

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, gender expression, gender identity, homelessness, immigration or citizenship status, 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 to 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
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

Adoption Date: 08.26.86
Washougal School District
Revised: 01.14.03; 08.28.07; 05.10.11; 04.29.14; 11.25.25

Procedure - Use of School Facilities

Facility Reservations

- Requests must be made through the district's facilities coordinator at least two days in advance. Multiple dates for similar use (e.g., weekly meetings) may be included in a single reservation.
- Requests received with less than two (2) business days' notice will not be approved.
- Priority is given to school and school related events. General reservations on a first-come, first-served basis.
- District employees' reservations:
 - For any after-hours school-related events (e.g. concerts, presentations, committee meetings, etc.), employees must make reservations, unless prescheduled by leadership in advance, prior to the start of the school year.
 - For facility use for outside groups to which the employee is associated (e.g. recreational sports team, community groups, book clubs, etc.), reservations should be made based on the appropriate rental category, utilizing a non-district email address.
- Payment is required 48 hours prior to the event. Organizations renting continuously must make an initial payment, equal to one (1) month's rent; monthly payments are due within 30 days of the invoice date.
- Changes or additions must be submitted to the facilities coordinator.
- Cancellations made 48 hours or less from the date of scheduled use will incur a \$45.00 cancellation fee. Cancellations due to rain are not refundable. Cancellations should only be requested if the entire reservation is being cancelled.
- Emergency school closures will automatically cancel all facility rentals; contact the facilities coordinator for rescheduling.
- Security & Access:
 - Doors will be programmed to unlock only during reservation times.
 - If keys are issued, there will be a \$50 lost key charge.
 - Doors should not be propped open for safety of guests and facilities.

Eligibility & Priority Use Levels

Facility use will be prioritized for the following groups, in priority order:

1. Group 1: School and School Related groups and other Government Agencies - This category includes all Washougal School District student activities (e.g. performances, CTSOs, ASB/Clubs, athletics, and Washougal Community Ed).

These groups have first priority and supersede other use. For the purpose of fees, this category also includes Parent Teacher Organizations, Boosters, Scout and Campfire groups, 4-H groups, and local government groups, scheduled after district activities.

2. Group 2: Non-Profit Organizations and Non-District Youth Athletics and Activities - this category includes all non-profit organizations, youth sports and other extracurricular organizations not directly sponsored by Washougal School District, including both non-profit and for-profit youth activities.
3. Group 3: Commercial Enterprises (For Profit) - This category includes all for-profit activities, with the exception of those listed above.

For information on determining which group the request falls under, please see Policy 4260: Use of School Facilities.

Insurance Requirements

- Facility users must submit a certificate of insurance at least 48 hours prior to the event.
- Minimum coverage: \$1,000,000 combined single limit for bodily injury and property damage.
- The certificate must list Washougal School District as an insured party.

Conditions & Responsibilities for Use

School use takes priority; reservations may be modified or canceled for district needs. The district has final authority on facility use. Denials may be appealed to the Board of Directors.

Staff and visitors must maintain a professional and respectful environment. All groups using district facilities must provide competent adult supervision; **a facility monitor may be required for events when district staff is unavailable (additional charge applies)**. Vehicles must be parked in designated areas. Parking in bus lanes, fire lanes, or on fields is prohibited.

The following behavior is prohibited at District facilities at all times:

- Use or possession of alcohol, tobacco, marijuana, and controlled substances (RCW 28A.210.310)
- Smoking or vaping
- Foul or offensive language
- Lewd conduct
- Any other illegal activity

Facility users are responsible for damages. **Any damage must be reported immediately to the facilities coordinator.**

- Repair costs will be determined by the superintendent or designee and billed accordingly.
- Damage to fields or equipment may result in fines.
- Users must leave facilities clean and orderly and remove decorations, equipment, and trash.

Special Notes & Additional Fees

- Events outside custodial hours (weekends/holidays) require a two-hour minimum custodial staffing charge.
- Events within the weekday may include a custodial charge.
- Kitchen rentals require a kitchen monitor.
- School concession facilities permitted for district-approved ASB, PTO, PTA, or Booster Clubs only.
- External food vendors (e.g. food trucks) will incur a \$50 daily fee.
- Stadium Restrooms have a charge of \$80 per event.
- Fees may apply for district-owned equipment (e.g.audio/visual, scoreboard, field lights).

