**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

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

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
Policy 4260 – Use of School Facilities

The Board believes that public schools are owned and operated by and for its patrons. The Board recognizes that education is a life-long process and that school facilities should be made available for citizen use to enable citizens to be involved in the educational process of the community. This involvement will help increase effective communication between school and community. The Board also recognizes that increased communication and citizen involvement will provide a valuable source of input to professional educators concerning the prioritized needs, programs and resources of the community. These needs, programs, and resources can be identified by residents via local school advisory councils.

The Board supports this process of citizen involvement (known as Community Education) and encourages its development and growth throughout the district.

The Superintendent will establish procedures for use of school facilities which will include, but not be limited to, rental rates, supervisory requirements, restriction, and security.

Facility Use Regulations

Groups which may use school facilities:

1. The Board shall make buildings and facilities available to community groups when such use does not conflict with the educational program of the school.

2. The facilities requested will be assigned whenever possible. Other spaces may be assigned for facility use denied for reasons of building security, fuel economies, maintenance requirements, appropriateness of the activity for the area requested.

3. All school curricular and extra-curricular activities shall have priority.

4. On a space available basis, all community groups will be treated equally.

5. Approval for the use of school facilities is based on the following priority order:
   a. School programs. District sponsored activities including curricular and co-curricular functions, maintain first priority in use of facilities. No use of facilities will be approved which interferes with the school program or by philosophy is disruptive to the educational process.
   b. Community organizations formed for charitable, civic, social, or educational purposes.
   c. Community church groups.
   d. Municipal organizations.
   e. For-profit/commercial organizations.
Facility Use Restrictions

1. Facility users must comply with all applicable State and Federal laws, City and County ordinances, School District administrative directives, policies and rental agreement conditions. All measures necessary to insure the safe, healthy and lawful conduct of the activities, including, but not limited to crowd control measures, and fire and police protection, shall be undertaken and financed by the rental agreement.

2. Use or possession of alcoholic beverages, drugs, or weapons is prohibited on School District property.

3. Smoking is prohibited on School District property.

4. Profane or improper language is prohibited on School District property.

5. Participants are not to operate any school equipment other than as stipulated in the Facility Use Application.

6. District keys and sonitrol cards/fobs shall not be issued or loaned to non-school personnel except by permission of the Superintendent or his/her designee. Doors will be opened by District authorized personnel.

7. No partisan, sectarian, or denominational doctrine may be advocated in school facilities during the hours the school is in session.

8. After use for partisan or religious activities, users are responsible for removing all materials brought into the facility or generated by the activity.

9. Lunchroom tables, kitchen equipment or any other school furniture or equipment shall not be removed from buildings to which they belong except by District authorized personnel.

10. Clean, non-marking, activity appropriate, athletic shoes shall be required for all activity-type programs in district facilities. Other facility specific requirements may apply.

11. Adult leaders of organizations using District facilities shall remain with their groups in designated areas throughout their meetings and/or activities and are responsible to the community education director, building administrator, and/or Superintendent.

12. Satisfactory sponsorship and adequate adult supervision, including police and fire protection surveillance, where necessary, shall be required for all activities.

13. Attendance at an activity held at District facilities must be open to anyone whose interest is consistent with the purpose for which the group is assembled. Authorization for use of school facilities/property shall not be considered as endorsement of or approval of the activity, group, or organization, nor for the purpose it represents. School facilities/property may be available to church groups on a short-term basis but shall not be rented as a permanent place of worship.

School Facility Use Fee Schedule

1. The Superintendent shall determine and maintain a schedule of applicable
charges for use of school facilities/property]designed to reimburse the district for costs in making facilities available to the user groups. For rental rate purposes, organizations seeking to use school facilities have been divided into three (3) categories as follows:

A. **Non-Profit, Non-Commercial, Non-Sectarian, Washougal School District, Community, Student, and Employee Organizations.**

This category refers to organizations whose main purpose is to promote the welfare of youth in the community and/or provide community access to government programs or opportunities for community participation, i.e. Boy Scout meetings, police officer training. These organizations may use certain areas without incurring a fee other than that which is required to maintain the facility/property. In the event additional staff are employed to supervise the event or clean the facility, the user will pay these costs.

B. **Special Interest Community Groups.** These are groups whose purpose is directed at specific interests. Partisan political events would be included in this category. Organizations claiming non-profit status for this purpose will be required to prove that the Internal Revenue Service has also recognized their non-profit status, i.e. Boy Scout fundraisers, family reunions.

C. **Commercial Enterprises.** These are profit-making organizations and business-related enterprises. A district facility may be rented for non-regular use. The district may deny approval when the district deems such use is in competition with commercial enterprise.

2. Fee use charges may be waived or reduced by the Superintendent or designee.

3. Rental Fees for Washougal School District facilities/property are listed in Procedure 4260-P.

**Legal References:**

<table>
<thead>
<tr>
<th>AGO</th>
<th>Initiative No. 1276, School District use of school facilities for Presentations of Programs--Legislation--elections</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCW</td>
<td>Permitting use and rental of playgrounds, fields, athletic facilities</td>
</tr>
<tr>
<td>RCW</td>
<td>Night schools, summer schools, meetings, use of facilities</td>
</tr>
</tbody>
</table>

**Adopted Date:** August 26, 1986  
**Revised:** January 14, 2003  
**Revised:** August 28, 2007  
**Revised:** May 10, 2011
Use of School Facilities/Property for Non-district Activities

Administrative Procedure 4260-P

I. Purpose
The Washougal School District facilities/property are owned and operated by and for its patrons. The District Administration has a responsibility to protect the properties and assets which are provided by taxpayers. The primary use of all school facilities/property is to provide educational services to students. District property may be used for other events when not required to provide for the education of students. A Facility Use procedure has been developed to implement district policy for use of district facilities/property for non-district activities. This established criteria for use is to minimize the risk and potential loss to the District from non-district use.

