

Use of Facilities

Introduction

The district makes its facilities available after school, evenings, weekends, and during vacation periods for use by citizens of our community. Facilities available for use include classrooms, gyms, cafeterias, commons, fields, libraries, an auditorium, and swimming pool. Facilities are used for a broad range of activities including elections, community sports programs, public hearings, concerts, etc. See North Kitsap School District Facility Use and Informational Handbook for specific guidelines.

General Guidelines

Major user groups shall not dominate the use of the district's facilities so that all groups have reasonable access. Facility use among groups will be divided equitably based on the number of facilities requested, the number of participants involved, the nature and locale of the group, and usage history. North Kitsap community organizations will have priority over groups. The district will make every effort to accommodate all groups with a fair portion of the space available. In general, school facilities are available for public use after 5pm on school days and between 6am and 9pm on weekends and holidays. Exceptions are made to accommodate user groups who need to capture students right after school and on a case-by-case basis.

Facility use priority list:

1. School-sponsored or school-related activities
2. Non-profit youth groups and community recreation programs
3. Other non-profit community organizations
4. Profit-generating/Commercial enterprises and other users

District Sponsorship

The district reserves the right to issue disclaimers of sponsorship on any activities conducted on school premises. Users may be required to include such a disclaimer of district sponsorship in any advertising of activities conducted on school premises as a condition of use. Advertising by users on school property, such as signs or banners, may be prohibited.

Application Procedures

The primary method of application is by accessing the North Kitsap School District Website (www.nkschools.org) under the "Facility Use" tab. Forms for use of school facilities can be obtained at the Administration Offices or from any school, but should only be utilized as a guide to the scheduling request process. Completed online applications must be submitted to the Facilities Scheduling Office at least three weeks in advance of the event. Only the portion of the building listed and approved on the application form will be available for use. Facility users must adhere to event beginning and ending times as approved. All approved applications for gymnasiums and fields automatically expire on a seasonal basis, as determined by school athletic schedules, and must be renewed for continued use. Applicants must present a copy of the confirmed application (or written verification of approval) to the building custodian or other authorized district personnel upon request.

Insurance

Non-school organizations may be required to furnish proof of public liability insurance for certain activities with recommended coverage of \$1,000,000 bodily injury and \$50,000 property damage, with the school district named as additional insured. A copy of the insurance certification must accompany the completed facility use application. The certificate of insurance must be submitted prior to any use of facilities. Insurance is required for activities of a physical nature, or any activity deemed to present significant risk. Facility use will be granted only as long as insurance remains in effect.

Indemnification and Hold Harmless

The applicant shall agree to protect, indemnify, and hold harmless the North 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 gross negligence by the district.

Cancellation of Facilities Use by District

School district facilities are primarily for the benefit of the educational program. The district reserves the right to cancel any request for facility use if it conflicts with a school function, provided the user is given at least three (3) business days advance notice. The district will provide the user with the reason for the cancellation and refund any payments made in advance. The district will attempt to arrange for a mutually satisfactory alternate facility. Major non-school events involving extensive advance publicity, ticket sales, lodging arrangements, etc. will not be cancelled unless an extreme emergency arises.

Cancellation penalty time will be extended when holidays fall on the day before or after a weekend. The district may cancel any request and provide a refund at any time for a failure to comply with this policy or procedure. During snow closures or designated holidays/non-school days, custodial schedules may be different and may prevent them from being able to open or close for evening usage. In such cases, the Facilities Scheduling Office will give advance notice (if possible). The group may either cancel their request for that day, or pay for a Facility Aide to open and close the building.

Cancellation of Facilities Use by Applicant

Notification of cancellation must be submitted to the Facilities Scheduling Office at least three (3) business days prior to the scheduled event. Cancellation penalty time will be extended when holidays fall on the day before or after a weekend. Applicants who fail to cancel within the specified time will be charged for any district expenses incurred.

Special Equipment

When specialized equipment is requested by the applicant (such as audio mixing, stage lighting, video, recording, etc.), a Facilities Technician will be assigned to operate said equipment. Cost for operation will be assessed to the applicant.

District equipment such as risers, audio/visual equipment, tables, chairs and sports equipment are not available for rent or loan to outside groups outside of school facility rental agreements.

Fundraising Activities

Prior approval must be given for any fundraising activities by applicants.

