

# PROCEDURE



BOARD OF DIRECTORS  
**Cheney School District No. 360**

Procedure No. 4260

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Date Adopted: 12-16-15

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## COMMUNITY USE OF SCHOOL FACILITIES

### PROCEDURE:

Form No. 742 - Request for Use of School Facilities - will be completed and submitted to the Events Scheduler in the Maintenance Office at least two weeks prior to the date the facilities will be needed. In addition, if school kitchen use is requested, Form No. 406 - Application for Use of School Kitchen - must be submitted. These forms are available online or in the Maintenance Office.

\$5.00 administrative fee must accompany all facility use requests. Use will not be granted on holidays, "no work/no pay" days, or during the month of August. Daytime use only will be granted when school is not in session, i.e. spring, winter and summer breaks (8:00 a.m. to 3:00 p.m.).

### NO-CHARGE USAGE WHICH MAY BE APPROVED BY EVENTS SCHEDULER

1. Parks and Recreation - School buildings and grounds may be used by local Parks and Recreation Departments pursuant to Intergovernmental Agreements for the benefit of all Cheney School District students and constituents. The Parks and Recreation Director, or his/her designee, will coordinate buildings and grounds usage with the Events Scheduler.
2. School-sponsored organizations - Examples are: PTA, PTO, and ASB.
3. Scouting 4-H and Campfire organizations

No fee will be charged provided that additional staff are not employed to provide entry/closure, supervise or clean the facilities.

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## COMMUNITY USE OF SCHOOL FACILITIES

MINIMAL FEE USAGE WHICH MAY BE APPROVED  
BY EVENTS SCHEDULER  
(With Fees as Indicated)

1. School and Child-Related Groups or Other Government Agencies - Include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation, and are not operated for profit. Examples are: AAU, religious groups, garden clubs, polling places, presidential political caucuses and government groups.

A minimal fee will be charged when school is in session, provided that additional staff are not employed to provide entry/closure, supervise or clean the facilities. A charge will be established to recover additional utility, cleaning or supervision costs which are incurred when school is not in session or, in the event there are no school staff on duty, to reimburse the District for the costs of providing custodial services, etc. A charge will also be established for the use of CHS, CMS or WMS equipment.

Following are estimated charges when additional staff are not required.

Single Room Use .....	\$2.50 per hour
Gymnasium or Cafeteria Use .....	\$5.00 per hour
Double Gym Use .....	\$10.00 per hour

Following are additional fees which may be applicable:

Custodial Fees .....	\$45.00 per hour
Cafeteria Workers, Supervisors or Others .....	\$35.00 per hour
CHS, CMS, or WMS Equipment Use .....	\$50.00 per day
Utilities Fees.....	\$30.00 per hour

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## COMMUNITY USE OF SCHOOL FACILITIES

### FEE-PAID USAGE WHICH MAY BE APPROVED BY EVENTS SCHEDULER (With Fees as Indicated)

1. Nonprofit Groups - Include those organizations which might wish to use school facilities for lectures, promotional activities, political rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The District will charge a rate for costs incurred, except that minimal fees may be charged when a service club or other nonprofit group can document it is raising funds for charitable purposes. Professional fundraisers representing charities must provide evidence that the fundraiser: 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. 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.
2. Other Groups or Individuals - Requests for use of school facilities by any groups or individuals not covered in the categories listed above will be considered.

### FEE SCHEDULE FOR COMMUNITY USE OF SCHOOL FACILITIES

Usage fees will be charged to groups and organizations other than those listed for no or minimal charge above, for all items which incur an additional cost to the District. These include, but are not limited to, custodial and cafeteria worker salaries and benefits, supervisory costs, CHS, CMS or WMS equipment use, utilities (heat, lights, etc.) and payment for damage to buildings and grounds. Exact fees will be computed and billed by the Business Office upon receipt from the Events Scheduler of confirmation of use and employee time sheets relative to such use.

Following are estimated charges:

Custodial Fees.....	\$45.00 per hour
Cafeteria Workers, Supervisors or Others.....	\$35.00 per hour
CHS, CMS or WMS Equipment Use .....	\$50.00 per day
Utilities Fees .....	\$30.00 per hour

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## COMMUNITY USE OF SCHOOL FACILITIES

### RULES FOR COMMUNITY USE OF SCHOOL FACILITIES

School facilities are not available for community use during school hours or during school-sponsored activities. Approval for use during other hours may be granted in advance by the Superintendent/designee for school or school-related groups only.

Sponsoring organizations will provide sufficient, competent adult and/or special supervision approved by the District. At the sole discretion of the District, supervision by local law enforcement may be required. Supervision will be arranged and paid for by the sponsoring organization. Documentation of such supervision arrangements will be provided to the District prior to use.

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use, and nicotine products and delivery devices ~~is~~ are prohibited in school facilities and on school property.

It is a violation of District policy and state and federal law for any person to carry a firearm or dangerous weapon on school premises or other District facilities.

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/designee, 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, and will provide proof of such insurance. If use of the District's facilities is to be ongoing, the applicant will provide evidence to the District showing current coverage dates.

Additionally, organizations engaged in youth sports activities and using school facilities must submit a signed statement of compliance with School Board Policy and Procedure No. 3422 for the management of concussion, head injury and sudden cardiac arrest in youth sports.

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The Superintendent possesses the authority to make the final decision on use of school facilities by a group. The group may appeal such decision to the Board.

Because of the value of the District's playing fields to the community's total recreational opportunity, the use of fields 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/designee will make reasonable effort to obtain restitution for the damage.

A custodian, building administrator or other authorized District representative must be on the premises when any nonschool group is using school buildings.