

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 may 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

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](#)

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: 7.22.14;

Medical Lake School District

Revised: 12.00; 08.09; 12.11; 06.13; 07.13; 02.14;

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 the 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.

Alcoholic beverages and illegal drugs will not be permitted 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 \$1,000,000 due to bodily injury or death of one person or at least \$2,000,000 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 used 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 or Board member must be on the premises when any non-school group is using school facilities. However, under special circumstances, the Superintendent may waive this requirement.

FACILITIES USE FEE SCHEDULE

GROUP	SUPERVISION	CUSTODIAN	USE FEE	KITCHEN WORKER**
Group 1 School or Child-Related Groups or other Government Agencies	Negotiable	No Charge if Majority are Medical Lake Students/\$35 per hour otherwise	No Charge	\$30/hour (if needed)
Group 2 Nonprofit Groups	Negotiable	No Charge if Majority are Medical Lake Students/ \$35 per hour otherwise	No Charge	\$30/hour (if needed)
Group 3 Commercial Enterprises	Negotiable	\$35 per hour	\$200 per day	\$30/hour (if needed)

REGULAR SCHOOL DAY (Custodian on Duty)

*Group 3 activities, which are deemed to provide a definite benefit for students and/or member of the community, may be allowed to pay a reduced rate when deemed appropriate by the Superintendent. This fee will be based on a cost charged to the community and the District’s incurred expenses to include, but not limited to, personnel and utilities.

NON-SCHOOL DAY

GROUP	SUPERVISION	CUSTODIAN	USE FEE	KITCHEN WORKER **
Group 1 School or Child-Related Groups or other Government Agencies	Negotiable	No Charge if Majority are Medical Lake Students/\$35 per hour otherwise	No Charge	\$30/hour (if needed)
Group 2 Nonprofit Groups	Negotiable	\$35 per hour	No Charge	\$30/hour (if needed)
Group 3 Commercial Enterprises	Negotiable	\$35 per hour	\$200 per day	\$30/hour (if needed)

**Minimum of 2 hours

Non-School Day or Night
 Damage Deposit may be required
 A minimum custodial fee of \$35 per hour will be assessed if the facility and/or field are not left clean
 If any damage is incurred, parties will be responsible for payment
 If payment is not made, parties may no longer be allowed to use the facility and/or field

Scheduling cutoff date

If you desire to reserve a District Gymnasium for a time period overlapping two seasons.

Requests for Facility Use will NOT be accepted before:

- August 15
- December 1
- March 1
- May 1

For use encompassing:

- Sept 1 – Dec 31
- Jan 1 – March 31
- April 1 – May 31
- June 1 – July 31

**MEDICAL LAKE SCHOOL DISTRICT NO. 326
APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES**

School Requested: _____

NAME

Name of Applicant and/or Organization _____

Mailing Address _____ Phone _____

City _____ State _____ Zip _____

FACILITIES REQUESTED (only those facilities and equipment specifically requested are to be used)

Specific Facilities Requested such as Multipurpose Room, Cafeteria and/or Kitchen, Gym, Classroom, Athletic Field, Etc.

Approximate Number of People Expected: Audience _____ Performers _____ Total _____

What Special School Equipment is Desired _____

TIME

Date(s) Facilities are to be Used _____

Hours* From _____ TO _____

(*Unless otherwise arranged, it is understood that the building will be open 1/2 hour before and after the time requested.)

PURPOSE

What is the nature and purpose of meeting? _____

MISCELLANEOUS

What type of supervision will be provided? _____

Will there be an admission, collection, or funds solicited? _____

ESTIMATED CHARGES
Facility _____
Custodial _____
Kitchen Help _____
Equipment _____
Other _____

Rental fees shall be determined by the latest established rental rates and are payable upon receipt of billing to: <p style="text-align: center;">Medical Lake School District P.O. Box 128 Medical Lake, WA 99022</p>
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AGREEMENT:

The undersigned hereby makes application to Medical Lake School District No. 326 for the use of school facilities described above, and certifies that the information given on the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Medical Lake School District and of the Principal of the School in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the school premises and property and to save the District harmless from all liability resulting from the use of said facilities, and further agrees to use only those facilities indicated under the section "Facilities Requested." Applicant further agrees to read and abide by the Rules and Regulations set forth on the back of this application. The applicant further agrees to reimburse Medical Lake School District for any damage arising from the applicant's use of said facilities.

Signature of Applicant Date

Signature of Building Principal Date

Signature of Food Service Supervisor (if applicable) Date

Superintendent/Asst. Superintendent/Designee Date