



822 E MASON BENSON RD GRAPEVIEW, WA 98546
(360) 426-4921 • WWW.GSD54.ORG

APPLICATION FOR SCHOOL FACILITY USE

Date of Application: _____

Organization Name: _____ Email: _____

Representative/Contact Person: _____ Phone: _____

Requested Date(s) & Time(s) of Use: _____

Description of Activity: _____

School/Facility Requested: () Gymnasium () Play Fields () Classroom(s) () Commons () Library
() Other Special Equipment Use Required: _____

The Grapeview School District and its Board of Directors recognize that the school facilities are owned and operated by and for the citizens of the school district. Members of the community are encouraged to use the school facilities when they are not otherwise in use. Where costs are incurred by the district for non-school use, a reasonable fee may be charged to the users to prevent the use of educational funds for non-educational purposes.

To preserve District and community resources, the undersigned/organization agrees to abide by the rules, restrictions, and conditions of use set forth in Board Policy's 4210/4215/4260 all attached.

I hereby certify, on behalf of my organization, that I shall be personally and severally responsible for any damage or unnecessary abuse of school buildings, grounds, or equipment growing out of occupancy of these premises by our organization. I/We agree to abide by and enforce the rules and regulations of the Grapeview School District governing the non-school use of buildings, grounds, and equipment. We hereby agree to defend and hold the Grapeview School District, its officials, officers, employees and volunteers harmless for any and all claims, injuries, damages, causes of action, losses, costs (including attorney fees), suits or judgments arising out of the use of the District property in connection with this agreement, except to the extent that the acts or omissions arise out of the sole negligence of the District.

Insurance: A Certificate of Insurance evidencing coverage and a copy of the endorsement naming the Grapeview School District as an additional insured must be received by the District five (5) working days prior to the facility use, or the agreement, likely, will be canceled.

SIGNATURE OF APPLICANT _____

DATE: _____

To Be Completed by The School District Upon Approval of Facilities Use

FEE SCHEDULE: Custodial Charges _____ hours x \$25.00 per hour = \$ _____ Other Fees/Charges: Total \$ _____

Charges may be levied to cover the costs of additional services not covered in the original agreement, or for damages and/or agreement violations.

KEY CHECK OUT When a non-school event is approved, and it is determined that key(s) need to be issued, the applicant will contact the District Office @ 360-275-4921 to arrange for key check out at least three (3) days before the event. There is a \$25.00 deposit for all keys issued. **PLEASE MAKE CHECKS PAYABLE TO GRAPEVIEW SCHOOL DISTRICT NO. 54**

INSURANCE COVERAGE A Certificate of Insurance evidencing coverage and a copy of the endorsement naming the School District as an additional insured must be received by the District at least two (2) working days prior to the facility use, or the agreement may be cancelled.

INSURANCE IS _____ NECESSARY _____ NOT NECESSARY If a Certificate of Insurance is necessary, please indicate:

INSURANCE _____ YES _____ VERIFIED _____ ON FILE INSURANCE COVERAGE BY: _____

Signature of School Official

Date

Regulation of Dangerous Weapons on School Premises

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

The superintendent or designee is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and [RCW 9.41.280](#) are reported annually to the Superintendent of Public Instruction.

Dangerous Weapons

The term "dangerous weapons" under state law includes:

- Any firearm;
- Any device commonly known as "nun-chu-ka sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sand-club;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent or designee may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exceptions to State Law and this Policy

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Cross References: 3240 - Student Conduct Expectations and Reasonable Sanctions
3241 - Classroom Management, Discipline and Corrective Action
4260 - Use of School Facilities

Legal References: RCW 9A.16.020 Use of force - when lawful
RCW 9.41.250 Dangerous weapons—Penalty
RCW 9.41.280 Dangerous weapons on facilities—Penalty — Exceptions
RCW 9.91.160 Personal protection spray devices
RCW 9.94A.825 Deadly weapon special verdict--definition
RCW 28A.600.420 Firearms on school premises, transportation, or facilities — Penalty — Exemptions

Management Resources: 2016 - July Issue
Policy News, August 2006 Weapons on School Premises
Policy News, August 1998 State Encourages Modification of Weapons Policy
Policy News, October 1997 Legislature also addresses "look-alike" firearms

