

ORONDO SCHOOL BUILDING USE GUIDELINES

When reserving the school building for use, it is your responsibility to contact the principal or other office person within 24 hours of your activity; Keys will be issued upon the district receiving proof of insurance and approved application; Liability insurance is required by the school district. If you lose or neglect to return the keys, you will be charged the cost of re-keying all doors that utilize that key.

You are responsible to assure that the building is secure. This means that all doors must be tightly shut and locked when you leave the building. Unless special permission is obtained from the district, all activities must end by 10:00 p.m.

The name of the individual and the group in whose name the agreement is used must accept the responsibility for any/all damage to District property while the group is on-site, even if it is away from the location of your activity. If your activity is a "private party" you are also responsible to ensure that the only people allowed in the building are those who are supposed to be here attending your function. For large functions the district requires the hiring of security guards or other trained personnel to help monitor the building and those in it.

The District is not required to make equipment available however limited equipment may be available for an additional fee. Chairs, tables, computer equipment, audio-visual must be requested in the rental request and be approved by the business office. The use of consumable school items, such as paper, glue, etc. is not allowed.

Set Up: If bleachers are to be utilized they must be requested ahead of time and will be pulled out by staff. No decorations or application to the walls or floors will be allowed without permission of the building administrator. No flame of any kind is allowed inside of the school building. Any additional clean-up required for unauthorized wall or floor applications will be charged to the user.

Use of play fields: Use shall not subject the fields to undue damage or create a hazard. Users shall leave the fields clean and in good order.

Clean up: All general clean-up after you use the building is your responsibility and needs to be done immediately after the activity. The building and furniture is to be restored to the condition it was in before you arrived. Washing tables, picking up items/trash from the floor, emptying all used garbage cans, and cleaning the kitchen are some of the types of activities you are expected to do. An additional fee may be charged if cleanup is not completed.

An authorized employee will be responsible for sanitizing the restrooms and vacuuming and a fee may be charged for the cost incurred.

We are happy to have you use our facility and we would like to assist you in any way we can. Please contact the school office at 784-1333 if you have any questions or need assistance.

The Orondo School District believes in a community centered school and their intent is to make the school available to responsible community groups. These uses must not interfere with the educational program of the school. Locally (Orondo) sponsored non-profit groups (PTA, Scouts, etc.) will not be expected to pay rental for rooms used as meeting places, or building uses for activities that are supported by the school. These groups could be charged a minimum fee to defray district costs for providing personnel to open and secure the buildings. There will also be a charge assessed for any damage or extra clean up required for the building use.

Community Use of the Gymnasium

The school facilities are constructed for the instruction of students and thus student use is given the first priority.

The gymnasium is available during after school hours to be scheduled by Orondo adults for physical activities at no charge, in so far as the requested use is not exclusive. Exclusive use is available through the regular fee schedule. Activities which are likely to cause damage (baseball) are not allowed.

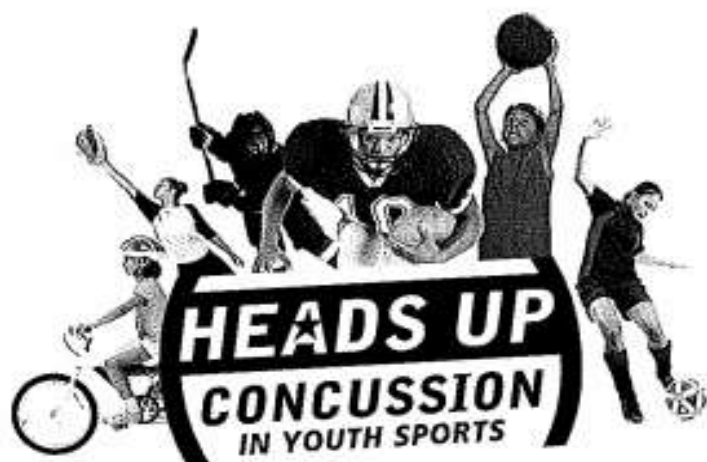
Sports: Youth organizations engaged in sports activities and using the school facilities must verify that all coaches, athletes and their parent/guardian have complied with mandatory policies for the management of concussion and head injury in youth sports as required by RCW 28A. 600.

Kitchen Use: Kitchen cooking utensils may not be used by community groups. Only sinks, ovens and serving facilities may be used. Use of kitchen equipment may require that a qualified food services staff person be present.

- **PERMIT REQUIRED:** If the general public is invited to an event where food is served, a food permit from the CDHD 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 Chelan Douglas Health District (886-6400) and arranging for the appropriate permit.
- A permit is not required if the event is a non-public event. A non-public event involves only a specific or limited group of people and does not allow general public access, i.e. Boy Scout potluck or soccer team. There are low risk foods that do not pose a significant health risk, and therefore do not require a health department permit or food handler's card. The Chelan Douglas Health District provides a list of approved low-risk foods.

