



NORTH KITSAP
SCHOOL DISTRICT

FACILITIES USE AND INFORMATIONAL HANDBOOK

18360 Caldart Avenue NE

Poulsbo, WA 98370

(360) 396-3001

Dr. Lauryann Evans, Superintendent

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Introduction

Thank you for considering the facilities of North Kitsap School District for your event. This booklet contains information and instructions for use. Please review the policies and procedures in this booklet prior to using the facilities so your event goes smoothly. The District welcomes your use of our facilities and will strive to make your experience a pleasant one.

Available facilities include classrooms, gyms, cafeterias, commons, fields, libraries, an Auditorium, and a swimming pool. They are used for a broad range of activities, such as elections, community sports programs, public hearings, and concerts.

If you need further assistance, please call the Facilities Scheduling Office at (360)396-3062.

The North Kitsap School District believes in fostering respect and recognition of cultural diversity, human dignity, and individual rights. In this regard, the district complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or qualified individuals with disabilities. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Inquiries regarding compliance may be directed to the school district's Title IX/RCW 28A.640 Compliance Officer, Craig Barry (360-396.3018), ADA Coordinator, Rachel Davenport (360-396-3003), and/or 504 Coordinator, Lori Buijten (360-396-3072), North Kitsap School District, 18360 Caldart Avenue NE, Poulsbo, WA 98370.

Use of School Facilities

The public is invited to use facilities as long as the use does not interfere with educational programs. The District makes its facilities available after school, in the evenings, on weekends, and during vacation periods for use by citizens of our community.

Under certain conditions, fees may be charged for the use of school facilities to ensure that funds intended for the education of children are not used for other purposes.

General Guidelines

Major user groups shall not dominate the use of facilities. This will ensure all groups have equal access. Facility use among groups will be divided equitably based on the number of facilities requested, the number of participants, the nature and locale of the group, and usage history. The District will make every effort to accommodate all groups in a fair and impartial manner.

Priority for facility use:

1. 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

North Kitsap community organizations will have priority over other groups.

Authorization for the use of school facilities shall not be considered as an endorsement of, or approval of, the activity, group, or organization, nor for the purpose it represents.

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 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.

District Procedures

1. Users agree to abide by the laws of the State of Washington, Kitsap County, North Kitsap School District policy 4260, and all local ordinances, including police and fire department regulations. Possession or consumption of alcoholic beverages or illegal drugs, smoking, vaping, boisterous conduct, illegal forms of gambling, and illegal activities of any kind are not permitted on school premises. The user organization will be responsible for the enforcement of the above guidelines and shall be responsible for all participants, spectators, and affiliated personnel. Children must be supervised during all activities.
2. Only that portion of the building and equipment listed and approved on the application will be available for use. Keys to the buildings of facilities will not be issued to user groups. The facilities will be opened and closed by District personnel. For security and liability reasons, an official District employee must be on the school premises during usage (this does not include athletic fields).
3. User groups are required to set up and take down equipment and furniture. All school property will be treated with extreme care and returned to the same location and condition as originally found. Applicants are required to remove, at their own expense, materials, equipment, furnishings, or trash left after use of school facilities or fields. Any District expense incurred as a result of the applicant's use will be billed to the applicant.

4. Facility usage not in the best interest of the District will not be approved. Conditions of usage include satisfactory sponsorship, adequate adult supervision, care of equipment and facility, adherence to police/fire regulations, and appropriateness of the activity.
5. When large crowds are anticipated, the user shall notify local law enforcement agencies for aid in handling traffic and crowd control. A crowd control plan must be submitted by the user group prior to the approval of a major event. Custodians are NOT responsible for crowd control.
6. Fundraising activities or advertising material of any kind will not be distributed or posted in school buildings or on school premises without prior approval of the Facilities Scheduling Office.
7. All meetings will terminate, and the facility will be vacated at least one half-hour prior to the end of the custodial shift (school nights) unless specifically approved in advance.
8. Kitchens will not be used before 3:30 PM on school days unless prior approval is granted. Kitchen use will be permitted only when supervised by a food service employee. No food or drink shall be served in any school building without prior approval.
9. Prior to the sale of food, the Food Service Department (360-396-3278) must be contacted. A temporary food permit will be required.
10. No animals are allowed on school property without prior arrangement.
11. All lighting, sound, and special stage equipment at the Community Center Auditorium must be operated by a District Facilities Technician and used only with prior approval.
12. Driving on NK athletic or playing fields is prohibited.
13. Application of materials to walls or floors, lighted candles, fog machines, or other items which could damage school facilities are prohibited.
14. Cancellations by either party require three business day notice, unless an extreme emergency exists which requires the immediate use of a facility. "No shows" will be charged for the time reserved, plus staff time if applicable.

