

The Board of Directors of the Richland School District subscribes to the belief that public schools are part of the community. The public is encouraged to use school facilities, but the use of these facilities should not interfere with the instructional program. The public's use of school facilities should not negatively impact the District budget.

## **I. PRIORITY FOR USE OF FACILITIES:**

<b><u>Priority</u></b>	<b><u>Type of Organization</u></b>
(1)	School and School-Related Activities
(2)	Staff Betterment Activities
(3)	City of Richland and City of West Richland Sponsored Youth Activities
(4)	Volunteer Youth Activities
(5)	City of Richland and City of West Richland Sponsored Adult Activities and Other Governmental Groups
(6)	Public Interest and "Sister" Organizations
(7)	Non-Profit and Not-For-Profit Organizations
(8)	All Other Organizations

### **Definitions for Priority of Users:**

#### **1. School and School Support Groups**

Includes all activities of the school involved in carrying out its educational program. These activities have priority consideration over all other uses of the school facilities. Example: Normal class work and school organization activities; school sponsored entertainment, such as class plays; PTA/PTO activities, Destination Imagination, Math is Cool, and approved school booster club fundraising, including all activities of these organizations directly associated with its objectives that benefit students either financially or programmatically.

The financial support or sponsorship of another organization by a PTA/PTO, where such organization is separate from the PTA/PTO, does not entitle the activities of such other organization to be included in this classification. In general, this classification includes any activity regarded as directly or indirectly a part of the school's educational program, officially sponsored by the school or school support group.

When an event is scheduled with the Facilities Use Coordinator and is described as a "school sponsored event", the person/organization scheduling the event will provide the name and contact information of the staff member who will be supervising the event.

#### **2. Staff Betterment Activities**

School district staff members are permitted to use district facilities provided prior authorization is obtained from school principal or administrator and the District's Facilities Use Coordinator. Activities must be exclusive to school/district staff members and that are conducted for the benefit of school/district staff free of charge. The staff member who seeks permission for this use is also responsible for supervision. No children are allowed at these activities. Staff are subject to incremental costs including custodian, kitchen, security and student labor costs and equipment costs.

Commercial activity is strictly prohibited. Examples of commercial use include: Essential Oils, Avon, MaryKay, Pampered Chef, consignment/garage sales, craft sales, bazaars, LuLaRoe, and the like.

It is not the district's intent to provide school facilities for personal use such as birthday parties, weddings, family reunions or other private social parties.

**3. City of Richland and City of West Richland Sponsored Youth Activities**

Includes programs, which are sponsored by the City of Richland or the City of West Richland, whose purpose is of direct relationship with the District's goals and programs. Such use may not constitute any profit/monetary benefit to any parties involved, and may not displace District-sponsored activities and programs. Youth activities are defined as activities whose primary composition consists of individuals under the age of eighteen (18) years old. City activities must be supervised by a city employee and covered by the city's insurance.

The financial support or sponsorship of another organization by the city, where such organization is separate from the city, does not entitle the activities of such other organization to be included in this classification.

**4. Volunteer Youth Activities**

Includes programs for youth within Richland School District, having a direct relationship to programs and values of Richland School District; not directly sponsored by the District; formally organized as a legal entity with by-laws, officers, and insurance, whose officers and organizers at the local community-level are non-paid (volunteers). Volunteer youth activities do not include users who charge a fee/donation to enter.

**5. City of Richland and City of West Richland Sponsored Adult Activities and Other Governmental Groups**

Includes programs, which are sponsored by the City of Richland or the City of West Richland, whose purpose is of direct relationship with the District's goals and programs. Adult programs are defined as activities whose primary composition consists of individuals eighteen (18) years and older. This also includes activities by political caucuses, governmental groups, and political subdivisions of the State of Washington, which serve a constituency and/or a taxable property base in common with the District. Such use may not constitute any profit/monetary benefit to any parties involved, and may not displace District-sponsored activities and programs. City activities must be supervised by a city employee and covered by the city's insurance coverage.

The financial support or sponsorship of another organization by the city, where such organization is separate from the city, does not entitle the activities of such other organization to be included in this classification.

**6. Public Interest and "Sister" Organizations**

Includes:

A. Organizations whose purpose is direct or indirect support of public K-12 education.

- B. Non-exclusionary civic groups of fraternal, benevolent purpose whose general purpose is for community betterment and the specific use activity is to support local community welfare or District educational programs.