Adoption Date: 22 May 2001

Classification: **Essential**

Revised Dates: **05.07; 09.07; 4.17**

Use of Tobacco, Nicotine Products and Delivery Devices

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent or designee and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References:	3200 - Rights and Responsibilities 3241 - Classroom Management, Discipline and Corrective Action 3416 - Medication at School 5201 - Drug-Free Schools, Community and Workplace 5280 - Separation from Employment
Legal References:	RCW 28A.210.260 Public and private schools — Administration of medication — Conditions. RCW 28A.210.270 Public and private schools — Administration of medication — Immunity from liability — Discontinuance, procedure. RCW 28A.210.310 Prohibition on use of tobacco products on school property Chapter 70.155, RCW Tobacco – Access to Minors
Management Resources:	2016 - July Issue 2014 - February Issue 2010 - December Issue 2010 - October Issue

Adoption Date: 22 May 2001
Classification: **Essential**
Revised Dates: **04.17**

Use of School Facilities

The board believes that public schools 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. On recommendation of the superintendent or designee, the board will set the rental rates schedule.

The superintendent or designee is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, 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 and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

Unlicensed motorized vehicles and riding animals are prohibited from school grounds. All vehicular traffic is restricted to the pavement.

For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

School or Child-Related Groups or Other Government Agencies

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs. Additionally, 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](#).

Nonprofit Groups

Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district may charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes.

Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate.

Commercial Enterprises

Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.

Cross References: 3422 - Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest

Legal References: RCW 28A.230.180 Access to campus and student information directories by official recruiting representatives — Informing students of educational and career opportunities.
RCW 4.24.660 Liability of school districts under contracts with youth programs
RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for
RCW 28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities
RCW 28A.335.155 Use of buildings for youth programs — Limited immunity
20 USC Sec. 7905 Boys Scout of America Equal Access Act
34 CFR Sec. 108.6 Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups
AGO 1973 No. 26, Initiative No. 276 - School districts — Use of school facilities for presentation of programs — Legislature — Elections

Management Resources: 2014 - February Issue
2013 - July Issue
2013 - June Issue
2011 - December Issue
2009 - August Issue

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FACILITIES USE AGREEMENT - RULES AND REGULATION

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- All non-profit youth sports group verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of Mason County and State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the District has been granted. Groups or individuals cannot use District-owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 24-hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- The District reserves the right to refuse or revoke any authorization issued for the use of a



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school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the District in connection therewith.

- The Board and the District do not intend to create an open forum for public use of its facilities and grounds. The Superintendent and his/her designee shall take appropriate action to avoid such a forum being created. If at any time the Board wishes to change the nature of the forum it has previously allowed through community use of District facilities, the Board may do so to either expand or contract that forum and its attendant facilities usage.

Responsibilities and Schedule

Access to Building Starts: _____ Ends: _____

Space to be occupied: The rental for this event is for the **Commons, Gym, Gym Restrooms and Restrooms located in the hallway before the 4/5 grade classrooms.** Please do not enter any other areas of campus. It is your responsibly to ensure that all participants and customers utilize only the areas that you have contracted to use.

The following will be your responsibility for building security and cleanup:

- Please do not prop open doors
- Secure all exit doors and ensure that they are locked each time you leave campus
- All trash will be cleaned and in garbage cans (provided)
- All floors will be swept, and debris will be placed in garbage cans (provided)
- All tables will be placed in original positions
- Bathroom floors must be free of garbage and paper towel
- Parking lot and grounds must be cleared of trash to the same level as before the event
- Please make sure that you have locked all exit doors

The District will be responsible for the following and will bill the PTA for 4 hours of labor:

- The floors in the Gym will be mopped (using Zamboni)
- The floors in the Commons will be mopped (using the Zamboni)
- The bathrooms in the Gym will be cleaned
- The bathrooms in the 4/5 hallway will be cleaned
- All trash will be taken to outside dumpsters
- All "walk off" carpets will be vacuumed
- **All** exterior building doors will be locked

The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established.

APPLICANT/Title _____ **Date** _____

School Official Initials: _____ *Date:* _____