

# WASHOUGAL SCHOOL DISTRICT

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## Rental and service fees

**User Group A:** Non-profit community groups involving at least 80% Washougal School District patrons

**User Group B:** Non-profit community groups involving less than 80% Washougal School District patrons, non-profit special interest groups, and non-profit community groups

**User Group C:** Commercial and profit-making groups

Facility	Group A Per hour rate	Group B Per hour rate	Group C Per hour rate
Classroom, 2 hour minimum	\$15.00	\$30.00	\$50.00
Locker Rooms, 2 hour minimum	\$15.00	\$30.00	\$50.00
WHS Commons (Cafeteria) or Library, 2 hour minimum	\$30.00	\$40.00	\$60.00
Commons or Library or Cafeteria - All other sites, 2 hour minimum	\$15.00	\$30.00	\$50.00
All Gyms, 2 hour minimum	\$30.00	40.00	80.00
Kitchens by special arrangement with Food Service	\$100/day up to 8 hrs – \$10/hr additional time Custodian/Supervisor- \$36.50, 2 hour minimum	\$100/day up to 8 hrs – \$10/hr additional time Custodian/Supervisor- \$36.50, 2 hour minimum	\$100/day up to 8 hrs - \$10/hr additional time Custodian/Supervisor- \$36.50, 2 hour minimum
Auditorium by special arrangement with WHS Administrative Staff <i>Technicians and ushers available – Fee dependent on minimum wage plus cost of employment</i>	\$100.00 Custodian/Supervisor- \$36.50, 2 hour minimum	\$200.00 Custodian/Supervisor- \$36.50, 2 hour minimum	\$300.00 Custodian/Supervisor- \$36.50, 2 hour minimum
Stadium WHS by special arrangement with WHS Administrative Staff, 4 hour minimum 1/2 rental rate for additional hours	\$20.00 Lights - \$50.00 Custodian/Supervisor- \$36.50, 2 hour minimum	\$100.00 Lights - \$50.00 Custodian/Supervisor- \$36.50, 2 hour minimum	\$200.00 Lights - \$50.00 Custodian/Supervisor- \$36.50, 2 hour minimum
Athletic fields by special arrangement with Athletic and/or Activities Director, 2 hour minimum	\$10.00	\$20.00	\$100.00
Custodian/Supervisor for all sites as determined by Community Education	\$36.50	\$36.50	\$36.50

The Washougal School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment and educational programs. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/ RCW 28A.640 compliance officer and/or Section 504/ADA coordinator.

Reviewed by Board of Directors: August 28, 2007

Fee Schedule Updated: May 26, 2009

Fee Schedule Updated: July 27, 2010

## Use of School Facilities

The board believes that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

### **School or Child-Related Groups or Other Government Agencies**

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs. Additionally, 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 as required by RCW 28A.600.

### **Nonprofit Groups**

Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district will charge a rental rate in excess of costs incurred. 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.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. 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.

### **Commercial Enterprises**

Commercial Enterprises include profit-making organizations and business-related enterprises. 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 functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.

Cross References:	Policy 3422	Student Sports – Concussion and Head Injuries
	Policy 4210	Regulation of Dangerous Weapons on School Premises
Legal References:	RCW 4.24.660	Liability of school districts under contracts with youth programs
	RCW 28A.230.180	Access to campus and student information directories by official recruiting representatives – Informing students of educational and career opportunities
	RCW 28A.320.510	Night schools, summer schools, meetings, use of facilities for
	RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	RCW 28A.335.155	Use of buildings for youth programs — Limited immunity
	20 USC Sec. 7905	Boys Scout of America Equal Access Act
	34 CFR Sec. 108.6	Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups
	AGO 1973 No. 26, Initiative No. 276	School districts — Use of school facilities for presentation of programs — Legislature — Elections

Management Resources:

Policy and Legal News, February 2014

Policy and Legal News, July 2013

Policy and Legal News, June 2013

Policy News, December 2011

Policy News, August 2009

Other updates/corrections

Equal access to K-12 campuses law goes into effect

Use of School Facilities policy clarification

Changes in WSSDA's Policy Reference Manual

Concussion and Head Injuries Legislation

## Use of School Facilities

Application for use of school facilities will be made to the community education director (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.

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.

Facility users must comply with all state and federal laws, city and county ordinances, and school district directive, policies, and rental agreements.

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 use of the district's fields will be scheduled by the facilities coordinator. The use must be compatible with each playing field and surrounding areas. 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 nonschool group is using school facilities. Adult leaders or organizations using district facilities shall

remain with their groups in designated areas through their meeting or activity and are responsible to the community education director, building administrator, or superintendent. Satisfactory sponsorship and adequate adult supervision, including police and fire protection surveillance, where necessary, shall be required for all activities.