Orondo School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Compliance Coordinator for 28A.640 and 28A.642 RCW, Section 504/ADA Coordinator and Title IX Coordinator
Superintendent, Orondo School District
100 Orondo School Rd Orondo, WA 98843
509-784-2443 mwatkins@orondo.wednet.edu



SIGNS AND SYMPTOMS

These signs and symptoms may indicate that a concussion has occurred.

SIGNS OBSERVED BY COACHING STAFF

Appears dazed or stunned
Is confused about assignment or position
Forgets sports plays
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows behavior or personality changes
Can't recall events prior to hit or fall
Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

Headache or "pressure" in head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy
Concentration or memory problems
Confusion
Does not "feel right"

ACTION PLAN

If you suspect that a player has a concussion, you should take the following steps:

1. Remove athlete from play.
2. Ensure athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
4. Allow athlete to return to play **only** with permission from an appropriate health care professional.

It's better to miss one game than the whole season.

For more information and to order additional materials free-of-charge, visit:
www.cdc.gov/ConcussionInYouthSports

RESPONSIBILITIES OF THE USER

Before filling out the building use application, please review these rules:

1. The administration reserves the right to deny or cancel any application for facilities use. Review of such administrative action may be carried to the school board. Also, any activity taking place on the premises which is identified by the administration as being "out of control" will be cause for immediate shut down.
2. Sponsoring organizations shall provide sufficient, adult supervision and the number of supervisors will reflect a minimum of 2 per 100 of attending participants. For large functions the district may require the hiring of security guards or other easily identified trained personnel to help monitor the building and those in it.
3. The adult(s) in charge of the activity shall immediately attend to horseplay, unruly behavior and fighting.
4. School activities will hold priority over other events.
5. As per state law, the use of alcoholic beverages, narcotics, tobacco, illegal drugs, profanity, gambling, and unruly conduct or any other unlawful activities on school grounds, in school buildings, and on school property is prohibited. Dangerous weapons are not permitted in school property.
6. A custodian or other authorized staff member must be on the premises when any non-school group is using the school facilities. This may be waived by the Principal if it is determined that there is a low likelihood that the scheduled event will result in injury, accident or facility damage.
7. The user group is responsible for the general clean-up of the facility and it being restored to the condition in which it was found. This includes furniture arrangement and general order and cleanliness.
8. There must be immediate clean-up and removal of all non-school equipment and/or materials after use.
9. Nails and other hardware may not be attached to the walls or woodwork. Signs to be placed on painted walls are to be attached with masking tape. There should be no tape of any kind used on the carpeted floors. All such items must be removed at the end of the event.

Person Requesting Use: Please sign here to indicate that you have read and understand all guidelines and rules regarding use of the building.

Signature: _____

Application for Use of Facilities

Orondo School District #13 100 Orondo School Rd Orondo, WA 98843 784-2443

Group Making Request _____

Your Name _____

Today's Date _____ Phone (work) _____ Home _____

Mailing Address _____

Date Needed _____ Time Needed _____ to _____

Description of Event _____

Number of people that will attend _____ Number of supervisors/security _____

I agree to be responsible for the conduct of the audience in and about the building, for the "hiring" of security and supervisory personnel, for any damage beyond normal wear which may occur to school property during the occupancy of my group and required clean-up. I also agree to indemnify and hold harmless the Orondo School District for any and all claims, loss, cost or damage arising out of the use of the building covered by this application. I further agree that school property will be used in accordance with the law, as well as policies and regulations of the Orondo School District.

Sports: Youth organizations engaged in sports activities and using the school facilities must verify that all coaches, athletes and their parent/guardian have complied with mandatory policies for the management of concussion and head injury and sudden cardiac arrest in youth sports as required by RCW 28A. 600.

The school district does require a Certificate of Insurance for a minimum of \$1,000,000 combined single limit per occurrence. The certificate must name Orondo School District, it's officers, directors and employees as additional insured and provide not less than ten (10) days notice of cancellation or material change. This requirement may be waived by the Superintendent if it is determined that there is a low likelihood that the scheduled activity will result in accident, injury, or damage to the school facilities.

Facilities Needed:

___ Multipurpose Room/Gym ___ Classroom ___ Library
___ Kitchen ___ Computer Lab ___ Athletic Field
___ Other _____

Equipment Needed:

___ Sound System ___ Extension Cord
___ Chairs
___ Bleachers ___ Tables* ___ Other _____

*Tables: size and quantity ___ small (about 3' x 4') ___ other (about 3.5' x 6' or 8')

We will do our best to accommodate your request within the limits of availability.

Applicant's Signature _____ Date _____

Charges: (to be completed by the district)

_____ \$ _____ _____ \$ _____
_____ \$ _____ _____ \$ _____
_____ \$ _____ _____ \$ _____

Mandatory custodial follow-up Charge minimums* of \$26 (small group) or \$52 \$ _____

Other staffing costs: (Kitchen, site supervisor, etc. as determined by the District) \$ _____

Total \$ _____

Application received by _____ on _____

Application approved/denied by _____ on _____