**7. Non-Profit/Not-For-Profit Organizations**

Groups whose general purpose is for community betterment and the specific use activity is to support local community well-being. Other groups, however organized or incorporated, which own, lease or operate buildings/facilities similar in nature to those being requested and/or which charge a fee, tuition, or “donation” for admission or participation, and prove Non-Profit/Not-for-Profit tax Exemption via Internal Revenue Code Section 501. This group may negotiate a reduced rate for recurrent use of a particular facility.

**8. All Other/For-Profit/Commercial Organizations**

Groups or activities whose motives, directly or indirectly, are commercial gain or monetary benefit. Includes groups whose purpose is advertising or promoting the sale or use of products or service, when the motive is monetary gain to an individual or group of individuals. This includes all types of entertainment programs, which yield any financial return to the promoters of such programs, whether such financial return is based on a fee, percentage of admissions, or any other arrangement.

**II. FEE RATES FOR SCHOOL FACILITIES USERS**

School facilities are defined as all grounds and buildings owned by the Richland School District. For rental rate purposes, groups seeking the use of school facilities have been divided into three categories:

Group I: School-Related or Community Betterment Groups. This group includes school and school-related activities, staff betterment activities, City of Richland and West Richland sponsored activities, volunteer youth activities, public interest and “Sister” Organizations. Examples are: PTO/PTA, Booster club meetings, Destination Imagination, Math is Cool, Scouts, Campfire, PTA, recreation groups, service clubs, community clubs and associations, and governmental groups.

With the intention of encouraging public use of school district facilities, the District allows reasonable availability of free meeting space to school-related, community betterment groups, volunteer activities and civic organizations/clubs that meet all of the following “special requirements”:

- Meetings occur between 4:30-9:00 pm on regular school days
- Using classroom space
- Food or drink is not served
- No set-up or AV needs are required
- 35 or fewer people expected to attend
- Application is made at least two weeks in advance
- No commercial activity or admission/donation is charged of any kind
- Activity deemed a low hazard, not subject to insurance requirement

No fee shall be charged, provided that additional staff are not employed to supervise or clean the facilities. In order for a rental charge not to be incurred by the user group, the facilities must be returned to their original state.

Group II: Non-Community, Not-for-Profit and/or Non-Profit Groups. This group includes those organizations which wish to use school facilities for lectures, church/religious activities, promotional activities, political rallies, entertainment, or other activities for which public halls or commercial facilities generally are rented. Also includes organizations which charge a fee, tuition, or donation for admission, entry fee or participation. Examples include AAU tournaments when a fee is charged at the door, sports programs that charge team fees to compete, and community performance groups who charge for admission.

The district shall charge a rental rate in excess of costs incurred, except that such excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. Professional fund raisers representing charities must provide evidence that they are registered and bonded by the State of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Group III: Commercial Enterprises. This group includes profit-making organizations and business-related enterprises. While the district would prefer organizations to use commercial or private facilities, facilities may be rented at the prevailing rate charged by commercial facilities in the area.

This group includes organizations/activities which charge a fee, tuition, or “donation” for admission or participation or any other financial return to the promoters.

## Hourly Rental Rates

Richland School District Classification	Gymnasium			Cafeteria		Class Room	Computer Lab	Library	Conference Room	Auditorium (Staff Required)
	Elem	MS	HS	MS	HS	All	All	All	All	All
Group 1 – Who do not meet the “special requirements” for use of classrooms.	❖ Rental fees may apply up to but not exceeding the fees shown below for Group 2.									
Group 2	<b>25</b>	<b>25</b>	<b>35</b>	<b>25</b>	<b>35</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>Incremental Charges</b>	<b>50</b>
	<u>30</u>	<u>50</u>	<u>75</u>	<u>40</u>	<u>60</u>	<u>25</u>	<u>50</u>	<u>30</u>		<u>60</u>
Group 3	<b>30</b>	<b>50</b>	<b>70</b>	<b>50</b>	<b>60</b>	<b>25</b>	<b>50</b>	<b>30</b>	<b>50</b>	<b>100</b>
	<u>60</u>	<u>80</u>	<u>100</u>	<u>60</u>	<u>80</u>	<u>50</u>	<u>100</u>	<u>60</u>	<u>60</u>	<u>110</u>

❖ - For reoccurring users, there will be a one-time administrative fee of \$75.

