



Administrative Procedures for Board Policy #4260 Use of School Facilities

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

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

- A. Is recognized by the Philanthropic Division of the 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.

The superintendent will develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule will be evaluated on a biennial basis.

Rental fees will be based on an hourly rate for up to four hours of use. A flat rental rate will be assessed based on 8 hours of continuous use for any use exceeding beyond four hours of continuous use.

Class I groups with the exception of those specifically listed under *Class I Policy Guidelines 4260G*, will be granted use based on a cost recovery basis. Billing will only occur if there are additional costs to the District. (This includes but is not limited to; custodial labor, damages to the building, additional utility costs etc.) The requester will be required to provide information stating that no funds are collected for the intent purpose of paying coaches, athletes, helpers, etc. Camps not directly associated with the school district, where fees are charged for any purpose other than to cover the cost of covering liability insurance, uniforms, or supplies will be billed at Class II rates. The procedures above only apply to groups that are directly affiliated with Centralia. Participating groups must consist of at a minimum 60% Centralia participants.

Sponsoring organizations will provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. All applicants for use of school facilities will 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 or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage will be decided by the superintendent and approved by the board 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.

All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or

death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.

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.

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 board.

Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use will 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 restricted. Should damage to fields and lawns occur, the superintendent will make reasonable effort to obtain restitution for the damage.

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

Date: June 15, 1983

Revised: November 20, 1985; January 20, 1999; September 19, 2001; February 15, 2012; July 20, 2016; February 21, 2017