

GUIDELINES

FOR USE OF

SCHOOL FACILITIES



Nurturing growth, Inspiring achievement, Building Community

Table of Contents

Introduction.....	3
Community Use of Facilities Policy 4260	3
Community Use of Facilities Procedure 4260	3
Guidelines/Conditions of Use	4
Cancellation	5
Insurance	5
Field and Gym Use	5
Custodial/Other Staff Use	6
Kitchen Use.....	6
Information Technology Lab Use	6
Pool Rental.....	6
Win Granlund Performing Arts Center Rental	7
Special Equipment Use	7
Application Process	7
Payments for Facility Use	8
South Kitsap School District Facilities	8
Map of South Kitsap School District Facilities	9

Introduction

The Board of Directors of South Kitsap School District encourages that school facilities be made available to our local community youth. District facilities are accessible to community organizations in a partnership to provide activities for our students and families.

This guide contains information and instructions for Facilities Use. Please review the policies, procedures and specific guidelines prior to using the facilities. If you need further assistance, please call the school facility you wish to reserve directly. A directory of South Kitsap School District facilities and contact information is provided within this guide.

Community Use of Facilities Policy 4260

The South Kitsap School District subscribes to the belief that public schools should be considered a part of the community and shared with its patrons. The public is encouraged to use school facilities as long as use does not interfere with the primary purpose for which the buildings and grounds are intended. Under certain conditions fees may be charged for the use of school facilities to insure that funds intended for education of children are not used for other purposes.

District sponsored activities, including curricular and co-curricular functions, retain first priority in use of 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.

All users of District facilities must accept financial responsibility for any damage and must comply with the policies of the Board of Directors and the regulations established by the school administration. Approval will not be granted for any meeting which may be deemed prejudicial to the best interest of the schools or for which adequate supervision is not provided.

The Board of Directors reserves the right to cancel any use permit given and to refund payment made when it deems such action advisable and in the best interest of the District. The superintendent/designee is authorized to establish procedures and fee structure for use of school facilities, including rental rates, equipment fees, supervisory requirements, restrictions, and security.

Community Use of Facilities Procedure 4260

Categories. The District recognizes four categories:

Category A: District Sponsored Educational Activities Limited to Student and School Related Functions. User groups within this category would include school district sponsored co-curricular activities, school educational activities, Associated Student Body activities, PTA meetings, booster club meetings, other district parent groups, district staff training, bargaining group meetings, community schools classes, and scheduled staff activities when approved by the building administrator. When facilities are used outside of available hours, or incur additional supervision and cleaning costs, a fee shall be charged to recoup those costs.

Category B: Community Youth Organizations, Community Philanthropic Groups and Government Agencies. This category includes nonprofit organizations whose main purpose is to promote the welfare of youth, to improve the quality of life in the community or to provide access to government programs or opportunities for civic participation. *Examples include: Scouts, Campfire, PTA, 4-H, youth sport groups, youth performance groups, service clubs who sponsor youth activities, religious youth groups, city or county sponsored recreation youth groups, polling places, political open forum and governmental groups, Extravaganza, Citizens for Quality Education, Special Olympics, March of Dimes, American Cancer Society, Red Cross, Youth religious groups, senior citizen groups.* When facilities are used outside of open hours or the district incurs extra cleaning or supervision costs, a fee shall be charged to recoup those costs.

Category C: Other Nonprofit Community Groups or Community Adult Recreation Programs: This category includes nonprofit organizations which operate to benefit their particular members and who wish to use school facilities for lectures, promotional activities, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented. *Examples include: adult recreational groups, colleges and universities, religious groups or churches, political rallies or meetings which support a certain issue or candidate, political party meetings, professional associations not affiliated with education, individual parties, celebrations, reunions, and weddings.*

Category D: Profit Generating/Commercial Enterprises and Non-community Groups: This category includes profit-making organizations or private individuals and businesses or business related enterprises. School staffs that use district facilities for private instruction, and charge for their services, are included in this category. This category pertains to adult groups not residing within district boundaries.