Rules for Specific Facilities

Turf Fields – Prohibited Items & Activities:

1. Metal spikes (rubber/plastic cleats only) [*Exceptions may be made via contract at the discretion of the District*]
2. Food, beverages (except water), gum, seeds, peanuts
3. Alcohol, smoking, tobacco, fires, BBQs, camping
4. Firearms, fireworks
5. Golf, cricket, archery
6. Unauthorized vehicles, skating, biking, rollerblading
7. Glass bottles, sharp objects, or substances that could damage the field

School Gymnasiums

1. Facility monitors are required on non-school days.
2. Only Whiffle, Nerf, Incrediballs, or other similar balls are allowed—no regulation baseballs/softballs.
3. No batting practice. Coaches may hit grounders for fielding practice only.
4. Cleats are prohibited; players must wear clean indoor shoes.
5. Participants must enter through gym doors only and not arrive before their scheduled time.

Performing Arts Center

1. The Auditorium Manager must be present during facility rental (**additional charge applies**). Large groups (more than 50 participants) will also require a facility monitor (**additional charge applies**).
2. No food or drinks are allowed.
3. Leave 36” clearance around fire extinguishers and exits.
4. No equipment storage overnight on school nights unless specifically pre-approved.

Washougal School District

Date: 11.25

Facility Rental Fees

For additional information, please see Policy & Procedure 4260 at www.washougal.k12.wa.us

Group A - School & School Related Groups and other Government Agencies													
<i>This category includes all Washougal School District student activities (e.g. performances, CTE, ASB/Clubs, athletics, and Washougal Community Education). These groups have first priority and supersede other use. For the purpose of fees, this category also includes Parent Teacher Organizations, and Boosters, scheduled after district activities.</i>													
Group B – Profit or Non-Profit Organizations and Non-District Youth Athletics & Activities													
<i>This category includes all profit or non-profit organizations, youth sports and other extracurricular organizations not directly sponsored by Washougal School District, including both non-profit and for-profit activities.</i>													
Group	Gym	Wrestling Room	Cafeteria	Commons	Kitchen	Library/ Classroom	CTE Classroom	WHS Stadium	Fields/ Covered Areas	Turf Fields	Tennis Courts	Perform Arts Center	Locker Rooms
Facility			Elementary/ Middle School Cafeterias	WHS Cafeteria (Common)	*Additional Rental Req.		Personnel & Custodial Required *Admin Approval	Personnel Required	All fields (including playgrounds and parking lots)	WHS field		Personnel & Custodial Required	Custodial Required
A	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
B	\$120 / hr	\$50 / hr	\$60 / hr	\$80 / hr	\$40 / hr	\$40 / hr	\$60 / hr	\$200 / hr	\$40 / hr	\$50 / hr	\$60 / hr	\$180 / hr	\$100 / hr

Please Note: Regular rates apply for use of facilities, Monday through Friday, 4:00 p.m. - 10:00 p.m. Please see the full Procedure 4260P for additional information on required staffing, insurance, prepayment, etc. Adherence to all Rules and Regulations for use of WSD Facilities is required. All facility requests need to be submitted to Sarah Bollenbaugh at sarah.bollenbaugh@washougalsd.org. Adult supervision and approved reservation requests are required at all times when on site. Reservation requests must be received 2 days in advance of the date requested.

Full payment for the event must be received at least 48 hours prior to the date requested.

<p>Personnel Rates:</p> <ul style="list-style-type: none"> ● Kitchen Monitor: \$40 per hour (2 hour minimum) ● Facilities Monitor: \$40 per hour (2 hour minimum) ● Auditorium Monitor: \$40 per hour (2 hour minimum) ● Stadium Monitor \$40 per hour (2 hour minimum) 	<p>Custodial Hourly Rates:</p> <ul style="list-style-type: none"> ● Weekday Fee: \$50 (2 hour minimum) ● Weekend Fee: \$90 (2 hour minimum) 	<p>Additional Rates (hourly):</p> <ul style="list-style-type: none"> ● Audio/Visual equipment: \$30 ● Field Lights: \$35 ● Scoreboard: \$20 ● Stadium Restrooms: \$80 per event
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Statement of Compliance for HB 1824 (concussion training) is required for all rentals for youth sports activities.