

Community Use of School Facilities

Policy 4260 and Procedure 4260P apply to the use of District playfields and facilities by outside individuals and groups. Application for use of school facilities or playfields shall be made to the District facilities coordinator, via the building or site administrator. Only individuals and groups who are deemed “qualified users” may use District facilities pursuant to Policy 4260 and Procedure 4260P.

Use/Rental Fees

Except for Commercial Use fees, any fees contemplated in Policy 4260 shall be established by the Superintendent or designee and reviewed and revised as necessary. Commercial Use fees shall be established on a case by case basis by the Superintendent or designee. If a District employee is required to work extra hours, overtime, or on days which are not normally work days, the user group shall as part of its fee, be responsible for paying all extra costs to the District for the employee(s) needed to support the requested facilities use (see fee schedule).

An additional administrative fee may be assessed a user group if a District employee assigned to support the facilities use cancels, the District must spend additional time locating another employee or substitute willing to work during the scheduled use of the facility. The fee will be based on the amount of time needed by school officials to locate another person willing to accept the assignment.

Although outside users may request use of a particular facility or grounds, the Superintendent or designee shall have final authority to determine which facility an outside group will be allowed to use, as well as the hours of use. Such determinations will be made based on the best interests of the District and the facility or grounds.

Facilities Use Rules

1. The user must be a “qualified user” as that term is defined in Policy 4260.
2. Sponsoring organizations shall provide sufficient, competent adult special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.
3. Users of District facilities and grounds shall not interfere in any way with school or District activities.
4. Alcoholic beverages and illegal drugs shall not be permitted or used in school District facilities or on school property at any time. Smoking shall not be permitted in school facilities or on school property.
5. Advertisements, posters, banners, signs, or notices of any kind may not be attached to District fences or buildings unless specifically approved by the superintendent or his/her designee.
6. Any group using a school facility shall agree to be responsible for the repair costs of any damage to property caused during the groups’ use of the facility, regardless of whether the group itself is at fault for the damage. In the event that property loss or damage is incurred during such use or occupancy, the amount of the damage shall be determined by the Superintendent or designee. A bill for the damages shall be presented to the group using or occupying the facility during the time the loss or damage was sustained and shall be paid within a reasonable amount of time.

7. Use of any District facility or grounds must be appropriate and compatible with the facility or grounds and the surrounding area. Use of any District facility or grounds shall not result in destruction, damage, or undue wear to the facility or grounds, nor shall it pose a hazard to persons or property.
8. Activities which endanger persons or property are prohibited.
9. A designated District employee must be on the premises when any non-school group is using a District facility. A cafeteria employee must be on duty for all activities involving kitchen use for events when food is going to be prepared, requiring the use of kitchen equipment. User groups may, with permission, use an oven to warm or maintain food temperatures without a cafeteria employee present.
10. 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.
11. Such other rules as the Superintendent or designee institute from time to time.

Availability of District Employees

The District reserves the right to deny usage if it is unable to locate staff as needed (such custodial, cook, supervisor) or to cancel any application for use outside of normal shift and working hours of District staff in the event the District is unable to provide staff as required. If the District denies or cancels usage, the contact listed on the Use of Facilities Application will be notified as soon as reasonably possible.

District Playfields: Because of the value of the District's playing fields and certain related facilities to the community's total recreational opportunity, the fields may be used by all residents. This is accomplished through an interlocal cooperation agreement between the District and the city of Port Angeles. The use must be appropriate and compatible with each playfield and its surrounding area and related facility. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are prohibited. If damage to fields and lawns occurs, the Superintendent or his or her designee shall make efforts to obtain restitution for damage.

Superintendent's Discretion: The Superintendent shall possess the authority to make the final decision on use of school District facilities by any group. The group may appeal such decision to the Board of Directors.

Adoption Date: 11/28/2005

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