Rates: Categories A and B are charged only the direct costs of additional staff, equipment, and cleaning. Rates will be established and reviewed annually by the superintendent to insure that rates are adequate to cover expenses.

Scheduling: The scheduling for community use of all facilities will be coordinated through the building administrator.

Responsibility: The applicant has direct responsibility for the members of any club or other group which is meeting in the building, and he/she or a qualified representative must be present before members are expected to arrive and remain until the members have departed. Applicant agrees to abide by all conditions of use and adhere to district policies and procedures.

Cooperative Agreements: The District may establish separate cooperative use agreements with community organizations or governmental agencies for the use of District facilities.

Guidelines/Conditions of Use

In accordance with School Board Policy and Procedures #4260, the following guidelines for use of school facilities have been developed.

User Organization Responsibility: The user is responsible for the enforcement of all use regulations and is responsible for all participants, spectators, and personnel. Profane language and boisterous conduct is unacceptable behavior. Users must adhere to event set up and vacate time as approved on their application. Only that portion of the building and/or equipment listed and approved on the application form will be available for use.

Supervision: Applicant shall provide sufficient, competent adult and/or special supervision. The amount of adequate supervision will be agreed upon at the time the authorization is issued. The renting group or organization must provide adult leadership. Under no circumstances will a group be admitted before the assigned adult leader arrives. The adult leader shall check in and out with the school custodian (or designated school employee) and shall be the last to leave the building following each session. Reported unsupervised participants outside of the designated area may result in denial of future use. Children must be supervised. Reports of unsupervised children or repeated misconduct complaints may result in termination of use.

Tobacco/Alcohol/Narcotics/Firearms: Use of tobacco products, alcoholic beverages, narcotics, and firearms SHALL NOT be permitted in school district buildings and on grounds at any time. (RCW 28A.210.310)

Equipment Use: School equipment cannot be used without approval and may incur a charge for specific equipment. No equipment or furniture shall be removed from or relocated within the facility without prior approval. Custodians should not be asked to set up equipment or to provide additional equipment that is not indicated on the use form.

Decorations and Alterations: Plans for decorating must be approved in advance by the building administrator. Decorations which permanently alter or cause damage to the facility are prohibited. All decorations must be removed and properly disposed of immediately upon completion of the event.

Clean-up: Applicants are responsible for special set-up requirements and clean-up unless specifically requested in the application and additional staff is hired. Applicants shall remove, at their expense, any non-district materials, equipment, decorations, furnishings or rubbish immediately following use. Facilities should be left in the condition they were found and all rubbish removed.

Damage: The applicant is financially responsible for any damage or abuse of school buildings and grounds. When the building or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for the cost of repair, replacement and/or cleaning of the facility, and may be denied use of school facilities until payment is received.

Access: Keys to buildings or facilities will not be issued to any individual or group for entering the building for meetings or social gatherings. Doors will be opened by custodians or other authorized district personnel. A district employee or an adult agreeable to the district shall be present at all times. The custodians on duty are in complete charge of the building and/or facilities and have authority for decisions concerning school use, except when another employee has been designated.

Cancellation

Cancellation: Cancellations by either party require **three business days** notice, unless an extreme emergency or closure exists which requires immediate use of a facility. “No shows” will be charged for the time reserved, plus staff time if applicable. *(Staff are billed a minimum of two to three hours.)*

Insurance

Insurance Requirement: All non school organizations and events must provide South Kitsap School District a certificate of insurance with a minimum of \$1,000,000 per occurrence General Liability with a \$2,000,000 annual aggregate. South Kitsap School District must be named as an Additional Insured and a copy of the additional insured endorsement must be attached to the Certificate of Insurance. The certificate of insurance and attached endorsement must be submitted prior to any use of facilities. Facility use will be granted only as long as insurance remains in effect. Insured name must match user/group name on the application.

