

Cle Elum-Roslyn School District No. 404

Board Policy

Policy 4260
Series 4000: Community Relations

Facility Use

In the belief that the schools are owned and operated by and for its patrons, it will be the policy of the Cle Elum-Roslyn School District to make facilities available for community use, under necessary regulations and fees, to insure that funds intended for education are not used for other purposes. On recommendation of the Superintendent, the Board shall set the rental rates schedule.

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

The Superintendent possesses the authority to make final decision on use of school facilities by an applicant(s). The applicant(s) may appeal such decision to the Board.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group or organization, nor the purpose they represent.

Such use will be only at times as the facilities requested are free from district curricular, co-curricular activities and scheduled maintenance/construction activities.

The Superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, security, and other procedures necessary to carry out Board policy. Those using school facilities shall maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

Fee Schedule

The Facility Fee Schedule, subject to review by the Board of Directors, shall be established by the Superintendent.

Generally, there are three classes of charges that may be imposed for usage of school facilities. These are (1) rental fees, (2) associated direct costs, and (3) indirect costs. In some instances, one or the other or all of these charges may be absent. In other cases, all charges may apply. Rental fees are fixed fees for usage; these fees are assessed on the basis of their relationship to fair market value for similar spaces. Associated direct costs vary depending on the nature and extent of use which consist of support personnel (i.e., supervisory, security, maintenance, custodial, and kitchen staff) and other direct costs related to supporting a particular activity or space. Indirect costs (i.e., overhead) are assessed on commercial requests to cover the full cost of providing the service.

Community athletic programs that use district facilities shall not discriminate against any person in the operation, conduct or administration of their programs. As required by RCW 28A.600.190 and RCW 28A.320, youth organizations engaged in sports activities

and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports and for sudden cardiac arrest.

For the purpose of establishing fees, individuals or organizations requesting the use of school facilities have been divided into three groups:

Group I (Exempt Requests) users are listed in the Board Procedure No. 4260; the list is exclusive and shall not be added to without Superintendent approval. Rental fees shall be waived for Group I users; however, associated direct costs may be charged. Indirect costs shall not be charged for Group I (Exempt) users.

When facilities are used outside of regular school hours or the district determines it incurs extra utility, cleaning or supervision costs, a fee may be charged to recover those direct costs. Rental fees will not be waived for groups sponsored by exempted groups.

Group II (Non-Commercial Requests) - Both rental fees, and associated direct costs shall be charged. Nonprofit, Government or Higher Education Groups includes those organizations which might wish to use school facilities for lectures, promotional activities, rallies, entertainment, college courses, polling places, political caucuses, city or county or university sponsored recreation groups, or other activities for which public halls or commercial facilities generally are rented or owned. The district shall charge a rental rate to cover all direct costs incurred. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than one year and may not average more than twelve hours of use per week. In general, all Group II requests are requests that are not Group I or Group III requests.

Group III (Commercial Requests) - Rental fees, associated direct costs, and indirect costs shall be charged to reflect the relationship to fair market value for similar spaces; additionally, recovery of more than 100% of the full cost is allowed. Commercial users include any individual who obtains a private benefit or gain (i.e./ teachers or coaches providing private instruction) or profit-making organizations and business-related enterprises (i.e., Supplemental Education Service (SES)). While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

District sponsored activities, including curricular and co-curricular function, and maintenance/construction activities retain first priority in use of facilities.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization, nor for the purpose it represents.

Legal References:	Chapter 316, Laws of 1999	School district facilities-liability Immunity
	AGO 1973 No. 26	Initiative No. 276-School district Use of school facilities for presentation of programs-
	RCW 28A.320.510	Legislature-Elections
	RCW 28A.335.150	Night schools, summer schools, meetings, use of facilities for Permitting use and rental of playgrounds, athletic fields, or athletic facilities

RCW 28A.335.155	Use of buildings for youth programs – Limited immunity
RCW 28A.400.332	Use of persons, money or Property for private gain
RCW 28A.600.190	Youth sports – Concussion and head injury guidelines - injured athlete restrictions

AGO 1973 No. 26, Initiative No. 276 – School district – Use of school facilities for presentation of programs – Legislature – Elections

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