**Night rental rates**

Weekend rental rates

The same rate charge shall be consistently applied to all similarly situated user groups. This rate may be structured to vary according to the particular facility used, the time of day, day of week, season or length of use. Separate elements of cost comprise the scheduled rate for use by that type of user and for each facility.

Other possible costs are as follows:

**1. Administrative Charge**

An administrative charge of \$75 will be applied each time a reservation is being made by a user group. It is the District's hope that users will make all of their reservations at the same time.

This fee may be waived for users seeking free meeting space under Section 2, when the user will only be using a classroom for a single meeting.

**2. Field Rental Rates**

The fee for fields are:

- A. Elementary - \$2.00/hr
- B. Middle School - \$3.00/hr
- C. High School - \$5.00/hr
- D. Soccer - \$20.00/hr
- E. Tennis court - \$5.00/hr

There are additional fees for fields if the user wants to have the lights on. These fees are in addition to the rates shown above. These additional rates are:

- A. Elementary Baseball - \$20.00/game
- B. Middle/High School Baseball - \$30.00/game
- C. Chief Joseph, Enterprise, Libby, and Hanford Football and Track - \$50.00/game
- D. Fran Rish - \$80.00/game

There is an additional rate of \$25.00/hr for the use of any score board.

**3. Incremental Costs**

Incremental costs are those costs directly caused by and resulting from occupancy and use. Common examples are:

- A. Auditorium technicians labor for direct support of facility use.
- B. Custodial labor directly for and resulting from the occupancy and use. This may vary depending on the day of the week, time of day and season of use.
- C. Cost of additional heat and cooling energy, water use, garbage and refuse removal and electrical energy required as a result from occupancy beyond that regularly provided by the District. This includes common areas such as corridors, foyers, and restrooms.

### III. ADVANCE SCHEDULING AND CANCELLATION RIGHTS

#### **1. School Responsibility in Scheduling School Use of Facilities**

Schools will receive priority scheduling for the use of District facilities when they schedule annual and reoccurring events no later than May 31<sup>st</sup> for the next school year. These annual and reoccurring events are for use of District facilities after 4:30 on school days and all times when school is not in session. These events include, but are not limited to, concerts, plays, dances, club meetings, sports practices and competitions, various school activities, and open houses. Only the Facilities Use Coordinator or their authorized designee can make any reservations for use of facilities after 4:30 p.m. and on non-school days. Facilities not scheduled by the school during those times are open and available for community use.

The school board recognizes some clubs, student groups, and school activities are impossible to schedule a year in advance. In those situations, and when the requested space has not already been reserved, and if the school has reserved the use of a facility at least 60-days in advance, the school will receive a guaranteed firm advance scheduling. Conflicts arising from failure of the school to schedule evening and non-school day use of facilities at least 60-days in advance, shall be resolved in favor of the community activity.

Regular, repetitive use of facilities (such as PTA/PTO meetings, school booster club fundraising activities, etc.) will be scheduled each school year. The scheduling office must be informed in advance of any temporary cancellation of such recurrent use, so the facility may be released for possible community use on these open dates.

Nothing in this section will supersede dates already reserved under Section 9 “Guaranteed Firm Advance Scheduling”.

#### **2. School Priority - Right of Emergency Cancellation**

If the emergency needs of the school/District so require, the District may displace a scheduled community use and substitute other facilities in place of those scheduled if notice is given 30-days before the date of the scheduled event, if possible. An emergency need must be significantly severe and catastrophic to require the school/District’s use of the space.

In exercising this emergency preemption right, the District will make every effort to provide satisfactory substitute facilities, in the same building if a regular classroom, or in another building if a special facility such as gymnasium, auditorium, or cafeteria.

#### **3. School Reservation of Entire Buildings**

Some activities of the school such as all-school dances, carnivals and other events involving extensive student or public traffic in the building may necessitate reserving major portions of building facilities for exclusive school use on the dates of such events. Principals will schedule dates for these events by May 31<sup>st</sup> of the preceding the school year.

Nothing in this section will supersede dates already reserved under Section 9 “Guaranteed Firm Advance Scheduling”.

#### **4. Allocation of Facility/Gym Space For Youth Activities**

Facility/Gym allocation for youth activities shall take precedence over adult oriented activities. The City of Richland and City of West Richland will be allowed to maintain a minimum service level for its youth activities that is consistent with historical levels.

During times when demand for space exceeds the supply, facility and gym space will be allocated based on the number of Richland School District (RSD) participants served by a group or activity relative to other groups or activities competing for space. Elementary school space and practice times are recommended to be assigned to elementary-age children. This philosophy will be carried forward to Middle and High school-age children. However, the “nature of an event” (e.g. league games, youth tournaments, etc.) and overall availability will be considered when allocating space as not to preclude using Middle and High School facilities/gym space for younger-age children, or vice versa, as appropriate and necessary for scheduling purposes.

Facility/Gym allocations will be assigned seasonally for those events which run in “seasons”, and applications must be submitted prior to each season’s published deadline to be considered for that season’s initial space allocation. The timing of a submission prior to the deadline (e.g. first come, first served) will “not” be the basis for priority of use or gym allocation. Applications will be accepted after the deadline, but these applications will only be allocated space after on-time applications have been accommodated. Late applications will be processed on a first come, first served basis. Any gym time that is allocated by the RSD which will not be utilized by the school, city, or volunteer groups as allocated will be released to the RSD Facility Coordinator as expeditiously as possible to insure the RSD gym space is available for other users and is being fully optimized.

#### **5. No Community Use Before 4:30**

School building facilities are not available for community use on school days until 4:30 p.m. on days school is in session.

#### **6. Limited Community Use During Holidays, School Breaks, and Summer Time**

School facilities may not be available for community use during scheduled Holidays, Spring, Winter, and Summer Breaks. Exceptions may be approved for very limited use on a case-by-case basis. This limited use is due to staffing challenges, holiday pay, and to allow staff to conduct the regularly scheduled maintenance of the school facilities.

#### **7. Priority of School Interscholastic Use of Secondary School Gymnasiums**

Regular league games and matches and post-season playoffs will have priority over all other gymnasium use.

#### **8. Scheduling of Community Use of District Facilities**

Community users can begin scheduling their use of District facilities starting August 15<sup>th</sup> for the next school year.

#### **9. Guaranteed Firm Advance Scheduling**

Certain very limited activities require firm dates in advance due to contractual arrangements, which involve making commitments up to a year in advance. These groups



may request the use of the space one (1) calendar year in advance by making the request to the District's Facilities Use Coordinator. The District's Facilities Use Coordinator will notify the school of the requested dates. The school will be given first opportunity to hold any such requested date for a specific and planned school use. Schools will have fifteen (15) working days to object to any proposed dates.

#### **IV. GENERAL REGULATIONS**

##### **1. Furniture Provided by School**

The District will provide only the facilities, furniture, and equipment normally found in the facility to be used. Reasonable shifting of furniture within the room to meet the needs of the occupant is permitted, provided that the occupant upon completion of use returns it to the original location and arrangement. No furniture or other equipment may be moved from any room without prior arrangement.

##### **2. Conduct of Occupants**

Users of district facilities are expected to demonstrate courteous and respectful conduct toward other patrons, students, parents, district staff or other users while occupying and utilizing district facilities. Language or behavior which is offensive or profane, threatening, intimidating, coercive or abusive whether physically or mentally is prohibited. Activities that involve criminal conduct, sexual harassment or bullying are strictly prohibited.

The occupant group is responsible for the conduct of all its members using the facilities scheduled, while on school premises in connection with the activity, including any persons, whether members or not, who are on the premises. Adequate adult supervision of youth groups must be provided by the occupant group sponsor and be present and in effective control to ensure proper conduct of occupants. Failure to maintain effective control will result in cancellation of future use, as well as billings for any damages resulting from the occupancy.

##### **3. Long-Term Weekend Facility Rentals**

School facilities may be rented to groups for long-term consecutive weekend use for up to twelve months. These long-term rentals must be negotiated directly with the District's Support Services Department in conjunction with the Financial Services Department. Extension may be granted on a case-by-case basis with proof that plans are under way for purchasing or building the group's own facility. This section only applies to groups that rent facilities for year round and not for seasonal use.

