

POLICY NO. 1410
Adopted: 3-26-80
Revised: 4-9-86
Revised: 10-23-91
Revised: 12-15-99
Revised: 6-25-02
Revised: 9-10-14

COMMUNITY USE OF SCHOOL BUILDINGS, EQUIPMENT, GROUNDS

POLICY:

The buildings and grounds of the Lake Stevens public schools are primarily for public school purposes. However, every possible opportunity will be provided for after school and evening use of school facilities by citizens of the Lake Stevens School District and community groups in educational, recreational endeavors, and community interest.

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.

It is the policy of the Board of Directors to encourage the use of these facilities as outlined in the procedures set forth by the Administration.

No person or organization seeking to use District facilities pursuant to this policy shall be denied the use of the facilities, or be subjected to discrimination on the basis of race, creed, color, national origin, sexual orientation, gender or disability.

POLICY NO. 1410
Adopted: 3-26-80
Revised: 4-9-86
Revised: 10-23-91
Revised: 06-25-02
Revised: 10-26-05
Revised: 3-28-07
Revised: 9-9-09
Revised: 10-13-10
Revised: 9-10-14
Revised: 12-10-14
Revised: 8-23-17
Revised: 8-28-19
Revised: 9-8-21
Revised: 2-23-22
Revised: 9-14-22
Revised: 8-22-23
Revised: 5-8-24

COMMUNITY USE OF SCHOOL BUILDINGS, EQUIPMENT, GROUNDS

PROCEDURES:

1. Application Requirements

Prior to the use of a facility, an application for use of buildings or grounds must be made through the Community Services Office or District website. All information requested on the application must be provided by a responsible representative of the group requesting use of the facilities.

- a. The Community Services designee shall approve the user request based on criteria set forth in this policy. Once the user approval is received, individuals and groups will utilize the District website to request facilities or buildings as well as dates and times. Approval for facility use must be received prior to the distribution of practice/game schedules or the promotion of any event. Assessment of charges, if applicable, will be determined by District personnel utilizing the fee schedule(s) set forth in this policy.
- b. Insurance: Groups using any Lake Stevens School District facility are required to supply the District with a Certificate of Insurance naming Lake Stevens School Districts an additional insured prior to occupying the premises. Coverage may be obtained through individual insurance companies or through the Washington Schools Risk Management Pool. Liability insurance with a minimum of \$1,000,000 per occurrence is required.

- c. Electronic copies of the facilities request(s) will be forwarded to the designated building representative and custodian.
- d. All applications and the Certificate of Insurance must be received by the Community Services Office at least five (5) days prior to the event.
- e. Application for the use of athletic facilities and fields will be accepted on a seasonal basis as follows:

Application Period

Aug. 1-15	Fall Season, Sept. 1-Nov. 15
Oct. 1-15	Winter Season, Nov. 16-March 30
Feb. 1-15	Spring Season, April 1-June 15
May 1-15	Summer Season, June 16-Aug. 30

A single application may be entered for a series of similar events. A separate application must be made for events that differ from the original application. Facilities utilized shall be limited to those specified on the application. Only approved applications constitute permits for the use of school facilities.

- f. It is not the intention of the Lake Stevens School District to provide a permanent meeting place for outside organizations.
- g. Applications will be considered and scheduled when submitted in the appropriate manner and it is determined that there is no conflict with Lake Stevens School District programs and activities. Facilities will be scheduled based on the priorities as noted in Section 6.
- h. Should office space, classroom, portable classroom, or other designated locations be vacant, the District may rent space on a monthly basis to government agencies or nonprofit agencies provided such rental would not be a disruption to the educational priorities of the school. Monthly fee schedules will be negotiated by the Superintendent and/or his/her designee and considered in accordance with the Classification Schedule.

RULES OF CONDUCT

When school is in session, visitors must report to the school office upon entering the campus. School campuses are open to public use during certain hours, subject to compliance with the law and rules of conduct as described below.

Hours of public use

- School days: 4 to 10 p.m.
 - Lake Stevens High School is available to the public after 5 p.m. for building use on school days.
- Non-school days: 8 a.m. to 10 p.m.
- No trespassing after 10 p.m.

Strictly prohibited at all times:

- Firearms and weapons (RCW 9.41.280), explosives (RCW 70.74.191), fireworks, and open fires are not allowed.
- Alcoholic beverages, tobacco/nicotine products, THC products (exception: RCW 69.51A.220), and controlled substances (any unlawful narcotics or drugs) may not be used or possessed on campus.
- Dogs and other animals are not allowed (except service animals, RCW 49.60.040).
- Trespassing outside the posted hours for public use or use of campus facilities and fields without authorization is not allowed (RCW 9A.52.070/080).

