified time and location to determine the validity or non-validity of the complaint. The superintendent shall be the deciding authority and the superintendent's decision may be obtained by any and all members of either the complainant group or the applicant group by request.

II. RENTAL APPLICATION

A. FORMS

All applications, in the form of a district supplied Rental Agreement, must be filed with the building principal two weeks in advance of the event to allow proper processing. Exceptions to this timeline are at the discretion of the principal. Some uses may require a longer lead time, depending on complexity, schedules, etc. An additional handling fee equal to the regular processing fee may be assessed late applications at the discretion of the principal.

An approved Rental Agreement must be in the user's possession prior to the use.

B. FORMS PROCESSING

The following is a description of the application process:

The application form is to be completed by the applicant and turned into the principal or designee.

The principal checks the facility calendar for availability. If the facility is available, the principal approves the rental and collects the processing fee.

The principal sends the processing fee and remaining forms to the Business Office to assign appropriate rental fees and any additional costs.

Business Office gives all copies to Maintenance/Operations supervisor for custodian/ kitchen staff assignment as needed and approval. Application is returned to Business Office for Business Manager's approval.

Notice of final approval is sent to applicant, via e-mail if possible.

After event, Maintenance/Operations will notify the business office of any additional charges to be billed the user as a result of the actual rental.

Payments are due upon receipt of invoice. If payment is not received within 60 days of original invoicing, the matter will be turned over to Transworld Systems for collection.

III. USE REQUIREMENTS

A. USER RESPONSIBILITIES

The individual named on the application as the "person in charge" as well as the organization whose name appears on the application shall be held jointly responsible for any use to which a facility is put and shall accept responsibility for any damage done to school property.

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

In the event that property loss or damage occurs during use or occupancy of district facilities, the amount of damage shall be decided by the superintendent or his/her designee, and a bill for damages will be presented to the group using or occupying the facilities during the time that the loss or damage was sustained.

Fire and safety regulations of the school district, local municipality and State of Washington shall be observed at all times.

Alcoholic beverages will not be permitted in school district facilities or on school property at any time. Smoking is not allowed anywhere on school district premises.

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.

Folding chairs and tables are to be erected and stored by the group using the school facilities, unless specifically arranged for otherwise.

No decorations or applications of material to walls or floors shall be allowed without the permission of the building principal.

Use of fields and courts do not include restroom facilities unless specifically arranged. Portable sanitary facilities are the responsibility of the user.

Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school facilities. The school district will provide customary janitorial services in connection with the use of facilities.

B. STAFFING

A district employee (normally a custodian) must be on duty any time a building is occupied by a user. District approval of an application is dependent on this condition being met. If time beyond the employee's normal shift is required to accomplish the rental, the user shall be charged at an hourly rate for that time rate based on compensation.

Use of a kitchen will require the presence of a food services employee, at a rate based on current hourly compensation and associated payroll charges.

All facilities are to be rented as is. Any special set-up arrangements are to be billed in addition to the basic fee.

Staff time involved in special set-up arrangements are to be billed to the user at the weighted custodial rate.

Minimum employee callback time will be 2 hours.

The purpose of district staff on site is to supervise and protect district property, equipment, and interests. Payment of a staff fee does not entitle the user to services other than specifically agreed to.

C. AUDIO VISUAL EQUIPMENT

In the event district audio visual equipment is to be used, the user must give assurance that a knowledgeable operator will be present and that any damage to the equipment will be repaired at the user request. A district staff technician shall be present when equipment of a highly technical nature is to be used. The cost of the technician shall be assumed by the user.

Under no circumstances is this section to be interpreted as requiring the district to make audio visual equipment or technicians available to users.

D. HOLD HARMLESS AGREEMENT

The facility user agrees to protect, indemnify and save the Snoqualmie Valley School District, its employees, directors and agents, harmless from all liability resulting from the use of school facilities.

The facility user may, *at the district's discretion*, be required to carry its own public liability insurance in an amount not less than \$500,000 for injury to one person, \$500,000 for damages of one event, \$500,000 for damage to property and appropriate glass breakage.

E. NONDISCRIMINATION

To assure nondiscrimination compliance, the Snoqualmie Valley School District requires a one-time response from each group applying to use its facilities. This response includes:

1. A signed statement of nondiscrimination (statement in application form).
2. A copy of explanation of the organization's membership policies and practices. (If membership policies are changed, the district shall be informed of the revision).

IV. RENTAL FEES

A. FEES

All fees shall be per the fee schedule in effect at the time of application. The administration reserves the right to increase the fee in instances of extraordinary wear or costs expected to be incurred.

B. METHOD OF PAYMENT

Payment of the processing fee at the time of application is required unless prior arrangements have been made with the school and business office.

Payment will be made by check, money order, or cash. A \$15.00 handling fee will be charged for non-sufficient funds checks.

C. REFUNDS

In the event cancellation of a scheduled use is necessary, written notice must be received by the approving administrator at least 24 hours before the scheduled time. Otherwise, the use fee may be forfeited.

D. USER CLASSIFICATION

Users will be classified into one of the four groups shown in attachment A. Determination of the appropriate classification shall be the responsibility of the school principal or approved designee. Facilities and grounds not part of a school will be handled by the Maintenance and Operations Supervisor.

Unresolved disputes between a user applicant and the principal may be referred to the Superintendent for determination. The Superintendent may, if he/she desires, refer the question to the Board of Directors.