**SELAH SCHOOL DISTRICT** Procedure 4260P

**Use of School Facilities**

Other than for school functions and school-related events (e.g., open house, back to school night, parent conferencing, class plays and musicals, etc.), persons (including district employees) or organizations who desire to use facilities will apply for permission, and their request will be processed according to this procedure and in accordance with school district Policy 4260.

I. General Guidelines

A. Application for use of school facilities shall be made using the process outlined in these procedures. See Section III – Classification and Scheduling for specific information.

B. A district employee may be assigned and be responsible for unlocking and securing the building for use after school hours for all events. If the facility used is a gym, key cards are issued which will provide access to buildings for authorized users for a specific period of time on date(s) authorized. A district employee or non-employee building supervisor must be present during times that a school facility is in use. This individual shall know whom to contact should there be any issues with the energy management system, provide for building security, make certain that unauthorized sections of the buildings are not accessed, ensure the safe, proper, and authorized use of district furniture and equipment, and represent the district in case of an emergency. The district reserves the right to require that a paid district employee be on-site if the use of the facility or equipment warrants close district supervision. In such cases, the lessee shall be responsible for said employee’s actual wage costs, inclusive of any overtime and employment taxes.

C. Insofar as is practical, all meetings shall close in sufficient time to clear the building by the time established by the district. If the event goes beyond the time designated, additional charges shall apply. If time allows and an event extends more than one (1) hour past its scheduled use, or cleanup takes more than one (1) hour, or a group presents itself for use that is not listed, the custodian on duty shall contact the designated district administrator for follow up the following business day.

D. When a fee is applicable, a minimum of two (2) hours shall be charged for the rental of any facility or space. In addition, any use of facilities necessitating cleanup shall be charged a minimum of two (2) hours of custodial time. Additional time may be billed depending on the total number of spaces used and the cleanliness of the activities taking place therein.

E. Cancellations of facility use must be communicated to the building principal or athletic director within ten (10) business days of the date(s) authorized for use. If appropriate notification is not made, future privileges may be withheld.

F. School-district-owned furniture and equipment shall not be removed from district facilities for loan to any individuals, groups, or organizations other than inter- district organizations approved by the Associate Superintendent for District Operations.

G. Equipment and furniture including, but not limited to, pianos, tables, chairs, podiums, public address (PA) systems, and audio/video equipment shall not be used or moved without the approval of the building principal or designee.

H. District-owned office and school supplies shall not be used.

I. The site shall report any damage incurred, missing equipment, additional cleanup required, or other related or similar costs to the athletic director or building principal (or designee). Any incident reports will be communicated to the Associate Superintendent for District Operations and he/she will review information, including surveillance camera evidence, as applicable, and invoice the appropriate individual or group for the additional costs associated with the damage, missing equipment or additional cleanup required.

J. Keys and/or badges with codes to buildings shall not be issued or loaned on any occasion to any individual or group for any purpose. Doors will be unlocked and locked by authorized employees or assigned non-employee building supervisors. An authorized school employee may be required to remain on-site at all times during the event.

Key cards will be issued for gym use prior to the dates requested and shall be returned to the district once events are completed. Users with multiple dates/times authorized will be allowed to hold the key card until the last event is played. At that time the card shall be returned to the district. A fee will be charged for cards not returned and future privileges to use facilities may be withheld.

Facilities shall only be used on approved dates and times.

 Facility users may lose privileges if procedure violations occur.

K. Facility use opportunities may be restricted during scheduled student breaks (spring, summer, and winter) if such use interferes with the maintenance program.

L. If a concern regarding the appropriate use of district facilities arises, authorized district employees have authority to order any person, persons, or groups to leave or vacate all or any portion of the school facility or grounds. Concerns regarding the use of district facilities may also be reported to the applicable building principal or athletic directors.

M. Religious organizations may rent school facilities for religious services. Facility usage for religious organizations is intended as temporary use for groups that are seeking their own permanent quarters, or groups that temporarily have no quarters. Rental charges will be assessed in accordance with the board-approved fee schedule for Class III – Commercial Enterprises. Individual facilities will not be available on an ongoing basis due to the priority for district activities.

N. If a permit has been issued to a group for use of district facilities and the facility is later determined to be unavailable, a school district representative shall provide a timely notice of cancellation to the applicant, including the reason for the cancellation.

O. The maximum number of people permitted in any school facility shall be restricted as indicated by the appropriate fire marshal.

P. The district reserves the right to require police supervision, security, or fire protection at any event whenever the building principal, athletic director or the superintendent's office deems such protection necessary. The cost for this additional supervision shall be borne by the user.