Other rules of conduct:

- Motorized vehicles must remain on access roads or driveways. Bicycles and scooters must remain on paved portions of the property.
- Food, chewing gum, sunflower seeds, and glass bottles are not allowed on sports courts, sports fields, or in play equipment areas.
- No fighting or unruly/disorderly behavior.
- No activity that damages or diminishes property.
- No foul, abusive, disruptive, or harassing language.
- All trash must be properly disposed of in designated receptacles or carried out.
- Use of athletic fields must be approved in advance. Call 425-335-1500 to schedule.
- Compliance with other posted rules at sports courts, stadiums and fields is required.
- Motor vehicles left in school parking lots outside of the hours the campus is open to public use may be towed/impounded.

Trespassing outside of the posted hours for public use, trespassing after any exclusion warning is issued, and violation of any state/local law, may result in arrest and criminal charges. Violation of rules of conduct, or any conduct that is beyond the bounds of reasonable behavior, will result in expulsion from the premises and suspension of the privilege to use or visit the school.

2. Restrictions

Applications will not be approved for any use which, in the judgment of the Superintendent (or his/her designee), may not reflect a representative balance between student and adult activities, may be contrary to the best interest of the school or the educational program, or for which satisfactory sponsorship, insurance or adequate adult supervision is not provided. This shall include proper police and fire protection where necessary.

- a. Access to school facilities and grounds shall be restricted to the specific areas requested or allowed by agreement. Storerooms, electrical panels, technology hub rooms, nurse's station, campus offices and other areas are expressly off limits.
- b. Except for the swimming pool, school facilities will not be rented for private parties including funerals and/or memorial services, unless expressly approved by the Superintendent.
- c. Applications will not be approved for any illegal activity or by any organization listed as subversive by the United States Attorney General.
- d. It is the applicant's responsibility to state on the application, in detail, the intended use of the facility.
- e. Keys to buildings or facilities will not be issued to user groups. The facilities will be opened by school District personnel or an authorized representative. Exceptions may only be made by the Superintendent or his/her designee. A member of the District's custodial staff, the principal, or his/her designee must be present whenever community activities take place within a building.
- f. A member of the Food & Nutrition Services staff must be present whenever community activities require the use of the kitchen.
- g. No decoration or the application of material to walls or floors will be allowed without the permission from authorized District personnel.
- h. No electrical wiring is to be changed and no part of the District's facilities may be modified under any circumstances.
- i. No part of any emergency device such as fire alarms or emergency lighting or windows may be covered up or obstructed. Emergency access shall never be obstructed or blocked for any reason. The number of participants and guests shall not exceed the authorized capacity of the facility and the use of open flames and/or candles is prohibited,
- j. Profane language, possession or use of alcohol, illegal substances, firearms, dangerous weapons, boisterous conduct, betting, or other forms of gambling are not permitted on school premises. *References: District Policy No. 1610, RCW 9.41.250-280, RCW 28A.600.210-240, with the exception of law enforcement officers.*
- k. Tobacco: Any use of tobacco and nicotine products and delivery devices by staff, students, visitors, or community members is prohibited on school district property. Possession or distribution of tobacco and nicotine products and delivery devices by minors is prohibited. This shall include all district buildings, grounds, and district-owned vehicles. *References: District Policy No. 4505, RCW 28A.210.310.*
- l. Gym shoes shall be required for all activities taking place on the wood gym floors.

