

Procedure Use of School Facilities

Application for use of school facilities will be made to the facilities coordinator.

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 will develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule will be evaluated on a biennial basis.

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

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. All applicants for use of school facilities will 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 will be decided by the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

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.

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 will 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 will make reasonable effort to obtain restitution for the damage.

A custodian or other authorized staff member must be on the premises when any non-school group is using school facilities.

The Pateros School Board recognizes the importance of the school facilities to the community. Staff are to make the facilities available as much as possible when the facilities are not being used to support school district programs. Even so there will be times when two or more groups would like to use the same facility at the same time. To resolve the scheduling conflicts that arise, staff shall use the following steps:

1. Facility use forms will be collected and stored for evaluation on the following dates:
 - a. The second Monday in August for the fall season
 - b. The first Monday in November for the winter season
 - c. The third Monday in February for the spring season
 - d. The third Monday in May for the summer season
 - e. A multi-season application will be accepted. If a conflict arises it will be referred to step 2 and 3 below.
2. Conflicts will first be solved by a meeting with the coaches involved and the athletic director with a request that they meet and work together to modify their proposals in order to reach a mutually agreed upon solution. Procedures that should be considered include:
 - a. Splitting the gym for simultaneous practices
 - b. Younger students practicing first and older students receiving a later practice
 - c. Reducing practice times of all requests if late practices go past 10:00 PM
3. Conflicts for the same specific date and time that could not be resolved by #2 will be resolved by administration awarding the facility use agreement to the program:
 - a. that does not have use on another day of the week
 - b. groups will be scheduled with the youngest children receiving the earliest time slots
 - c. that serves the largest number of student athletes/participants enrolled in Pateros School District
4. Facility requests that are filed mid-season will be awarded facility use agreements on a first come first served basis.
5. All requests must be made in the current school year.
6. If the school needs to be used for a large community gathering like a memorial service, the administration will have the authority and responsibility to schedule the large community event even if that forces the cancelation of a prior use agreement for that day.

Adoption Date: December 2002
Pateros School District
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