Indemnification and Hold Harmless: The applicant agrees to protect, indemnify and hold harmless South Kitsap School District and its officers and employees from any claims, liabilities, damages, allegations, or rights of action directly or indirectly resulting from the use of the premises covered by the application, except for incidents of sole negligence by the District.

Field and Gym Use

Use of Fields/Grounds/Other Outdoor Facilities: Requires approval of the Director of Athletics and may require additional staff time for clean-up if necessary. 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.

Gym Use: Proper gym shoes are required in gymnasiums for all activity-type games. No one is allowed to use district climbing walls or physical education equipment without prior approval and proper supervision.

Damage: Should damage to gyms, fields, or lawns occur, damage assessments will be charged. Driving on district athletic or playing fields is prohibited.

Use of High School Concession Facility: Requires approval and specific arrangements for use of concession and equipment.

Statement of Compliance with RCW 28A.600: 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.

Scheduling: Fields and gyms are scheduled exclusively through the South Kitsap School District's Athletics Department. **Call (360) 874-5731 to inquire about use.**

Custodial/Other Staff Use

Unless a custodian or other staff member has been contracted specifically for the event, the custodial services are limited to opening and closing the facility, lighting, heating, restrooms, emergencies, and making available equipment approved on the Facilities Use permit. Custodians contracted for the entire event will assist the applicant with regular custodial duties such as set-up, takedown, sanitizing restrooms, dumping trash and sweeping floors. Additional cleaning fees may be charged after an event as determined by the Custodial Supervisor. Event organizers are responsible for the cleanliness of the facility after usage unless custodial services are contracted.

Kitchen Use

Any required use of kitchens or equipment must be approved by the Director of Food and Nutrition Services. In most cases, a food service employee may need to be hired at an additional cost to the applicant. Kitchens will not be available for use before 3:30 p.m. on school days, unless prior arrangements have been made. All food sales must meet the district policy for food sales, and the Food and Nutrition Services Department should be contacted. A temporary food permit may be required. Any group using kitchen facilities will be required to have a Food and Nutrition Service employee present during their event. This employee will assist the user with food production and will insure that all services meet County Health Regulations.

Users who solely require water from the kitchen, or who only wish to use the serving window and will not be using kitchen facilities or equipment, will not be required to have a Food Service employee present. Users will be financially responsible for damages and missing equipment.

Groups who wish to sell food must contact the Food Services Department prior to their event. A temporary food permit will be required.

To make arrangements for kitchen use, contact Food and Nutrition Services at (360) 874-3664.

Information Technology Lab Use

Computer lab use requires special approval of the Director of Information Technology Services and may require on-site staff to monitor use of equipment for an additional charge.

For scheduling contact Information Technology Services Department at (360) 874-7047.

Pool Rental

The pool is available on Saturday between 11:00 a.m. and 6:00 p.m. All rentals require pre-payment with TWO weeks notice preferred. Payments are NON-REFUNDABLE.

Rental of the district pool is arranged by contacting the pool staff directly at (360) 874-5741.

Win Granlund Performing Arts Center Rental

Performing Arts Center Use: Rental of this facility requires prior authorization from the Theater Manager. Contact the manager for the application packet and rate schedule. The Performing Arts Center is located within South Kitsap High School.

Equipment Use: All lighting, sound, and special stage equipment at the Win Granlund Performing Arts Center must be operated by a district technician and used only with prior approval. Additional rates may be applied for additional equipment or staging requests.

For scheduling contact the Theater Manager, South Kitsap High School, at (360) 874-5649.

Special Equipment Use

Specialized equipment such as audio mixing, stage lighting, video and sound recording is available to users at certain district venues. Cost for operation of this equipment will be assessed to the applicant. District equipment is **not** available for rent or loan for use outside district facilities. Also, theater equipment **must not** be removed from the theater. Note: Requested equipment is subject to approval and subject to a fee.