Facility User Categories

For assessing rental and staff fees, facility users are divided into four categories:

Category A-School Related or Sponsored Activities

These groups are directly run by or support school activities.

A. School-sponsored activity:

School staff works and supervises the activity as a normal part of their jobs. Revenues are controlled by a district department accounting system. Examples include:

1. Drama productions and musical performances.
2. Co-curricular sports practices, games, matches, meets or tournaments.
3. PE classes, class field trips to other facilities.
4. Science fairs, jazz festivals, NKSD community schools programs.
5. Assemblies or general NKSD business.
6. Associated Student Body activities.

B. School-related Activity:

A booster club or support group works and supervises the event. The school staff does not supervise it as a regular part of their jobs. The school-related group, not the district accounting system, controls revenues. Examples include:

- PTSA and student-run clubs and organizations;
- Booster clubs for sports, music, drama, etc.;
- NKSD employee labor associations, employee wellness programs;
- Parent meetings or events; and
- Fundraising events such as holiday fairs, dinners, dances, carnivals.

Category B-Youth Organizations or Community Philanthropic Groups

This category includes non-profit, community organizations whose main purpose is to promote the welfare of youth or to improve the quality of life in the community at-large. Organizations managed by volunteer boards/coaches and which collect minimal fees for participation are classified in this category. These groups will be charged only to reimburse the district for direct costs of additional staff, equipment, and supplies necessary to conduct the activity.

Groups in this category meet the following criteria:

1. All volunteer membership or a governmental entity providing a public service.
2. Non-profit.
3. Non-religious.
4. Non-partisan.
5. Directly benefits youth, or improves the quality of life in the North Kitsap School District area.

Examples include:

- Camp Fire, Boy Scouts, Girl Scouts, 4-H;
- Pee Wee Sports, Little League, Babe Ruth, NK Soccer Club;

- City, County or local Parks & Recreation districts, adult sports leagues;
- Service clubs when sponsoring youth activities (Kiwanis, Rotary, Lions);
- Special Olympics, March of Dimes, American Cancer Society;
- Governmental public hearings or elections;
- Safety education groups, neighborhood block watch meetings;
- Power Squadron, Coast Guard Auxiliary, Red Cross;
- Non-profit Native American tribal activities, senior citizen groups;
- Boys and Girls Clubs; and
- League of Women Voters.

Category C-Other Non-profit Community Groups

This category includes non-profit 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.

Groups must meet the following criteria:

1. The activities and intent of the use is to benefit those who are a member of the group.
2. The activity is for the purpose of members' meetings, classes, entertainment, promotional events, fund raising, etc.
3. See Fee Schedule for rates.

Examples include:

- Fraternal Clubs such as Elks, American Legion, Eagles;
- Religious groups or churches organized and run by non-students;
- Political rallies or meetings which support a certain issue or candidate;
- Chamber of Commerce;
- Individual birthday parties, celebrations, reunions, weddings; and
- Professional associations such as Farmer's Market, Grange.

Profit Generating/Commercial Enterprises

This category includes profit-making organizations or private individuals and businesses or business related enterprises. These groups are charged double the established rental rates for Category C groups. Rental rates will include any materials, equipment, supplies, facility space, or staff time.

Schools will not award exclusive contracts to profit generating vendors for any products or services without providing for fair competition among likely competitors (or determining that the vendor is a sole source for the products or services). NKSD staff who use district facilities for private instruction, and charge for their services, are included in this category.

Staff /Rental Fees

Rental and staff fees are assessed in accordance with established fee schedules and salaries. Fees will be reviewed and modified as needed by the district and approved by North Kitsap School District Board of Directors.

All user groups other than **Category A-School Sponsored** will be charged for Facility Aide time whenever Custodians are not available. Facility Aide costs may be waived if the event is co-sponsored by the district and NK staff is required to supervise the event as a regular part of their duties. Facility users in all categories will be charged for any additional supervision or custodial services when required.

Groups in **Categories A and B** are charged only the direct costs of additional staff, equipment and supplies required to conduct the activity. The district may establish separate cooperative use agreements with community organizations or governmental agencies for the use of facilities.

District staff charges are billed at a minimum of two hours time. If staff time is scheduled and the user group does not show up, they will be billed for two hours.

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