Q. Organizations renting school district facilities are required (at their expense) to include the following statement in any and all advertising associated with the event: "This is not a Selah School District sanctioned or sponsored event."

R. Students, and employees, have the same rights (and must comply with the same procedures) for the use of district facilities as any citizen. Students must have teacher or parent/guardian supervision when using district facilities.

S. It is the sole responsibility of the users of district property to comply with federal, state, and municipal laws and to obtain any permits necessary to conduct a particular activity including, but not limited to, zoning permits and approvals.

T. The use of fields must be appropriate and compatible with each playing field and its surrounding area. Field 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.

U. Youth organizations engaged in sports activities and using school facilities must confirm compliance on the on-line application for facility use with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

V. Boisterous conduct, profane or other improper language will not be tolerated.

W. Alcoholic beverages, illegal drugs and weapons (i.e. guns, knives, etc.) shall not be permitted in school facilities or on school property at any time.

X. Tobacco use is prohibited in school facilities and on district property.

Y. Games of chance, lotteries and door prizes are not allowed except as permitted by law and then only with proper licenses, if applicable, from the State Gambling Commission.

Z. The district reserves the right to cancel any application. In the event of a cancellation, there shall be no claim or right to damage or compensation for any loss, damage or expense incurred by the applicant as a result of such cancellation.

II. Fees and Payment

1. Facility use fees will be assessed in accordance with the board-approved fee schedule

<https://www.selahschools.org/cms/lib/WA02215686/Centricity/domain/40/policies/4000/4260-Procedure.pdf>

Invoices will be generated and mailed to the user following the facility use date.

Payment of all fees shall be remitted by mail, in person, or online payable to Selah School District:

1. By mail: Selah School District, Attn: Accounting Specialist, 316 West Naches Avenue, Selah, WA 98942; or

2. In person: Accounting Specialist, 316 West Naches Avenue, Selah, WA 98942

B. Full payment is due within thirty (30) days after the invoice date. If full payment is not received thirty (30) days after the date of the invoice, late charges will be assessed and future facility privileges may be withheld.

III. Classification and Scheduling

Public school facilities 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. Any requested use of the school facility will be classified in accordance with the following guidelines, and rental fees will be charged accordingly (unless waived by the superintendent). The superintendent or designee shall make the final decision regarding classification of proposed uses.

A. Class I - School or Non-profit Child-Related Groups or Other Government Agencies

1. General Guidelines – Scheduling

a. Regular district classroom activities, school-sponsored activities, and school-related groups and organizations shall be scheduled through the principal or designee who shall be responsible for ensuring that the school events are entered in the scheduling system within a minimum of two (2) weeks prior to the event. This does not include the entry of community youth groups by the schools.

b. All other Class I activities shall be scheduled through the on-line facility use system at <https://www.selahschools.org/Page/1008>.

c. Class I activities will not be charged for use of district facilities during normal custodial hours of operation; provided that sufficient time is available for cleanup and security tasks after the group has vacated the premises. Should the use require overtime or otherwise increase personnel costs, the school or department using the facility shall be charged in accordance with the board-approved fee schedule.

2. Class I Organizations – General categories

a. Sanctioned school-sponsored activities for students and parents (e.g., school clubs and dances, intramural sports, after school programs, plays, musicals, meetings, etc.)

b. School-related groups and organizations (e.g., PTO, Booster Clubs, Selah Education Foundation, etc.)

c. Chartered youth groups (e.g., Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, youth commissions, youth support groups, etc.)

d. Joint Use Organizations who have Joint Use Agreements with the school district (e.g., City of Selah Parks and Recreation Department)

e. Other school district groups (e.g., meetings and special events)

f. Other local organized youth activities: for local youth sports and athletic groups, practices are waived; however, all tournament activities or games where a gate is charged, banquets, fundraisers, and special meetings will be considered a Class II request and will be charged according to the rate schedule.

g. Community organization meetings (e.g., neighborhood or citizen concern groups, political caucuses, etc.)

h. Community education activities (e.g., government sponsored and other free educational events) and civic and service organizations

i. Community groups sponsoring fundraising activities that directly benefit the schools or district students (e.g., community development groups).

