

Procedure - Use of School Facilities

Application for use of school facilities will be made to the building principal for elementary school and the middle school principal for the Middle-High School buildings.

Professional fund raisers representing charities must provide evidence that the fund raiser:

- A. Is recognized by the Philanthropic Division of the Better Business Bureau;
- B. Is registered and bonded by the state of Washington; and
- C. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent will develop and recommend to the board a fee schedule applicable for use of school facilities. The Maintenance/Grounds/Custodial Supervisor will review the fee schedule and make a recommendation of any changes to the superintendent.

Sponsoring organizations will provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. All applicants for use of school facilities will hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage will be decided by the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The superintendent possesses the authority to make the decision on use of school facilities by a group.

Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use will not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent will make reasonable effort to obtain restitution for the damage.

A custodian or other authorized staff member must be on the premises when any non-school group is using school facilities.

Weight Room Use

The Dawson Gym weight room is intended for the use of Okanogan School District's students and athletic teams. School teams, when supervised by their coach(s) will be given preference of times for team use.

The weight room will be closed for the evening at 9:00 PM every night for janitorial cleaning. All occupants of the room must leave at that time.

When the weight room is not in use by school teams, Okanogan School District Staff may use the room. Staff understand they are the onsite supervisor of the weight room, and are responsible for any non-school employee who may be in the room with them. A school employee using the weight room should be trained in the proper use of the training equipment and should not allow anyone to use the equipment who they feel is not trained or, do not wish to be held responsible for. When leaving the weight room, if no other school employee is present, all people in the weight room must be asked to leave. Staff will then secure all doors accessing the room upon leaving the building.

Misuse of the room, or equipment may lead to room use privileges being revoked. This includes an employee giving/loaning their key/fob to another person in order for them to use the weight room without the employee themselves supervising the room.

The weight room is not open for public use, nor is it available for rental through a facilities use agreement.

Adoption Date: 8/28/19
Okanogan School District
Classification: Essential
Revised Dates: