

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

Professional fund raisers representing charities must provide evidence that the fundraiser:

- A. Is recognized by the Philanthropic Division of 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.

PRIORTIES:

Because school facilities exist primarily for the benefit of the educational programs, school activities have priority in the scheduling of facilities. Although every attempt will be made to avoid these conflicts, it may be necessary to reschedule an applicant's use of a facility in the event the school schedules an activity for the same time. No user group will have exclusive use of any of the District facilities. Team rosters with participants' names and addresses are required.

INSURANCE:

The requirement to provide insurance and the amount of the insurance required shall be applied at the discretion of the District administration, and shall relate to the nature of the scheduled event or activity.

- If the user is required to provide the District with a certificate of insurance, it must be issued by a company currently licensed to do business in the state of Washington.
- Upon request, applicants may be required to provide proof of coverage for Comprehensive General Liability Insurance for bodily injury at \$1,000,000 per person and \$1,000,000, per occurrence.
- Said certificate shall list the District as a named insured and shall provide for notification to the District in the event of cancellation or termination.
- Policies or certificates indicating coverage shall be left with the Facilities Coordinator prior to the event.

HB 1824 YOUTH SPORTS-HEAD INJURIES POLICY:

All non-profit sports organizations using the school facilities shall:

- Completed application for Facility Use
- HB 1824 Statement of Compliance-Please read and sign form as a verification that all coaches and parent volunteers have been trained in compliance with the concussion law.
- Signed Concussion Management Quiz-After viewing the video and related information on the WIAA website, please have all coaches and parent volunteers take the quiz under

<http://www.wiaa.com/default.aspx>

- Hold Harmless Agreement-To be signed by each participant and his or her parent and/or guardian or (the participant is 18) prior to the first practice.

To provide proof of insurance coverage for Comprehensive General Liability Insurance for Bodily injury at \$1,000,000 per person and \$1,000,000, per occurrence or provide a signed Activity Team Roster for the ESD by coaches, participants and parents.

PLAYGROUND AND ATHLETIC FIELD USE:

Playground and athletic field use will be in accordance with the following conditions:

The use shall not interfere in any way with school activities

- No use will be allowed that subjects the grounds to prohibited wear or damage.
- No use will be permitted which creates a hazard or unreasonable restriction of use by others
- Horses, go-carts, motorbikes, and golf carts are not allowed.
- Motor vehicles, including motorcycles, are not to be driven or parked on athletic fields.
- The track will not be available when school is in session.
- The District may furnish nets and goals. The user shall furnish all bats, balls, and other items necessary for their intended use
- Scoreboards, public address systems, or any other district equipment are to be used only by trained district staff. Groups will be responsible for any expenses incurred by the district for district personnel so involved, or for any damages of said equipment.

GYM FLOOR PROTECTION:

- Special floor coverings must be used to protect gym floors for use outside of team sports.
- For sports, the gymnasiums require clean or new rubber soled shoes that are free from dirt or debris that may scratch the floor surface.
- All furniture used in gyms must have glides or mates under the legs to protect from scratching the floors.
- Tape cannot be used on gym floors.
- Food and drink, except water is prohibited.

FOOD AND/OR REFRESHMENTS:

Food and/or refreshments are allowed in accordance with the following conditions:

- Kitchen facilities and equipment shall be used unless operated by a District employee.
- Light refreshments and potluck dinners may be served in accordance with the above provisions.

- All food and/or refreshments shall be restricted to areas designated for that intended use, i.e., student center and cafeterias.
- No food or drink (except water) is allowed in the gymnasiums or multi-purpose rooms.

CANCELLATIONS:

- Applicants must notify Elma School District #68 Facilities Coordinator of all cancellations prior to the scheduled event taking place.
- Groups assigned to facilities are responsible for any problems that may arise during the assigned time they are scheduled whether they are present or not, unless prior notice is given.

RENTAL FEE:

Rental fees will be in accordance with established District fee scheduled and are payable to Elma School District #68. If building use exceeds the time specified in the application, or additional costs are incurred, the District reserve the right to make an additional charge to cover such expense. For long-term lease agreements (on year) the space provided and rates will be individually approved by the School Board of Directors, with an annual review 90 days prior to lease expiration.

RESTRICTED AND LIMITED USE FACILITIES:

Certain special purpose facilities such as the shop, science rooms, and kitchens are not to be rented for community use except by special arrangement. One or more kitchen staff members must be present when any kitchen appliances are used and appropriate fees paid.

Operation of Stage Lighting and Public Address Systems:

The District lighting and sound systems in the commons and stadium 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.

Issuance of Keys:

Keys to buildings of facilities shall not be issued to any individual or group entering a district facility without authorization or approval. Facilities must be opened and closed by custodians or District personnel at the times arranged during the application process. During holidays vacations, weekends, or closures with exception of scheduled District sports programs, unless other arrangements are made through the Facilities Coordinator a \$100 deposit is required during application process.

ALTERATIONS TO FACILITY:

Applicants are prohibited from making any alterations to the facility or field without prior approval by the Facility Coordinator. This may include such

things as decorating, hanging signs, placing goal post, using masking tape on walls or floors, removing or moving school equipment, etc.

SET UP/CLEAN UP:

Applicants are responsible for special set-up requirements and clean-up unless specifically requested in the facility application. The facility must be returned to the original condition at the conclusion of the event. If it is necessary for the custodian to repair damage or clean the premises, the user will incur additional cost to restore the facility to its original state.

Use by Religious Group:

School facilities may be rented to church groups but shall not be rented as a permanent place of worship.

Personal Use:

School facilities are not available for social activities of an individual or person basis.

Right to Deny Use of Facilities:

The District reserves the right to deny use of school facilities to any applicant when, in the sole judgement of the Superintendent or designees, 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.

GENERAL:

- In the event that school property loss or damage is incurred, the amount of damages shall be determined by the Superintendent or his/her designee, and an invoice for such amount will be presented to the group occupying the facility or approved for use of the facility, at the time loss or damage was sustained. Appeal of such action may be made to the Superintendent within ten (10) days of the receipt of the invoice.
- Profane language, possession of intoxicating liquor, drugs, or tobacco (including all electronic cigarettes and vape pens), possession of a firearm, boisterous conduct, betting, gambling, or other illegal activity or behavior, shall not be permitted on school property. Violation will result in immediate termination of approved use and forfeiture of fees and deposits paid by the sponsoring group or individual.
- Participants and facility users driving to the school shall in park in those areas so designated for parking. Vehicles improperly parked in area designated as no parking (bus loading zones, handicapped zones, etc.) shall receive a warning notice for the first offense and upon a second offense, notification or proper authorities, will be made which could result in the impounding of the vehicle in question.

- Groups using the facilities shall be in no area other than their assigned areas.
- No youth related groups are allowed without adequate adult supervision.
- In the event that a youth related activity is taking place, and the children are present who are not participating in the activity, it shall be the sponsoring group's responsibility to provide adequate adult supervision for those children or to notify the parents of those children of the difficulty involved in providing supervision.
- For safety purposes, children are to be accompanied at all times by an adult. If the applicant is a youth organization, children are to be closely supervised by adults and restricted to those specific areas rented by the applicant. Regular monitoring of halls, rest rooms, and outside areas is mandatory whenever children are present. Unsupervised children may result in barred use of facility. Supervision of participants, spectators, and crowd control is the responsibility of the applicant.
- Tournaments and large spectator events will be considered on an individual request basis. Additional restrictions and fees to be determined by the Superintendent or his/her designee.
- All sports youth groups are required to request the gymnasium for the grade level students that are being coached.
- Weight rooms are not available for rental or use by outsider user groups.

For youth sport teams or groups that request space on an ongoing basis, the team or group must be made up of not less than 60% of Elma School District students, (EHS feeder students). A team roster is required and must be attached to the facility request form. To insure equity in the use of gym and field space, teams may not request space except during the current quarter. To request a specific space during an upcoming quarter, the request needs to be submitted for processing by the 20th of the month prior to the beginning of that quarter.

Quarters will be divided as follows:

Quarter 1 – September, October, November (request space by August 20th).

Quarter 2 – December, January, February (request space by November 20th)

Quarter 3 – March, April, May (request space by February 20th)

Quarter 4 – June and July (**ARE CLOSED TO PUBLIC FOR MAINTENANCE**)

Request will be evaluated and processed as follows:

The percentage of Elma School District students/EHS feeder districts on the team.

Appropriate use of space. Sports activities and related equipment that are normally outdoors I.e., baseball, softball, soccer, football, etc., are restricted to outdoor areas. A description of the activity is required. Conditioning activities will be allowed as space permits.

Availability of space, limit request to 2 days per week.

Order of receipt.

Once the quarter has begun, if space is still available, then request will be processed on a first come first serve basis.

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 school board.

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

EHS feed districts- McCleary and Satsop.

Last Revised: 02.19

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