B. Class II – Nonprofit Groups

1. General Guidelines – Scheduling

1. Class II activities shall be scheduled through the on-line facility use system at <https://www.selahschools.org/Page/1008>. Facility Use – Expectations and Responsibilities are defined and agreed to at the time of application.

b. Class II activities will be charged in accordance with the board-approved fee schedule to cover the direct and indirect costs incurred by the district (e.g., salaries, benefits, utilities, maintenance, supplies, insurance, etc.) for the facility and/or room type used. The fee schedule can be accessed at the link above in IIA.

c. Class II youth sports and athletic groups (i.e. Selah AAU, Club Selah Volleyball, HD Basketball, Team Yakima Volleyball, etc.) will receive discounts from the board approved fee schedule as follows:

0% to 25% SSD Students 15% discount

26% to 50% SSD Students 30% per hour discount

51% to 75% SSD Students 45% per hour discount

76% to 99% SSD Students 60% per hour discount

100% SSD Students 75% per hour discount

*\*The non-profit athletic groups will not be charged for practice time. They will however be charged for tournaments, camps, clinics or games where a gate and/or concessions are sold.*

*Facility use charges will be calculated using the discount structure provided when Selah students are part of the organization using the facilities.*

2. Class II Organizations – General categories

a. College classes and activities (e.g., evening degree programs, etc.)

b. City, county, and state agencies (other than educational)

c. Non-profit organizations conducting non-charitable fund raising activities

d. Authorized youth sports leagues (NOTE: discounts will be offered to youth sports groups whose members include students of Selah School District per chart above)

e. Authorized adult recreational clubs and teams (e.g., city recreational leagues, etc.)

f. Non-profit organizations, civic and service groups who do not provide direct support or service to children and non-profit organizations conducting non-charitable fundraising activities (local sports club fundraising events)

3. Class II Organizations – SSD Staff Members

a. SSD staff members have the same rights and must comply with the same procedures for the use of district facilities as any citizen and may be eligible for an employee discount based on the following criteria and conditions of use:

1. The staff member must be at least half-time in their district position as confirmed by Human Resources;

2. Apply for the use of facilities at a rate in accordance with the board approved fee schedule. Staff members receive a sixty-percent (60%) discount on the approved Class II Regular Hourly Rate. The discount is not available outside of regular scheduled custodial hours. The staff member must be in attendance and supervise the activity for the duration of each event in order to qualify for the staff member discounted rate;

3. Submit a request/application through the on-line facility use system at <https://www.selahschools.org/Page/1008>.

b. Unauthorized use of school district facilities is prohibited (e.g., gym for personal recreational use, using a classroom or staff room for a private fundraiser, or personal business, sales, etc.). Unauthorized use of a district facility will be invoiced in accordance with this procedure.

C. Class III – Commercial Enterprises

1. General Guidelines – Scheduling

a. Class III events shall be scheduled through the on-line facility use system at <https://www.selahschools.org/Page/1008>. Facility Use – Expectations and Responsibilities are defined and agreed to at the time of application.

b. Class III activities will be charged a rate to cover direct and indirect costs of operation. The board-approved fee schedule lists these charges according to the portion or type of facility used. The fee schedule can be accessed at the link above.

2. Class III Organizations – General categories

a. Non-District Fee based events (e.g., recitals, lectures, sports and musical entertainment, etc.)

b. Profit-making activities (e.g., financial seminars, sales organization meetings, etc.)

c. Religious organizations (for religious Sabbath services or other church- related activities)

IV. Special Considerations

A. Ticket or Seat Sales

If fees are charged for events taking place in or on district-owned facilities, and if said fees are intended to make a profit and not just cover the expenses of the event, the district may, at its discretion, assess an additional percentage-based fee on ticket or seat sales.

1. Chapter 4.30.010 of the Municipal Code of the City of Selah requires payment of an admissions tax if an admissions charge or ticket purchase is levied upon persons attending an event. It is the responsibility of the renting organization to comply with the Municipal Code requirements. All questions should be directed to the City of Selah Treasurer’s Office at (509) 698-7334.
2. Games of Amusement

1. Games of amusement as approved by Washington State Gambling Commission and the district are allowed only at charitable and fundraising events of nonprofit educational, civic, and service organizations. Such organizations shall be permitted to conduct games of amusement for charitable fundraising purposes only.

2. Individuals or groups will submit an Activity Plan to the appropriate building principal or designee which may also need review and approval by the superintendent’s office.

3. It shall be the sole responsibility of the organization(s) operating such games of amusement to conduct such games in accordance with the provisions of all existing state and local laws and ordinances, and such organizations shall accept full responsibility for any violations, intentional or unintentional, of such statutes and ordinances.

