

PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES
POLICY NO. 7253P

Organizations Eligible to Use School Facilities

The Board subscribes to the belief that public schools are owned and operated by and for its patrons. The public is encouraged to use school facilities but shall be expected to reimburse the District for such use to ensure that funds intended for education are not used for other purposes. The District will determine if the use is an appropriate function.

District sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Whenever a conflict exists between a school function and community use, the school shall have first priority.

The Colfax School District uses the following classification system to determine eligible groups:

- Class A -- Parents, youth and/or employee groups whose purpose is the advancement of/or supplementing school programs and open to the general public; community betterment groups; public agencies or other local groups formed to address community issues, when in the judgment of the district, the meeting serves a public purpose.
- Class B -- Youth non-profit social and recreation groups, city/county youth leagues, and non-profit adult education.
- Class C -- Community clubs; cultural, political, sectarian, adult recreation, private schools or programs that exist for profit and other adult non-profit organization.

Scheduling priority shall be given to groups in order of their date of receipt of written application for use of facilities by the Superintendent.

The Superintendent may waive the charges or a portion of the charges when a college or university offers in-service classes at the district's request, or in other appropriate circumstances.

Should a religious organization wish to use school facilities for a not-for-profit activity other than instructional and/or religious nature, it will be treated as any other not-for-profit organizations.

Colfax School District Facilities Use Application will not be granted for any use, which in the judgment of the district:

1. May in any way be prejudicial to the best interest of the schools or the educational system.
2. Lacks satisfactory sponsorship or adequate adult supervision.
3. Might result in undue damage or wear.
4. Is not consistent with the use for which the space was designed.
5. Is for commercial purposes when other facilities are available.

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.

Fees:

The rate schedule will be reviewed annually and adjusted by the superintendent.

The term "fees" includes three separate items:

- First, the rental of the facility.
- Second, expenses incurred in the use of the facility such as heat and electricity.
- Third, the reimbursement to the personnel necessitated by the use of the facilities, such as the custodian for cleaning, boilers, setting up for performance, and/or appropriate supervision.

Rental charges shall be levied at rates specified in the district rate schedule with these conditions:

- a) a reasonable time for set up and take down before and after event will be allowed without additional indirect charge,
- b) equipment normally associated with room use is included in fee with the exception of electronic equipment such as computers, projectors, and document cameras, and
- c) locker room use without showers included in fee for auditorium productions.

The school district will assign personnel to supervise the use of school district facilities as needed. If not required in the agreement, the school will assign custodial services if facilities are not satisfactorily cleaned. Rental price will include prior cleaning and preparation as per normal school day use of area.

All fees, including rentals, expenses and gratuities, should be paid by check or cashiers check. All payments will be made within 30 days after receipt of the invoice provided by the School District Business Office. Rental payments may be required in advance.

Insurance

The applicant agrees that Colfax School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of the applicant, its agents, employees, invitees, or subcontractors.

The applicant agrees to protect, indemnify, and hold harmless the Colfax School District and its officers, employees, directors and agents, as well as their successors and assigns, from claims, liabilities, suits arising from injury to person or property from negligent acts of applicant, its agents, employees, invitees or subcontractors.

A certificate of liability insurance shall be required for all activities that are not directly sponsored by the district. The user shall provide a certificate of insurance, satisfactory to the district, prior to use of the facility. This insurance shall be primary and written for a minimum of \$1,000,000 Combined Single Limit, per occurrence. The insurance certificate shall list the Colfax School District, its officers, directors and employees as an additional named insured and shall provide for notification to the district in the event of cancellation or termination, or material change in the policy, with not less than ten (10) days notice.

Youth Athletes Organizations or Other Youth Activity Use Requirement

In accordance with RCW 28.A600 and RCW 4.24.660, organizations wishing to use district facilities to operate a youth program where there is any reasonable risk of head injury or concussion must meet the following requirements before use of district facilities will be authorized:

1. All participants must be insured for bodily injury and/or death with per person limits of at least \$50,000 and per occurrence limits of at least \$100,000. This insurance must be provided with an insurance company authorized to do business in Washington State. If this insurance lapses during the term of the agreement the youth organization facility use will be discontinued until written proof of valid insurance is provided to the district. (The bodily injury and/or death insurance is required in addition to the certificate of liability insurance referenced below.)
2. The youth organization shall provide a statement of compliance acknowledging that the youth organization, coaches, volunteers and youth athletes and parent/guardians have reviewed and fully understand the information provided by the WIAA on the risks of head injuries and concussions. This statement of compliance must be provided with each new facility use contract.
3. All youth organization coaches, volunteers and participants of all activities covered by this policy shall comply with all provisions of RCW 28.A600 and RCW 4.24.660 and the guidelines, policies and requirements declared by WIAA for the management of head injuries and concussions. Specific language relating to head injury and concussion can be found on the WIAA website.

All community athletic programs using district facilities shall not discriminate against any person on the basis of gender in the operation, conduct, or administration of their program for either youth or adults.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents.

The Superintendent shall establish procedures for use of school facilities, including supervisory requirements, restrictions, security, etc.

Those using school facilities shall maintain insurance for accident and liability covering persons using the District's facilities under the sponsorship of the organization.

Adopted February 24, 1994

Revised: February 13, 2012

Revised: December 27, 2012