- m. The District reserves the right to cancel use due to emergency situations, power outages or inclement weather. Further, the District reserves the right to revoke a license to use the District's facilities, without advance notice or reason and without incurring liability.
- n. Community groups that repeatedly schedule school facilities but do not use them are subject to utility fees and requests for future use may be denied.
- o. Youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies described in RCW 28A.600.190, for the management of concussions and head injury in youth sports.
- p. Cost of all repairs for damage to facilities, except normal wear and tear, will be charged to the responsible party. Abuse or misuse of facilities or non-payment of required repairs will result in a loss of facility-use privileges for the responsible party. When a larger organization sponsors an individual or team, the larger organization is considered to be the responsible party.
- q. All facilities will be monitored for risk of damage due to high impact activities or weather-related wear. The District may close facilities at any time as needed for safety reasons or maintenance activities. The condition of high school and middle school athletic facilities used for competition is especially important to District athletic programs and will be monitored closely.
- r. The District reserves the right to assign priorities and reduce fees based on equality and diversity in accordance with federal and state law and District policy. The District reserves the right to add a utility surcharge based on fluctuating energy costs and the right to cancel or revise any approved facility use request whenever it is in the best interest of the District at its sole discretion.
- s. Youth/adult sports groups are permitted to have a portable bathroom(s) delivered to sites with prior approval from Community Services. The bathroom must be placed in a location that is not impactful to the building, and is to be regularly maintained at the expense of the group. Portable bathrooms must be removed from the site within 10 days of the last field use. The District reserves the right to have the bathrooms removed at any time.
- t. Conditional Use Permit for Cavelero Mid High School specifically prohibits the use of temporary lighting.
- u. Metal cleats cannot be worn on turf fields. No activities on the tracks are allowed while wearing any cleats. This includes warming up or walking.

3. Applicant's Responsibility

- a. Application for a school facility shall constitute acceptance by the applicant of the responsibility for any damage done as a result of his/her use and willingness to comply with all rules and regulations regarding the use of school facilities as prescribed by the School Board. In case of any damages, applicants must agree to the cost assessment provided by the Assistant Superintendent of Business Services.
- b. With the exception of sole negligence or willful misconduct by the Lake Stevens School District, the applicant agrees to protect, indemnify and

hold the District harmless for all liability resulting from the use of requested facilities.

- c. The applicant must provide satisfactory adult supervision of all activities at all times and must comply with safety-related directives issued by in-building or emergency services personnel.
- d. Before leaving the building or grounds, all groups will pick up, clean, and put in order the facility used by them for their activity. Failure to do so could result in additional charges.
- e. The applicant will notify the Community Services Office of any cancellation of previously scheduled facilities in ample time (no less than 24-hours) to plan accordingly. In case of failure to do so, the District may bill for "actual cost" expenses incurred in preparation for use of the facilities requested, including the assessment of utility charges.
- f. Vehicles shall park only in designated parking spaces. Parking in fire lanes is strictly prohibited. No vehicles may drive off of designated drives and onto sidewalks, grass or track surfaces. Any damage caused by violation of this rule will be the responsibility of the user.
- g. No food or drink (excluding clear water) is allowed on tracks or turf fields.

4. Payments

- a. All basic charges and charges for District-required buildings and personnel services performed by school District employees shall be arranged by and paid to the Community Services Office. Organizations or groups are not to make any payment directly to on-duty school employees, or make any individual arrangements with employees as to service charges. User charges will be established by the Board of Directors as an addendum to these basic procedures, and are found on the attached Facilities Fee Schedules.
- b. Payment will be made upon receipt of an invoice from the District. Organizations using facilities on a monthly basis will be billed monthly by the Community Services Office. Payments are expected to be paid in full on a monthly basis.

5. Right Reserved to Revoke Permits

- a. The School Board reserves the right to cancel any permit given and to refund any payment made for the use of school buildings or grounds where it deems such action advisable and in the best interest of the school District to modify its policies at any time.
- b. Falsification of information on the application form will result in revocation of the use of facilities.

6. Classification of Organizations for Facility Rental and Use

The District believes that the primary beneficiary of the District's facilities should be children. As a result, after the District's own use, priority will be given to non-profit organizations serving Lake Stevens School District students.

Classification I

- Lake Stevens School District activities
 - Lake Stevens School District Community Education Program
- Lake Stevens Education Foundation
- PTAs
- Parent Booster Clubs
- Scout Groups
- Camp Fire Groups
- 4-H Groups

Classification II

- a. Nonprofit parent, staff, or citizen groups for schools or character building or child welfare, athletic teams serving a majority (80%) of Lake Stevens School District residents, and groups concerned with public safety and public information of benefit to the citizens residing in Lake Stevens School District.

The classification may include but not be limited to:

- Boys & Girls Club*
- Early Learning Centers, Preschools & Licensed Daycares*
- Lake Stevens Adult Athletic Associations*
- Lake Stevens Baseball Club*
- Lake Stevens Basketball Club*
- Lake Stevens Junior Athletic Association*
- Lake Stevens Lacrosse Club*
- Lake Stevens Little League*
- Lake Stevens Police Department
- Lake Stevens Soccer Club*
- Lake Stevens School District bargaining groups
- Lake Stevens Youth Football*
- Snohomish Regional Fire & Rescue
- Snohomish County Sheriff's Office
- YMCA of Snohomish County*

**\$5.00 fee per athlete or participant, per season*

- b. Nonprofit youth athletic teams or groups serving 51-79% of Lake Stevens School District residents. Teams/groups in Youth Classification IIB will be scheduled after IIA teams/groups and pay a base facility use fee of \$100 per season and a fee of \$5 per athlete/participant per season.
- c. Nonprofit youth athletic teams or groups serving 25-50% of Lake Stevens School District residents. Teams/groups in classification IIC will be scheduled after teams/groups in IIA and IIB and will pay a base facility fee of \$200 per season and a fee of \$5 per athlete/participant per season.