II. Criteria
The use of District facilities/property beyond the established educational programs of the District may be granted to persons, groups, or organizations as community, cultural, or recreational centers for the purpose of entertainment, personal development, and civic welfare. Non-district use of District facilities/property will be in accordance with non-discriminatory criteria as outlined in District Policy 4260. Use of facilities/property be in the following priority:
   A. Site generated use
   B. District use
   C. Community service/educational organizations
   D. All other
      Within this listing the following priority:
      1. Student programs
      2. Youth programs
      3. Adult programs

III. Denial of Facility Use
Permits will not be granted for any use which in the judgment of the District:
   A. May be prejudicial to the best interest of the school or the educational system.
   B. Will interfere with school activities.
   C. Lacks satisfactory sponsorship or adequate adult supervision.
   D. Might result in undue damage or wear.
   E. Is not consistent with the use for which the space was designed.
   F. Such use constitutes a clear and present danger to personal and public health, safety, and welfare.

IV. Application* shall include:
   A. Name of requesting individual, group, or organizations
   B. Name of responsible adult
   C. Address and phone of responsible party
   D. Date(s) and time(s) of use of facility
   E. Purpose of use and type of activity planned
F. Signature of responsible party agreeing to conditions of use
Applications may be obtained at all District sites and will be forwarded to the community education office.

*Auditorium and stadium use must meet additional conditions.

V. Approval
If the necessary criteria are met, use of the facility for non-district related activities will require approval by a designated District official. Field and gym use will be reviewed by the Athletic/Activities Director prior to approval. WSD student programs will have the highest priority of use.

VI. Minimum Age
In no case will the District grant approval of "Application for Use of School Facilities" to persons under the age of 21 (Adult) for use of its facilities/property. All groups or organization using the District facilities will identify a responsible ADULT. The group or organization members shall not be admitted until the responsible ADULT is present. The ADULT supervisor shall remain with the group during use of the facilities and be responsible for the group's conformance with all rules and regulations pertaining to the site.

VII. Specific Restrictions
Use of the District facilities/property, equipment, and services shall be restricted to those spaces and times set forth in the facility use agreement.

School district equipment shall not be used or moved except by prior agreement and under the supervision of district authorized persons. Those items will be replaced at the end of the activity.

Outdoor sports and activities (baseball, softball, soccer, etc) will be limited to use of equipment and footwear which will not damage school facilities. Guidelines and restrictions will be provided.

Use of tobacco, alcohol, and/or illegal drugs is prohibited on school district property.

Weapons, as defined by District policy, are prohibited on school district property except by duly sworn, active, law enforcement officers.

Fire and safety regulations of the District, Clark County and/or Skamania County, and the State of Washington shall be observed at all times. Maximum occupancy limits shall be enforced.

Decorations shall not be attached to facilities without permission and oversight. Balloons are prohibited in certain areas. Candles may not be lighted.

Behavior expectations for non-school hours are the same as for school hours.

VII. Cancellation
Approval of "Application for Use of School Facilities" shall not be considered by the applicant as a lease and the District reserves the right to cancel or revoke any use agreement at any time when it deems such action advisable and in the best interest of the Washougal School District.

In the event of such cancellation or revocation, there shall be no claim or right to damages or compensation by the user on account of any loss, damage, or expense.

*User request for changes to the Use Agreement are subject to an administrative fee.

VIII. Insurance
The District will establish criteria concerning insurance requirements of individuals, groups, and organizations applying for permission to use the District's facilities for non-district related activities.
The user must agree to protect, indemnify, and hold Washougal School District, its employees, directors, agents, or assignees harmless from all liability resulting from the use of school facilities. The user will be required to provide a certificate of insurance by an insurer naming the District as an additional named insured. Coverage shall, also, be drawn in favor of nearby property when required. Certificates/policies indicating coverage shall be submitted to the Director of Facilities not less than ten (10) days prior to the scheduled use. The requirement to provide insurance and the amount of insurance shall be applied at the discretion of the District administration and shall relate to the nature of the scheduled event or activity.

A. Type and Amount of Insurance

In those cases where the District requires insurance the certificate/policy of insurance shall be for comprehensive general liability coverage (including contractual liability) with minimum limits of $1,000,000 per occurrence (combined single limit) or $1 million limits each for bodily injury and property damage.

B. Waiver of Insurance

The District may waive the insurance requirement where such requirement would represent an undue hardship on the individual, group, or organization, or if the requirement is determined not to be in the best interests of the District. In cases where the District elects to waive the insurance requirement, the District will undertake direct supervision of the activity at the user's expense when necessary.

C. Certificate of Insurance

1. The certificate of insurance is to name the District as an additional insured; and
2. State that the user's coverage is primary and stipulate that the District's coverage is excess and shall not be called upon to contribute to a loss that would otherwise be paid by the user's insurer; and
3. The certificate of insurance will include a waiver of subrogation provision to the District.
4. Groups and/or organizations using the District facility for non-district related activities and charging an admission for said activities will, at all times, be required to submit evidence of sufficient insurance coverage in accordance with provisions stated herein.

D. Groups Charging Admission/Profit making ventures

1. It is not the intent of the Washougal School District to compete with private enterprise in renting facilities and Washougal School District will deny use of facility if a commercial site is available for event.
2. Groups charging admission or independently financed may use facilities rent-free if they donate a specific amount to the ASB fund or specific club. A special contract will be written outlining the agreement and the donated dollar amount. The agreement will be developed jointly by the Building Administrator, the Community Education Office, and the group executive. Custodial/Supervisory fees may still be assessed.