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

Other Requirements

Children: Children must be supervised. Reports of unsupervised children or repeated misconduct complaints may result in termination of use.

Alcohol/Tobacco: Use of alcohol or tobacco products is prohibited on all District property, including parking lots and fields. All weapons are prohibited on District property.

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.

Maintenance Problems: Users are to report any maintenance problem or concern to the Building Custodian or to the Facilities Aide. Users should not try to repair electrical, heating, lighting or plumbing problems.

Indemnification and Hold Harmless: The applicant agrees to protect, indemnify and hold harmless 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.

Insurance

Non-school organizations are required to furnish proof of public liability insurance for certain activities with recommended coverage of \$1,000,000 in bodily injury and \$50,000 in property damage. North Kitsap School District shall be named as an 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 increased risk. Facility use will be granted only as long as insurance remains in effect.

Facility users may purchase general liability insurance directly through the District's Risk Management Pool's broker. The user may obtain general liability insurance from another broker or may have coverage with a national organization.

How to Rent & Schedule Facilities

1. To schedule facility use at any district location, an application must be filled out online on the District website – www.nkschools.org. Click on “Get Involved” and then “Facility Use”. In the event of technical issues, contact the Facilities Coordinator at 360-396-3062 or visit the Facilities Office at 1365 Finn Hill Road NW, Poulsbo, WA. For a list of school addresses, please see page 9.
2. Contact the Facilities Scheduling Office for scheduling deadlines prior to applying for field or gymnasium use.
3. Completed Facility Use Application form, District Facility Use Policies form, certificate of insurance and the nonprofit certificate must be submitted to the Facility Office at least three weeks prior to the event. Applications submitted with less than three weeks' notice may be approved, subject to a \$20 late filing fee.
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. Schools must submit a Facility Use Application form if use is beyond the regular school day.
7. Mail all applications to:
 - North Kitsap School District
 - Facility Scheduling Office
 - 1365 NW Finn Hill Road, Poulsbo, WA. 98370
8. Reservations are final only after all approval signatures are acquired. Upon approval, the applicant will receive a gold-colored copy of the application. They are responsible for noting any comments made on the approved copy.

9. Copies of the approved Facility Use Application will also be sent to the school secretary, custodian, and the room's daytime occupant.
10. Facility users must adhere to event setup and vacate times 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.
11. The user's designated representative shall identify themselves to the Custodian or Facility Aide upon arrival at the facility. They must have available a copy of the confirmed application or written verification of approval.
12. Applications for auditorium, classrooms, libraries, and commons are scheduled from September-August and must be renewed annually. Applications for gymnasiums and fields automatically expire on a seasonal basis and must be renewed for continued use.
13. Applicants for field use must submit the total number of participants to the District Facility Scheduler upon completion of their use. Users will be billed at the end of the month. If an outstanding balance remains from a previous use, future usage will not be approved.

Cancellations

Cancellations by the 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 canceled 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, or 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 provide 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 by the 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.

Facility User Categories

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

A. School Sponsored or Related Groups

These groups are directly run by or support school activities. They will not be assessed a facility rental fee unless there is an unusual impact to the facility and/or special services are required. For example, when NKHS Drama Department presents a play, the Auditorium is available at no charge, and a Facility Technician will operate lighting and sound systems. For rehearsals, however, the Drama Department will be allowed 24 hours of Facility Technician time. If additional Technician time is needed, the Drama Department will be responsible for paying for any additional time desired in preparation for a performance.

School-sponsored activity:

School staff works and supervises the event as a routine part of their jobs. Revenues are controlled by a District department accounting system.

Category A Examples:

- Drama productions and musical performances
- Co-curricular sports practices, games, matches, meets, or tournaments
- PE classes, class field trips to other facilities
- Science fairs, jazz festivals, NKSD community schools programs assemblies or general NKSD business.
- ASB activities

School-related activity:

A booster club or support group works and supervises the event. The school staff does not supervise it as a routine 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 the band, sports, choir, drama, NKSD employee labor associations, employee wellness programs, parent meetings, or events fundraising events such as holiday fairs, dinners, dances, and carnivals.