Application Process

1. Facility Use Application forms may be obtained at the South Kitsap School District Office, at any school, or on the District's website (www.skitsap.wednet.edu).
2. Contact the Director of Athletics for scheduling deadlines prior to applying for field or gymnasium use.
3. Completed Facility Use Application form and certificate of insurance must be submitted to the school at least three weeks prior to the event.
4. The Facility Use Application form must state, in detail, the intended use of the facility.
5. Separate Facility Use Application forms must be submitted for each school.
6. Reservations are final only after all approval signatures are acquired. Upon approval, applicant will receive a permit. They are responsible for noting any comments made on the permit and presenting the permit to school personnel upon arrival.
7. Copies of approved Facility Use Application will also be sent to the school office manager, custodian, and others as applicable.
8. The user's designated representative shall identify themselves to the custodian or other designated employee upon arrival at the facility. They must have available a copy of the confirmed permit.

**FAILURE TO ABIDE BY THESE POLICIES MAY
RESULT IN DENIAL OF FUTURE USE.**

Payments for Facility Use

Applicant must make payment within 30 days of the time of billing, or late charges may be applied. Any disputed invoices must be resolved prior to future authorized use. All charges and fees are paid to the district's business office by check or money order, to the following address:

**South Kitsap School District
Accounts Receivable
2689 Hoover Avenue SE
Port Orchard, WA 98366-3013**

Users shall not make any payment directly to any school employee or make any individual arrangements with employees as to services charged. All contracted charges, plus any additional charges for damages or extra work, will be billed from the business office directly to the user. In the event of failure to pay charges on time, user shall pay all reasonable collection charges and/or attorneys' fees. Failure to make payment on time will preclude future school facility usage.

South Kitsap School District Facilities

South Kitsap District Office
2689 Hoover Ave. SE
Port Orchard, WA 98366
(360) 874-7000

Burley Glenwood Elementary
100 SW Lakeway Blvd.
Port Orchard, WA 98367
(360) 443-3110

Olalla Elementary
6100 SE Denny Bond Blvd.
Olalla, WA 98359
(360) 443-3350

South Kitsap High School
425 Mitchell Ave
Port Orchard, WA 98366
(360) 874-5600

East Port Orchard Elementary
2649 Hoover Ave. SE
Port Orchard, WA 98366
(360) 443-3170

Orchard Heights Elementary
2288 Fircrest Dr. SE
Port Orchard, WA 98366
(360) 443-3530

Cedar Heights Junior High
2220 Pottery Avenue
Port Orchard, WA 98366
(360) 874-6020

Hidden Creek Elementary
5455 Converse Road SE
Port Orchard, WA 98367
(360) 443-3050

Sidney Glen Elementary
500 SW Birch Road
Port Orchard, WA 98367
(360) 443-3400

John Sedgwick Junior High
8995 Sedgwick Road SE
Port Orchard, WA 98366
(360) 874-6090

Manchester Elementary
1901 California Ave. E
Port Orchard, WA 98366
(360) 443-3230

