

## USE OF SCHOOL FACILITIES

The board subscribes to the belief that public schools are owned and operated by and for the Griffin Community. The public is encouraged to use school facilities but shall be expected to reimburse the district for such use to insure that funds intended for education are not used for other purposes. On recommendation of the superintendent and/or his or her designee, the board shall set the rental rates schedule.

Organizations requesting use of Griffin School District facilities should plan on making application well in advance of desired dates since scheduling, subject to the foregoing priorities, will be made on a first-come, first served basis. Last-minute applications may be rejected on the basis of improper time for scheduling and planning. The burden of providing proper lead time and following procedures rests with the applicant.

The superintendent and/or his or her designee is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Organizations using school facilities shall maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization. Community athletic organizations that use district facilities shall not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. 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. For rental rate purposes, organizations seeking the use of school facilities have been divided into six categories;

### **CATEGORY 1 (No Charge/In-house School Sponsored)**

The building principal will forward all applications to Administrative Office when the "use" is large enough, (School sponsored events such as staff and in-service training meetings, bargaining group meetings, site councils, district sponsored co-curricular activities) or the type that could/will impact the school facility or regular school day schedule. Forms will be made available to staff.

### **CATEGORY 2 (No Charge/School Related)**

The District will impose no rental use charge and will impose no custodial charge when a custodian is present as part of his/her normal work schedule and no additional time is required. This category includes school related activities, such as ASB, parent-teacher organizations, District Board of Directors, the Griffin Foundation, staff and in-service training meetings, bargaining group meetings, site councils, district sponsored co-curricular activities, and school groups using the facility for fund raising (including ASB, PTO and booster club fund-raisers). Public elections are also included in this category.

### **CATEGORY 3 (Non-school related/Cost Recovery)**

The District may impose a cost recovery fee but will impose no rental use charge for the use of school facilities by these organizations. The District may waive custodial charges when a custodian is present as part of his/her normal work schedule. This category includes youth sports/organizations with a simple majority of Griffin students, YMCA, and Thurston County Parks & Recreation programs (including Boy Scouts, Girl Scouts, etc.) Also included in this category are governmental agencies (city, fire districts, etc.), and Griffin neighborhood organizations, (i.e. the preschool board, local church groups, etc.) and other school district and educational organizations.

#### **CATEGORY 4 (Fee & Cost Recovery)**

The District will impose a rental fee, appropriate custodial fees for this type of use. This category includes organizations that do not serve the local community directly or do not have a majority of their members/ participants residing in the District, such as youth sports/leagues/groups that do not have a majority of Griffin students and private educational groups and universities whose enrollment is open to Griffin School District staff for continuing education.

#### **CATEGORY 5 (Commercial Rate)**

The District will impose a rate high enough so that tax-supported school facilities shall not be in unfair competition with privately owned companies in the business of renting such space. Commercial applicants must be able to demonstrate that comparable privately owned facilities are not available on the date(s) requested.

#### **FIELDS (District Play Fields)**

- a. The priority of use of District playfields shall be for District/School events. The District's play fields may be used by all District residents for open play and general recreation. The use of the fields must be appropriate and compatible with each play field and the surrounding area. Activities which endanger others or cause damage to fields and surrounding areas shall be prohibited. Such open play and general recreation will be preempted by properly scheduled use of the fields.
- b. All non-district organizations must schedule the use of District fields with the District Office. Non-district organizations interested in using 41st Street Property must schedule the use with Griffin School District as appropriate.
- c. The use of fields may be restricted due to seasonal weather as determined by the Maintenance Supervisor and/or his or her designee.
- d. The District may impose a rental fee for the use of fields for organized activities other than those coordinated with the District Office, consistent with the category of use.
- e. Because of the value of district's playing fields to the community's total recreational opportunity, the district may permit use of the fields by residents. 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 restricted. Should damage to fields and lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage.

District sponsored activities, including curricular and co-curricular functions, retain first priority in use of all facilities. 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 schedules of rates are minimum charges based on hourly usage. Additional charges for set-ups, clean ups, and events exceeding the rental agreement, may be assessed to recover costs incurred by the district. The district shall charge a rental rate in excess of costs incurred, except that such excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes or if there are no extra costs to the district for cleaning, staff time or overhead. Fees will be based in accordance with the district approved fee schedule (see attached).

