

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

1. Approval for the use of facilities must be obtained from the Facilities Use Coordinator by completing the "District Facilities Application" form. Except for priorities established by regulation, applicants are accepted on a first come, first serve basis. Applications for use of facilities will be accepted up to one year in advance for events that require a contract. All other applications for the succeeding school year will be processed after May 31st of the current school year.
2. No facility shall be considered reserved until the "District Facilities Application" form is completed and subsequently endorsed by the Facilities Use Coordinator, at which time it shall be considered a permit between the Richland School District and the applicant, subject to all rules, regulations, laws, policies and procedures explained herein and within the policies and regulations of the Richland School District.
3. A single application may be made for a series of uses of like character. Facilities and equipment used shall be limited to those specified on the approved application. Use of additional facilities and equipment will be billed.
4. The District reserves the right to cancel any permit, and/or discontinue use of a facility at any time if, in their sole discretion, the use of a facility is in conflict with District use policies or regulations.
5. Applications shall give at least 72 hours' notice to the District Facilities Use Office of a cancellation of previously scheduled use. Failure to do so may result in the District charging the applicant for all expenses incurred in regards to making the facility available for use.
6. Satisfactory sponsorship and adequate adult supervision, which may include appropriate police and security personnel, shall be required of all activities within District facilities.
7. Applicants/Users must provide to the Facilities Use Coordinator prior to use of the facilities, a Certificate of Liability insurance naming the Richland School District as an additional insured with limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate.

CONDITIONS

1. Unless previously arranged, a District employee shall be present on duty at all times when a District facility is in use by any group, and that employee shall be responsible for closing and securing the building after use. Other employees may be required for specific activities to support facility occupancy.
2. Keys to buildings of facilities shall not be issued to any individual or group for entering a District facility for meetings or social gatherings without authorization. Facilities must be opened and closed by custodians or other authorized district personnel at the times arranged during the application process.
3. District furniture or equipment shall not be removed from classrooms or buildings to which they belong except by authorized district personnel and such removal shall be previously arranged. Failure to restore facilities to the condition in which they were found will result in an additional charge.
4. Prior approval is required before decorations or other materials may be applied to walls, ceiling or floors. Applicants/users are required to move all such decorations, materials, or equipment at their expense. All costs for such removal by District personnel shall be directly billed to the user.
5. Prior approval and appropriate permits are required for all pyrotechnics (smoke machine, flash pot, etc.). Specific dates and times of use must be provided for coordination of bypassing needed fire systems. Applicants/users are required to remove and clean up all remnants left behind by the pyrotechnics.

RESPONSIBILITIES

1. Adult leaders of organization using district facilities shall remain with their groups throughout activities and shall be financially responsible for the proper care of the facility used and any district materials, furniture, or equipment, therein.
2. Prior to leaving the facility, users shall be responsible for cleanup and rearranging any areas used by them.
3. In the event of damage or loss of District property, the applicant must accept the District's estimate of replacement/repair and pay all costs associated therein within 10 days. The District is not responsible for property lost by individuals or groups using school facilities.

4. It is the responsibility of the applicant/user to report to the Facilities coordinator any damage sustained to the facility due to the activities of the applicant/user before close of the next business day. Likewise, if someone is injured during the course of the applicants/users activity, it is the responsibility of the applicant/user to report the incident to the Facilities Coordinator before close of the next business day. If the injury is an emergency, the incident is to be reported immediately to the Custodial Supervisor.

RESTRICTIONS

1. The use of tobacco, alcoholic beverages, or controlled substances is strictly prohibited in all District facilities and upon all District properties.
2. Food is limited to certain facilities and the vending and/or service of such must be approved in advance.
3. Kitchens are not available except under special conditions approved at the time of application by the Facilities Use Coordinator & Food Service Director.
4. Street shoes and shoes with black soles are prohibited on gym floors.
5. All Washington State and Local laws are in effect for use of District facilities.
6. Applicants are prohibited to use Richland School District Wi-Fi for any point of sale transactions.

FEES

1. Charges for use of District facilities by public interest and public welfare groups, and by private interest groups of not-for profit status, and by non-commercial groups shall be based upon the actual costs incurred by the District. These include but are not limited to direct labor, materials and other operating costs and applicable overhead costs. Charges for use involving private profit or commercial gain, direct or indirect, shall be such as to reimburse the district in full for overhead and operating costs, plus an amount representing a share of the profit or monetary gain.
2. Costs quoted are estimates based on information given at the time of application for use of District facilities. Actual costs will be charged to the user and are subject to change based upon conditions and final arrangements at the time of use.
3. Use fees shall be paid in accordance with the current schedule and District rules and regulations. Additional charges shall be made for custodians, technicians and other staff when use necessitates their participation.
4. Charges shall be made for use of special equipment such as, but not limited to, public address systems, projectors and stage equipment.
5. Payment for use of District facilities is due within 10 calendar days from the date of invoice. At the discretion of the District, payment or deposit may be required in advance of the event. Failure to pay invoices within 30 calendar days will result in the denial of future use of district facilities to the delinquent user.
6. User shall also be responsible for all collection, attorney, insurance or any other fees associated with the collection of payment in regards to use of school facilities, equipment or staff.
7. The District is not responsible for any State or Local taxes involving ticket or merchandising sales by users.
8. The District has rights to all concessions and merchandising sales during events that occur on District properties. All merchandizing and concession by outside users must be approved by the Facilities Use Coordinator, and any such sales controlled by outside organization are subject to collection by the District, representing 10% of gross income collected by the user.

This application/permit is a binding contract between the Richland School District and the responsible parties indicated on the "District Facilities Application" form and no assumptions shall be made by any other persons in regards to facilities use and regulations affecting such use that are not written here. This permit supersedes any contracts, permits or agreement made between the applicant/user and any other parties, at any time pre or postdate of said application. All State and Local laws, District policies and regulations are by this reference, in effect with regards to facility use within the Richland School District.