

## **Guidelines to School Office Personnel for Board Policy and Procedure #4260, Use of School Facilities**

### **Community Facilities Rental**

The Centralia School District makes available the facilities of the School District as a part of continuing community service. There are general conditions that all groups must meet prior to the School District considering any application for the use of school facilities. They are:

1. The organization must be an organization located within or have an organizational representative reside in the Centralia School District.
2. The group, or any member of the group, shall not advocate the forceful overthrow of the government.
3. Funeral services are not permitted in any school facility or on district premises. Requests for memorial services without the remains of the deceased on district premises will be considered on a case by case basis.
4. School facilities are not available for rental for personal, private or family events (such as, but not limited to, weddings, wedding receptions, anniversaries, family reunions, etc.).
5. Procedures for use as provided by the School Board must be strictly observed.
6. Class I use of school facilities is confined to school day evenings unless otherwise arranged and approved by the District Facilities Director. (For example: Spring break, Christmas vacation, or summer vacation must receive special approval.)
7. If a facility is rented during non-school days, there may be additional charges for heat and custodial services which will be applied at the overtime rate of pay.

Each user will be classified within one of the following classes based on conditions of usage:

**Class I:** Class I is comprised of such groups as municipal bodies, political caucuses school organizations, youth groups (Boy Scouts of America, DARE, Girl Scouts of America, Little League, etc.) and non-profit civic organizations. If the group charges admission, takes an offering, or sells articles of merchandise for the express purpose of defraying expenses, rental fees as described for Class II will be charged. Where, in the determination of the Superintendent or designee(s) with authorization to rent District facilities, there shall be no expense incurred either directly or indirectly to the District, the use fee for organizations in this category may be waived.

**Class II:** Class II is composed of nonprofit groups including organizations wishing to use school facilities for lectures, promotional activities, college courses, entertainment, etc. Rental rate and any applicable custodial charges will apply unless waived by the superintendent/designee when a service club or other non-profit group is raising funds for charitable purposes.

**Class III:** Class III is comprised of profit making groups and any organization that is not included in Class I or II. Rental fees, custodial costs, and related expenses will be charged. Business organization(s) in Centralia may submit a budget indicating projected revenues and costs associated with activities for which district facilities are to be used. The district may negotiate facility use fees when the budget clearly show that profits are limited.

The School District shall have the right to monitor all user events and may require cessation of any event that does not comply with District guidelines or is contrary to the law.

### **Building Rental Procedures**

All applications must be made in person at the appropriate facility. The building secretary, administrator, or assistant superintendent shall:

1. Give the applicant a packet that includes the facilities use agreement, fee schedule, and board policy and procedure.
2. Assure that the facility use agreement is filled out completely and signed by the applicant.
3. Obtain appropriate signatures on the facility rental form and assure that certificate of insurance is attached for class II & III users.
4. Obtain approval from the district facilities supervisor for custodial overtime as needed.
5. Send a copy of the signed facility use agreement to the district Facilities and Maintenance Director for assignment of fees and logging into the activity book. The Centralia High School Athletic Director will approve all facility use agreements for the stadium and other high school athletic facilities and will assign fees for such uses. The facility supervisor will forward a copy to the assistant superintendent for final approval. The approved rental form shall be returned to the building.
6. Notify the building custodian and renters of use status.
7. Keep the facility use agreement until the event is over.
8. Complete the custodial time section of the facility rental form after the event. Fill in the custodian name and number of hours worked. Send a copy to the district office for billing purposes.
9. Obtain a completed Hold Harmless Agreement.
10. Obtain a completed Statement of Compliance if the activity is athletic in nature.