Classification III

Certain nonprofit groups devoted to community interest, public agencies, commissions, political parties whose activities generally take place within the geographical confines of the Lake Stevens School District. This classification would include, but not be limited to:

- Aquafest
- Lake Stevens Chamber of Commerce
- Lake Stevens Churches
- Local Civic Clubs and Service Groups
 - Civic or governmental meetings that specifically target Lake Stevens' community members
- Lake Stevens Home Owners Associations
- Lake Stevens Ministerial Association
- Private K-12 Schools
- Snohomish County PUD

Classification IV

Certain nonprofit groups devoted to community interest of child welfare or adult athletic groups, whose activities generally serve a majority of those who live outside the geographical confines of the Lake Stevens School District. This classification would include but not be limited to:

- Snohomish County Adult or Youth Athletic Groups
- Snohomish County Churches
- Snohomish County Civic Clubs
- Snohomish County Democrats
- Snohomish County Planning Commission
- Snohomish County Republicans
- Snohomish County Public Works Department
- Postseason County Teams
- Washington State Department of Transportation

Classification V

Includes organizations or individuals using school facilities for profit. This classification would include, but not be limited to:

- Private instruction
- Professional or semi-professional athletic teams
- Profit making endeavors of groups in Classifications III and IV

Priority for Use of School Facilities

Classification I (Lake Stevens School District activities) will have first priority for the use of all facilities, which may result in other groups having to reschedule their activities. Attempts shall be made to maintain a representative balance between various student groups and also between student and adult groups.

- Priority 1: Classification I
- Priority 2: Classification IIa
- Priority 3: Classification IIb
- Priority 4: Classification IIc
- Priority 5: Classification III
- Priority 6: Classification IV
- Priority 7: Classification V

Facilities Fee Schedule

- There are no rental fees for Classification I or IIA, provided use of facilities does not result in additional expense for custodial overtime, special equipment, food or technical services staff. Any such fees may be waived at the discretion of the Superintendent or his/her designee.
- For classification IIA teams or groups using District cafeterias, gymnasiums or fields there will be a \$5.00 charge per participant, per season, to cover the cost of utilities and supplies.
- For Classification II through VII, the current custodial overtime rate plus mandatory benefits will be added to the rental fees when extra time is required for preparation and cleaning of facilities by the custodian. On school nights the renter pays only for the extra time it takes the custodian to prepare and restore the facility or if the custodian is required to stay beyond his/her normal work day.
- When no custodian is regularly scheduled, the current custodial overtime rate plus mandatory benefits will apply for all hours the building is occupied, with a minimum of two (2) hours (Saturday, Sunday, holidays, school vacations).
- Additional fees for facilities may be added to the base price depending on cost to the District for facilitation, utilities, holiday differential pay, etc.
- If custodial or facilitation services are required but the Districts unable to provide adequate custodial or facilitation support, an application for use may be denied and prior approval may be revoked.
- Whenever a kitchen facility is used, a food services staff member must be present. Actual labor costs for kitchen supervision and/or staffing will be billed to the user based on the services and supplies required.
- All “per event” charges are based on two (2) hours minimum usage. In addition, for Group V activities in the nature of large profit-making endeavors, such as concerts or professional athletic contests, a special rate will be negotiated which may include a portion of the gross receipts.
- The rates and fees that are to be adjusted will be taken before the Board each year. The Board may decide to approve or reject the rate and fee changes in whole or in part.

- Where available, access to wi-fi will be provided as a portion of the utility fee with the understanding that access to public wi-fi is filtered and bandwidth is limited.
- The use of classroom AV equipment, computers and/or projectors is not allowed.

Please refer to the attached fee schedules for specific information:

[Building Use Fees](#)

[Turf Fields, Gyms & Grass Fields Fee Schedule](#)

[Lake Stevens High School Performing Arts Center](#)

[Lake Stevens School District Pool](#)