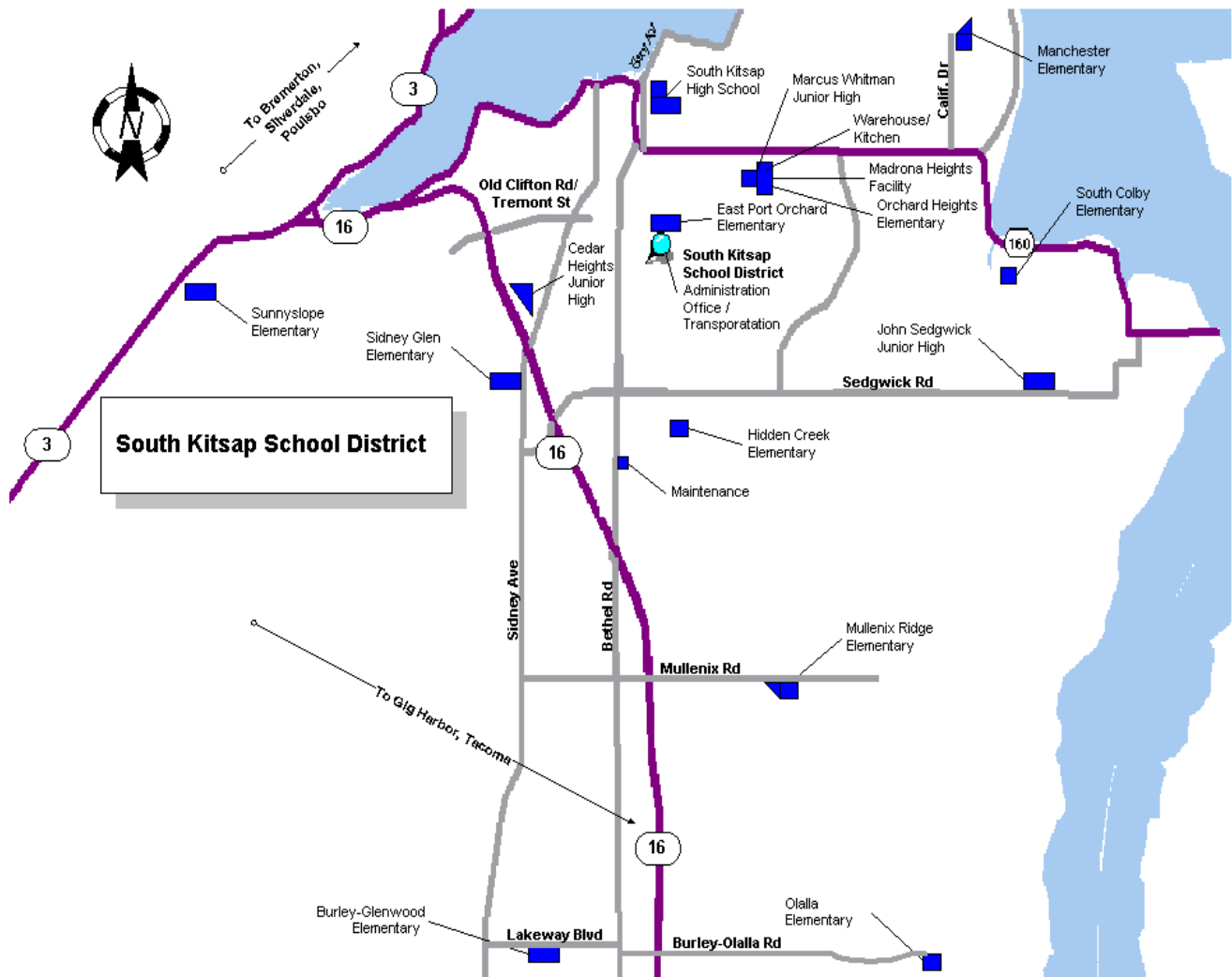
South Colby Elementary
3281 Banner Road SE
Port Orchard, WA 98366
(360) 443-3000

Marcus Whitman Junior High
1887 Madrona Drive SE
Port Orchard, WA 98366
(360) 874-6160

Mullenix Ridge Elementary
3900 SE Mullenix Road
Port Orchard, WA 98367
(360) 443-3290

Sunnyslope Elementary
4183 Sunnyslope Rd SW
Port Orchard, WA 98367
(360) 443-3470

Map of South Kitsap School District Facilities



The South Kitsap School District #402 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, sexual orientation or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator.

Shelby MacMeekin, Title IX Coordinator
 Robin Christman, Section 504 Coordinator
 2689 Hoover Avenue SE, Port Orchard, WA 98366
 Telephone: (360) 874-7000