

COMMUNITY RELATIONS

Use of School Facilities

Application for use of school facilities shall be made to the facilities maintenance manager. At the time of application, the availability will be verified and any fees will be assessed.

The district's facilities and properties are not available to the public until 5:30pm. The facilities will be locked after 5:30pm to ensure the safety of afterhour's staff and secure district property. Arrangements for after-hours access must be coordinated through the school district's maintenance and facilities department 24 to 48 hours in advance.

To obtain a facilities use request;

1. Pick up a "Facility Use Application & Agreement to Use School Facilities" form at the Facilities department between 7:00am -3:30pm.
2. Read the forms and attachments carefully before signing. This is your agreement with the school district. Failure to comply with the districts rules and /or policies may result in additional fees.
3. Youth organizations engaged in sports activities must submit a signed statement of compliance with the policies for cardiac arrest and the management of concussion and head injury in youth sports as required by RCW 28A.600. Statement of compliance must be submitted at time of application.
4. Complete the form and deliver the form, with your proof of liability insurance, and, if applicable, the head injury statement of compliance document to the facilities office. The form will be assessed for use fees and facilities availability. The facility will then be scheduled and an e mail will be sent to the principal or principal designee of the scheduled facility.
5. Certificate of Insurance and signed Compliance Statements must be received prior to final approval and use.
4. Facilities will e mail you with a confirmation after fees have been paid.

NOTE: All school district activities take priority over booked events of others, so there is a possibility that your event maybe moved to another location with short notice; though these events are rare and the facilities department will attempt to meet your needs.

*Low cost special events liability insurance is available through the school districts carrier. Information may be obtained through the facilities office.

Contact Information:

John Fisher-Manager of Maintenance and Facilities

Tami Gebhardt, Support Services Assistant

Phone: 360-879-1902

203 Lynch Street W.

PO Box 698

Eatonville, WA 98328

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 fifty (50) percent of the gross revenues.

The superintendent shall develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule shall be evaluated every two years.

Alcoholic beverages, illegal or controlled substances, including marijuana, tobacco, delivery devices, vapor, electronic delivery devices, and weapons shall not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. Event sponsors are responsible for enforcement.

Driving and parking on sports fields is prohibited unless specifically authorized by the facilities manager. Additional rules and regulations are located on the facility use form. Event sponsors are responsible for compliance and enforcement.

All applicants for use of school facilities must agree to exercise the utmost care for facilities. The applicant must protect, indemnify and hold Eatonville School district free and without harm from all claims, loss or damage, liabilities, expense, damages, or rights of action resulting from the use or occupancy 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 shall be decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained. Until the facility fee is paid, the group(s) will not use the facility.

Applicants may only use the facility requested on the signed facility form. If a group rents a specific facility but uses other areas of a facility, the group will be charged double rent for that area.

(Ex. If a group rents the auditorium and uses a classroom, an additional fee will be charged equal to double the comparable fee.)

Because of the potential for damage to the facility, gymnasiums will not be used for t ball, baseball, fast pitch or other outdoor sports activities. Exception to this must be approved by the Manager of Facilities or Superintendent. A separate application for facility use must be completed if an organization wishes to use the gymnasium in addition to the fields for any reason. The use must be appropriate and compatible with the facility.

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. 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.

The Superintendent in consultation with the Washington State Risk Management Pool may set higher insurance requirement for facility use. If use of the district's facilities is to be ongoing, the applicant shall provide evidence to the district once every thirty days that the insurance remains in effect.

The superintendent or designee possesses the authority to make the decision on use 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 residents. However, priority of use is; 1. Extra Curricular and Co Curricular activities. 2. Groups with rental agreements. 3. Other community use. The use must be appropriate and compatible with each play field and its surrounding area. Such use shall 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 prohibited. Should damage to fields and lawns occur, the superintendent shall make all reasonable effort to obtain restitution for the damage.

For health and sanitation reasons, pets or other domesticated animals, with the exception of service animals, may not be brought on school grounds or facilities without written authorization from either the superintendent, facilities director or principals.

At the decision of the superintendent, misrepresentation may result in the individual group being permanently excluded from district facilities use. Any advanced deposits for facilities use may also be forfeited in the case of misrepresentation.

The district reserves the right to require a custodian or other authorized staff member on the premises when any non-school group is using school facilities.

Revised: 08/27/03
08/26/09
09/09/09
04/27/11
12-2016