

General Conditions and Procedures

- A. The superintendent shall determine and recommend a fee schedule applicable for use of school facilities.
- B. Application for use of school facilities shall be made to the building principal. When principals receive applications, they shall coordinate the use of the facilities.
- C. Alcoholic beverages, illegal drugs, and smoking shall not be permitted in school facilities or on school property at any time.
- D. 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.
- E. All applications 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. Each application for use of facilities shall be evaluated as to the need for the applicant to provide proof of bodily injury and property damage liability coverage. If required, such proof of insurance must be provided prior to the use of school facilities and the insurance certificate must name Nooksack Valley School District as additional insured.
- F. In the event that property loss or damage is incurred during use or occupancy, the amount of damage shall be decided by the superintendent or his/her designee and approved by the Board. An invoice for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
- G. Because of the value of the district's playing fields to the community's total recreational opportunity, all residents may use the fields. The use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in destruction, damages, or undo wear or pose a hazard to children or others. Activities that endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent or his/her designee shall make reasonable effort to obtain restitution for the damage.
- H. When directed by the administration, a custodian or other authorized staff member must be on the premises when any non-school group is using school facilities.
- H. The superintendent or his/her designee possesses the authority to make the final decision on fees and use of school facilities by a group. The group may appeal such decision to the Board.

Special Conditions and Procedures

- A. The renter or user agrees to take full responsibility for:
 - 1. Payment of all applicable fees in a timely manner. Failure to pay fees may be cause for denial of future use.
 - 2. The conduct of all people admitted.
 - 3. Adequate supervision at all times such facilities are in use.
 - 4. Any infraction of the contract rules or this Board policy.
 - 5. The payment for damages which occur as a result of the use of the school facilities.
 - 6. The employment of law enforcement officer(s) if facilities are to be used for a dance or other kinds of activities where crowd control is a major concern.
- B. Performing Arts users must employ one or more members of the stage crew as needed to operate special equipment and lighting. If only normal overhead lights and a preset public address system are needed, this requirement may be waived. Arrangements are to be made with the principal/designee.
- C. The school district does not assume responsibility for items left on the premises by the renter or user.
- D. In the event that property loss or damage is incurred during a particular occupancy or use, the superintendent or his/her designee shall determine the amount of damages and present an invoice to the responsible group. If a user of district facilities does not pay all rental fees or assessments for damage, use of the facility will be denied until these debts are cleared. In certain circumstances, the user may be denied further use of the facilities on a permanent basis.
- E. The application of materials to walls, ceilings or floors is prohibited unless approved in advance.

Procedures for Renter or User

- A. Contact the building principal and complete a Facilities Use form.
- B. Provide proof of insurance, if requested.
- C. The building principal will consider the application and intended use for appropriateness to district guidelines. He/she will consult with the superintendent or his/her designee before approving long-term rentals over five consecutive days.
- D. Upon approval, the building principal will calculate estimated fees, notify the facility renter, provide the renter with a copy of the facilities use form, and route copies to the district office. After usage, users will be billed for rental fees.

RENTAL FEES

| BASE RENTAL FEES | | | |
|---|-------------------|-----------------|-----------------|
| (Fees are for the first four hours except as noted.) | | | |
| Facility | Group A | Group B* | Group C* |
| Cafeteria - without kitchen | Custodial OT Only | \$60 | \$75 |
| Cafeteria - with kitchen | Custodial OT Only | \$75 | \$90 |
| Classrooms/Conference Rooms | Custodial OT Only | \$30/day | \$30/day |
| Football Field/Track-High School | Custodial OT Only | \$150 | \$200 |
| Gymnasiums | Custodial OT Only | \$60 | \$75 |
| Performing Arts Center | Custodial OT Only | \$150 | \$200 |
| Playing Fields | Custodial OT Only | \$35 | \$45 |
| Play Sheds | Custodial OT Only | \$35 | \$45 |

ADDITIONAL CHARGES*

The following is charged in addition to the base rental fee:

1. There is a \$10/hour fee for each additional hour after the first four hours for Group B and \$15/hour for Group C.
2. Custodial overtime hours will be charged in addition to base rental fees for Groups B and C.
3. If the district provides staff to run sound and/or lights, there will be a charge for the staff member's hours.
4. If custodial services are not needed at the event but the facility is left in such a condition that custodial services are required after the event, custodial hours will be charged.
5. If the District is required to provide supervisors, their time will be charged at \$25.00 for the first two hours, and \$10.00 per hour for each additional hour.
6. If a kitchen is used, the district may require a kitchen staff member to be hired. See food service facility/equipment usage agreement for guidelines and requirements.

Adoption date: August 18, 2016