D. Sanitation and Food Permits

District cafeterias and kitchens are considered public eating-places; as such, compliance with applicable health department rules and regulations is required. Organizations shall observe the following rules when using School District cafeterias and kitchens:

1. Use of Kitchen Facilities

a. To prevent food borne illnesses and to ensure public safety, access to district kitchens, and/or the use of food service equipment, dishes, or utensils is not allowed without prior approval from the Nutrition Services Director or designee.

b. Access to district kitchens and use of food service equipment, dishes, or utensils will require the presence of a qualified Nutrition Services staff member to supervise the use and cleaning of the kitchen and associated equipment. Therefore, access to district kitchens is subject to the availability of a qualified Nutrition Service worker.

c. Any group or organization using a district kitchen shall be charged a reasonable fee to cover direct and/or indirect costs of operation, and shall also be responsible for the additional cost of the supervision required. Fees are assessed in accordance with the board-approved fee schedule.

2. Serving of Food Products

a. Food sold, served, and/or consumed by groups or organizations using Selah School District facilities must comply with the Yakima County Health District (YCHD) rules, regulations, and permitting process.

b. Permit Required: If the general public is invited to an event where food is served, a food permit from the YCHD is required, and food handler cards are required for all persons preparing and serving the food. Groups and organizations selling food, or serving food when the general public is allowed to attend, shall be responsible for contacting the Yakima County Health District and arranging for the appropriate permit. If a Selah School District Nutrition Services staff member is paid to supervise the foods served at the event, a permit may not be required. Contact the Nutrition Service department at (509) 698-8196 or visit the web-site at <https://www.selahschools.org/domain/28>.

c. Permit not required: If the event is a non-public event there are no required permits for food handling. A non-public event involves only a specific or limited group of people, and does not allow the general public access to the event. An example would be a soccer team or Boy Scout potluck. However, the group should still comply with basic food sanitation procedures to ensure the safety of participants.

d. Low-risk foods are items that do not pose a significant health risk, and therefore, do not require a health department permit or food handler's card. The Yakima County Health District provides a list of approved low-risk foods. For convenience, a copy of the most recent low-risk foods list that we are aware of can be provided by the Nutrition Services department, of the Selah School District. The Selah School District does not, however, warrant that the list is up to date and complete, and it is the responsibility of the group or organization serving food products to make sure they have the most current low- risk food list.

E. Stage Supervision and Crew

At the Selah Middle School Viking Performance Activities Center (V-PAC), a supervisor and/or one or more stage crew students will be required for the operation of auditorium stage lighting or built-in audio/video equipment or systems. Non-district lighting operators or audio/video persons will not be allowed to operate this equipment without district supervision. This section does not typically apply to portable or "hand held" audio/video equipment. Rental fees will be assessed in accordance with the board-approved fee schedule. Use of equipment is not allowed without prior approval from the building principal (or designee).

F. Technology Services

At each school, a Technology Service staff member (or designee) will be required to supervise the scheduled use of any computer lab. Fees will be assessed in accordance with the board-approved fee schedule. Use of equipment is not allowed without prior approval from the Technology Director (or designee).

G. School Playgrounds and Playfields

School playgrounds and playfields are intended for the use of students during and after school and under the supervision of the principal (or designee) or athletic director, as applicable. The use of playgrounds and playfields by responsible organized groups for recreational purposes is encouraged at times when school is not in session, provided it does not damage the playground or interfere with the school program(s) or Joint-Use Partner activities. Organizations holding Joint Use Agreements with the school district, such as Selah Parks and Recreation, have priority usage for these facilities.

1. Playgrounds and playfields are available for use when school is not in session, on an as-available basis.

2. Golf practice, flying motorized model airplanes, drones, operating vehicles, or exercising animals are prohibited on school grounds. Activities must be limited so as to conform to the available space and the basic intent of the use of that area.

3. For reasons of security, use of school playgrounds or playfields by individuals or groups is not authorized during the hours of darkness unless field lights are authorized, as applicable.

4. Private vehicles are not permitted on any school grounds except in designated driveways and parking lots. Such vehicles as may legally be permitted must be operated with extreme caution and their speed shall not exceed five (5) miles per hour on any school property.

H. Liability

Any user of school district property shall sign a statement that indemnifies and holds harmless the district from and against all insurable losses, including claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought and recovered against the district by reason of any act or omission of the user. Such statement shall be acknowledged via the application process on-line at <https://www.selahschools.org/Page/46>.

All applicants for use of school facilities shall maintain accident and liability insurance for persons using district facilities under the applicant’s sponsorship. Applicants will be required to provide proof of coverage for comprehensive General Liability Insurance with limits of $1,000,000 for each occurrence and a minimum $1,000,000 aggregate per year prior to using the school facilities.