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 must meet the following criteria:

- 1) All volunteer membership or government entity providing a public service

- 2) Non-profit
- 3) Non-religious
- 4) Non-political
- 5) Directly benefits youth or improves the quality of life in the North Kitsap School District area.

Category B Examples:

- Camp Fire, Boy Scouts, Girl Scouts, 4-H
- Pee Wee Sports, Little League, Babe Ruth Baseball, NK Soccer Club
- City, County, or local Park & Recreation Districts, adult sports leagues
- Service clubs sponsoring youth activities (Kiwanis, Rotary, Lions)
- Special Olympics, March of Dimes, American Cancer Society, Toastmasters
- Governmental public hearings or elections
- Safety educational groups, neighborhood block watch meetings
- Power Squadron, Coast Guard Auxiliary, American Red Cross
- Non-profit Native American tribal activities, senior citizen groups

C. Other Non-Profit Community Groups

This category includes non-profit organizations which operate to benefit their membership and 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 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, fundraising, etc.

Category C Examples:

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

D. Profit Generating and/or 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 the sole source for the products or services. NKSD staff that use District facilities for private instruction (and charge for their services) are included in this category.

In some instances, the intent or function of an event may determine its category.

Example 1 – A group sponsoring a community forum, with all sides of an issue represented equally, would be **Category B**. A group sponsoring or endorsing a certain issue or candidate would be a **Category C** event.

Example 2 - The local community college holding a public forum on an environmental issue affecting the community at large would be **Category B**. A college math class would be **Category C**.

Example 3 – A neighborhood association Block Watch safety meeting would be **Category B**. A homeowners' meeting about architectural standards in their neighborhood would be **Category C**.

Payments

All charges and fees for services performed by custodians, kitchen staff, supervisors, facility aides, and technicians shall be arranged through and paid to the District's business office by check or money order. 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, the user shall pay all reasonable collection charges and/or attorneys' fees. Failure to make payment on time will preclude future school facility usage.

Custodial Services

Unless a Custodian has been contracted specifically for the event, the custodial services are limited to opening and closing facility, lighting, heating, restrooms, emergencies, and making available equipment approved in the Facilities Use application. Custodians contracted for the entire event will assist the applicant with regular custodial duties such as setup, 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 Staff Services

Any group using kitchen facilities will be required to have a Food Service employee present during their event. This employee will assist the user with food production and ensure that all food and 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 will not be required to have a Food Service employee present.

Groups who wish to sell food must contact the Food Services Department (360-396-3278) prior to their event. A temporary food permit will be required.

The kitchen is to be left in the same condition as found. Users will be charged for District staff cleanup time.

Facility Staff Services

Facility Aides

When Custodians are not available, Facility Aides are employed to assist user groups. Aides are representatives of the District and provide services such as opening and closing doors, turning on lights, assisting in using authorized equipment, maintaining the security of the buildings, reporting emergencies, and ensuring that groups use our facilities safely and responsibly. They ensure that groups use the facilities/rooms assigned to them on the approved Facility Use Application. They are not responsible for setup, cleanup, or takedown.

Facility Technicians

When specialized District equipment is requested for an event, a Facility Technician will be assigned. In addition to the services listed above, they will lay out curtains and rigging, set up and operate sound and stage lighting systems, design and implement light plots, and record events (audio and/or video) for the user as requested. Applicable copyright laws will apply to the recording of events.

Large events, particularly at the Auditorium, may require more than one Technician.

Staff Rental Fees

Rental and staff fees are assessed in accordance with the established fee schedules and salaries. Final decisions regarding the assessment of user fees and any other charges will be made through the District Administrative Office.

All user groups other than Category A-School Sponsored will be charged for Facility Aide time whenever Custodians are unavailable. Facility Aide costs may be waived if the event is co-sponsored by the District and

NK staff are 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 District 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, the user is billed for two hours.

Special Equipment

Specialized equipment such as audio mixing, stage lighting, video, and sound recording is available to users at certain District venues. The cost for the operation of this equipment will be assessed to the applicant.

District equipment, such as risers, audio/video equipment, tables, chairs, sports, and scorekeeping equipment, etc., are unavailable for rent or loan to outside groups. Auditorium equipment must not be removed from the Auditorium.