## USE OF SCHOOL FACILITIES (PROCEDURE)

The superintendent and/or his or her designee shall develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule shall be evaluated on an as needed basis.

Sponsoring organizations shall provide sufficient, competent adult and/ or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.

Griffin School District is a gun, drug, and tobacco free zone. Weapons, alcoholic beverages, tobacco, and/or illegal drugs shall not be permitted in school facilities or on school property at any time.

Banquets/Potlucks: the use of the school cafeteria and kitchen area may be made available for banquets/potlucks when such banquet/potluck is to be catered. Catering services can be provided by Griffin School District Child Nutrition Services. The District may impose a rental fee for a banquet/potluck consistent with the category of use as determined by the Superintendent and/or his or her designee. Kitchen use must be approved by the Child Nutrition Services Supervisor. Kitchen equipment will be operated by Food Service personnel only. At least one person using the kitchen must have a valid health card. They must be present at all times when the kitchen is being utilized. A copy must be provided to the Griffin School District prior to the function.

All applicants for use of school facilities shall 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 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.

Applicants for use of school facilities may be required to 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 shall provide evidence to the district once every year that the insurance remains in effect.

The Superintendent and/or his or her designee possess the authority to make the decision on use of school facilities by an organization.

Griffin School District #324

**FEE STRUCTURE FOR USE OF SCHOOL FACILITIES**

The fee schedule is minimum charges based on hourly usage. Additional charges for set-ups, clean ups, and events exceeding the rental agreement, may be assessed to recover costs incurred by the district. The district shall charge a rental rate in excess of costs incurred, except that such excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes or if there are no extra costs to the district for cleaning, staff time or overhead. Fees will be based in accordance with the district approved fee schedule.

- Category 1: (No Charge/In-house School Related)
- Category 2: (No Charge/School Sponsored)
- Category 3: (Non-School related)
- Category 4: (Fee & Cost Recovery)
- Category 5: (Commercial Rate)
- Fields (District Play Fields)

<u>Location</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>	<u>Category 5</u>
Large Room*	\$0.00/hour	\$0.00/hour	\$4.00/hour	\$12.00/hour	\$35.00/hour
Gym	\$0.00/hour	\$0.00/hour	\$5.00/hour	\$15.00/hour	\$50.00/hour
Classroom	\$0.00/hour	\$0.00/hour	\$2.00/hour	\$5.00/hour	\$20.00/hour
Cafeteria	\$0.00/hour	\$0.00/hour	\$4.00/hour	\$12.00/hour	\$50.00/hour
Main Campus Field	\$0.00/hour	\$0.00/hour	\$0.00/hour	\$12.00/hour	\$50.00/hour
41 <sup>st</sup> Street Fields	\$0.00/hour	\$0.00/hour	\$0.00/hour	\$12.00/hour	\$50.00/hour

\* *Music Room, Library, etc.*

Charges are based on weekday and evening usage, additional costs for custodial or other employee supervision will be charged when facilities are requested on Saturday and Sunday at time and one-half, holidays at double time, and for not less than two hours. Fees are based on use of one hour plus 15 minutes before and after the program or meeting, except as noted. Hours required for clean-up in excess of one-half hour will be charged at the rate of current cost to the District. Additional charges for set-ups, clean-ups and events exceeding the rental agreement, may be assessed to recover costs incurred by the District.

The use of kitchens may entail extra charges plus requiring the supervision of a regular school food service employee, paid at the current district wage scale,

The Superintendent shall have the authority and be responsible for permitting or denying user requests and imposing or waiving the fee schedule as per District policy and/or Administration/School Board directive.

**Insurance**

A Certificate of Insurance is required for non-profit, high potential hazard activities or private/for profit organizations and must be submitted to the District to be kept on file. Said certificate will show the name of the insurance company, the policy number, the policy term, and the amount of liability coverage.

**Equipment Rental Fees**

The Superintendent and/or his/her designee shall have authority to permit user groups/individuals to use District owned equipment in the facility. Non-school organizations, which are paying a user fee, will be charged an equipment user rate equal to that charged by commercial equipment rental agencies.

2/24/10