

ADMINISTRATIVE PROCEDURES

Community Use of Facilities

No. 4260P

Any person or group must complete a Facility Use Permit. The applications may be obtained at any school office or the Community Activities Program office. The application must be filled out completely, including a signature that acknowledges agreement with the district Rules, Regulations and Application Process. The completed application should be turned in to the district facilities coordinator. The district facilities coordinator will:

1. Check to make sure the application is filled out completely and correctly.
2. Check to make sure the applicant is eligible to use the district facility.
3. Upon approval the district facilities coordinator will send the Facilities Use Permit to the plant manager, then input the event on the Groupwise Facilities Calendar.
4. Determine if a certificate of insurance is required. If so, notify the organization to make sure it has been provided.
5. Determine which district employee will supervise the event. Supervision may include:
 - Pre- and post-use inspection of facility
 - Unlocking and setting up the facility.
 - Supervising the facility and participants during the event
 - Assuring the facility is clean and restored to original condition after the event.
 - Securing the facility after the event.
6. If an employee is not on duty, make sure the appropriate charges have been included on the application to cover the costs of the event supervisor.
7. If kitchen facilities are requested, send the request to food service office to determine availability and costs.
8. Determine if any special arrangement or equipment is needed and assign appropriate costs.
9. If all requirements are met, approve the facilities use permit and send out copies as shown on the bottom of the facilities use permit.

Community Use of Facilities

Rules, Regulations and Application Process

1. In all cases, regular school activities or organizations of the school shall have first preference if the facilities should be needed by the school on any of the application dates. Facilities can be reserved up to three (3) months in advance.
2. The superintendent shall determine and recommend a fee schedule applicable for use of district facilities. The fee schedule shall be evaluated on an annual basis.
3. **Alcoholic beverages, tobacco, drugs and weapons will not be permitted anywhere on school property. Groups or individuals using school facilities accept responsibility for enforcement of this rule.** Groups or individuals may be precluded from future use of facilities if this rule is violated.
4. All applicants for use of district 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 of occupancy of district 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 a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
5. Insurance: A requirement to provide insurance (bodily injury liability of \$1,000,000 and \$1,000,000 per occurrence and property damage of not less than \$100,000) shall be applied at the discretion of the district administration and shall relate to the nature of the scheduled event or activity. The White River School District must be named as an additional insured on any policy. Category 2, 3 and 4 users will be required to obtain and provide proof of insurance for all athletic and/or hazardous activities as determined by the Puget Sound Risk Management Pool. One possible source for obtaining special event insurance is Johnson & Higgins of Washington, In. at (206) 233-2337.
6. The superintendent possesses the authority to make the final decision on use of school facilities by a group; however, the group may appeal such a decision to the Board of Directors.
7. A district employee authorized by the superintendent or his/her designee must be on the premises when any non-school group is using a district facility. Use of kitchen facilities and equipment may require the employment of a school district food service worker.
8. Because the district's playing fields are of recreation value to the community, some fields are available to residents. To avoid conflicts, it is necessary to book these fields in advance. Use of outside facilities must be appropriate and compatible with each playfield and its surrounding area. Such use shall not

result in destruction, damages and undue wear, or pose a hazard to children and others. Activities that endanger others or cause damage to fields and lawns are restricted. Should damage to fields or lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage. Use of fields may be cancelled due to inclement weather or poor field conditions. The fields will be scheduled through the district facilities coordinator (WRCAP office).

9. A facility use permit will not be granted for an use which, in the judgment of the superintendent and/or designee, may be in any way prejudicial to the best interest of the schools or educational system. All permits shall be revocable and shall not be considered a lease.
10. Only the field or part of the building specifically mentioned in the permit is to be used. Users should have the approved facilities use permit with them when using the facilities.
11. Appropriate athletic shoes will be required for all athletic activities.
12. Groups or individuals renting White River School District facilities agree to restore the facilities back to its original location, turning off electronic equipment and lights, and locking up the facilities used. All signage, posters, decorations and sets are to be removed. Failure to do so may result in additional custodial charges.
13. A facility use permit will be issued when the application has been approved. Charges are established as outlined in the facility use fee schedule. Persons or groups without proper permits will not be admitted to any school facility.
14. No organization and/or individual requesting use of the facilities of the White River School District shall discriminate on the basis of race, color, creed, sex, national origin, marital status, age or handicapping conditions.
15. All non-district renters of school facilities must state in any advertising that the district is not sponsoring their event(s).
16. The district reserves the right to cancel, upon short notice, any meeting or activity in any district facility.
17. All cancellations must be made through the district facilities office (WRCAP office) at least twenty-four (24) hours prior to the scheduled usage or using organizations may be billed for the entire rental fee, or the actual cost incurred by the district.
18. Organizations and/or individuals that do not abide by these regulations will be denied use of the school facilities.
19. Groups using the facilities may be charged for services of district personnel required for supervision and/or custodial services. These charges will be based on the current rates paid by the district. Rates are to be reviewed on an annual basis or as needed by the school district.
20. A single application may be made for a series of scheduled meetings of like character. A separate application must be made for meetings that deviate from the original application. Facilities used shall be limited to those specified on the application.
21. Certain holidays may preclude facilities rental.

22. The user organization will be responsible for the enforcement of these regulations and shall be responsible for all participants, spectators, and affiliated personnel. When large crowds are anticipated, it will be the responsibility of the using organization to notify local law enforcement agencies for aid in handling traffic and crowd control. It is required that the user group submits a plan for crowd control prior to the scheduled event.
23. High standards of conduct on the part of participants, audience and/or spectators will be expected.
24. In addition to these district rules and regulations, each school facility may have additional rules and regulations that a user group must follow. The list of these rules may be obtained from each school building office.