##### **4. Responsibility of Occupants**

The applicant and all individual members of the group occupying school facilities are responsible for the reasonable and proper care of the facility used and any materials or equipment found therein. Any loss or damage resulting from activities of the group or activities of any person present because of the user activity will be billed to the responsible organization. Failure to promptly comply with this regulation, or to pay any damage charges which may be assessed, will result in the loss of the privilege to use District facilities. Repeated misuse or damage will result in the loss of privilege to use District facilities.

Community athletics programs that use district facilities shall not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. 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.

**5. Alcohol, Illegal Drugs and Smoking**

The possession, consumption, or use of alcoholic beverages, any tobacco products including electronic delivery devices, and/or illegal drugs is strictly prohibited on all school district property. It is the responsibility of the applicant to ensure the communication and enforcement of these provisions.

**6. Dancing**

No wax or any other preparation may be used on any floor, without prior written approval of the Director of Facilities and Operation.

**7. Restricted and Limited Use Facilities**

Certain special purpose facilities such as shops, music rooms, concession stands, commercial rooms, and science rooms are not to be rented for community use except by special arrangement. In these extraordinary situations, greater care must be taken by applicants. Kitchens are not available except by special arrangement through the office of the Supervisor of Food Services. One or more District kitchen staff members must be present when any kitchen appliances are used.

**8. School Gymnasium**

Gymnasiums may be scheduled for community use when not needed for school purposes. Those scheduling gymnasiums must strictly observe the use of non-marking gym shoes when on the playing floor. Street shoes are prohibited on the playing floor.

**9. Shower Rooms**

If youth groups are involved when shower rooms are rented, adult supervision must be present in the shower room at all times that it is in use. Disregard of this provision will result in denial of further use of shower facilities.

**10. Operation of Stage Lighting and Public Address Systems**

The District lighting and sound systems must be operated by a District technician or trained designee. Unauthorized operation of stage lighting or public address systems by an occupant shall result in billing for the regular technician fee as well as for any resultant damage to school equipment.

**11. Right to Deny Use of Facilities**

The District reserves the right to deny use of school facilities to any applicant when, in the sole judgment of the Superintendent or designee, the intended use, or the principles, philosophy, or background of the applicant organization would be detrimental to the best interests of the District and its educational program.

## V. SCHEDULING AND PAYMENT PROCEDURES

### 1. Written Application Required

Written application is required for all school and community use of facilities. Applicants may obtain forms from the scheduling office in person or by e-mail. Applications by youth groups must be signed and endorsed by an adult sponsor who will guarantee the presence of adult supervision, and guarantee compliance with District policies and regulations.

### 2. Cancellation

Request for cancellation of any event must be received in writing by the scheduling office at least five (5) days in advance of scheduled occupancy. Failure to notify of intent to cancel will obligate the applicant to pay the charges for the facility.

The District reserves the right to waive this provision if, in the sole judgement of the District, the cancellation is caused by extreme extenuating and unforeseeable circumstances.

### 3. Confirmation by Scheduling Office

Written confirmation of the scheduled event will be e-mailed to the applicant. Prior to receiving the confirmation, the user is not guaranteed the facility.

### 4. Single Application for Periodic Use

A single application may be made for a series of uses of like character.

### 5. No Scheduling More Than One Year in Advance

Schedules will not be made for dates, which are beyond one year from date of application except under special circumstances, subject to review and approval by the Superintendent or designee. Scheduling of athletic facilities shall only occur on a seasonal basis, and shall not extend past a normal athletic (sport) season.

### 6. Payment

Payment of charges, billed from the schedule of rental rates, shall be payable within ten (10) days of invoice. If variable factors preclude computation of exact charges prior to occupancy, a deposit equal to estimated cost of the event may be required in such cases. Any necessary adjustment will be made on the final settlement after completion of occupancy.

### 7. Donation/Contribution Credit

Where prior approval of the building representative (Principal or Athletic Director) and the Executive Director of Support Services has been obtained, credit (not to exceed 20% of the total invoice) toward facility use payment may be granted for the actual cost of donations/ contributions by outside organization to the district. These donations/contributions must be material in nature, be useful to district programs and shall not include labor charges. All such credit will be documented on a Gift/Grant form (R&R 6114) with the building representative noting the desire for credit.

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