

Tumwater School District Procedures

USE OF SCHOOL FACILITIES

General Provisions

Use of school facilities by community groups requires application and approval by the district as described below.

With the approval of the school district board of directors, the Superintendent has the authority to enter into written agreements with organizations for the use of school facilities determined to be in the best interest of the district and the district's students. Except as otherwise provided in such written agreements, all facility use by the community shall comply with the procedures and requirements below.

Application and Approval Process

The following procedure is required of all applicants.

School Related

The building principal or designee will forward all In-House applications that occur at times when outside user groups could reserve space to the Supervisor of Buildings and Grounds to avoid conflicts.

Local Community Groups & Other Organizations

1. Application for use of school facilities must be made with the appropriate building principal or his/her designee who will provide the applicant with the application form.
2. User groups are required to submit an Application for Use of School Facility request form. This application form must be completed in full, signed by the applicant and returned to the Building for written approval by the principal or designee. Once approved at the building level, the application is sent to the Supervisor of Buildings and Grounds for final approval.
3. Upon receiving written approval, the applicant will provide required insurance. If an event is canceled, any monies received by the district may be returned to the applicant, minus any costs that might have been incurred by the District in planning for or scheduling said event.
4. Organizations requesting use of Tumwater School District facilities should plan on making application well in advance of desired dates. The burden of providing proper lead time and following procedures rests with the applicant. Last-minute applications may be rejected.

Facility Use Rules

1. Equipment may not be transferred from one school to another for non-school use.
2. The School District may not participate in the purchase of food or other items. School food may not be borrowed or used.

3. Smoking is prohibited according to District Policy No. 3405 and RCW 28A.210.310.
4. Alcoholic beverages may not be served or consumed on school premises.
5. Use of buildings by organizations shall be supervised by appropriate district personnel except where groups can be assigned to rooms or areas easily accessible from the outside or that can be locked off from the remainder of the building.
6. Organizations using school facilities must agree to exercise the utmost care for facilities. The applicant must pay for damaged or broken equipment, as well as general building damage. Depending on the nature of a requested event, an advance damage deposit, calculated on a case-by-case basis, may be required.
7. The applicant, whether school related or non-school related, is responsible for leaving the facility in a condition that is ready for school. The Supervisor of Buildings and Grounds will decide when and how much cleaning is needed and will invoice the user to recover cleaning costs. An example of this would be for a school related activity that occurs on a non-scheduled work day such as weekends or holidays.
8. Organizations requesting use of facilities must comply with applicable federal and state laws governing affirmative action and equal opportunity.
9. Kitchen facilities may only be used when the use does not interfere with school programs or activities and the approval of the Supervisor of Food Services has been obtained. To ensure safety by the users, an in-service on equipment by district personnel and a waiver of liability may be required. The requester must also meet the requirements established by the Thurston County Health Department.

Schedule of Rates for Facility Usage:

The Fee Schedule shows minimum hourly charges for all uses except childcare and youth camps, which are daily charges. Additional charges for set-ups, clean-ups, and events exceeding the rental agreement, may be assessed to recover costs incurred by the district. Use of certain other equipment or services may require training or an additional charge or deposit and will be managed on a case-by-case basis.

1. The following rates are based on week day and evening usage (when appropriate district staff are in the buildings). Additional costs for personnel will be charged when facilities are requested on weekends, holidays, winter, and spring breaks, and summer schedules or when additional support is required.
2. Users shall furnish a certificate of insurance with their application with minimum benefits of \$1,000,000 per occurrence with an annual aggregate of not less than \$2,000,000 naming Tumwater School District as an additional insured. Applications will not be approved until adequate proof of insurance is received by the Supervisor of Buildings and Grounds.
3. The Tumwater School District Head Injury Form is required for all youth sports groups

District Office Rental Spaces				
<u>District Office Facility</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
Board Room	No Cost	\$21.00/hr	\$39.00/hr	\$74.00/hr
Conference Room	No Cost	\$10.00/hr	\$17.00/hr	\$41.00/hr

Elementary School Rental Spaces				
<u>Elementary Spaces</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
Classroom	No Cost	\$10.00/hr	\$17.00/hr	\$41.00/hr
Large Room/Gym	No Cost	\$21.00/hr	\$39.00/hr	\$74.00/hr
Childcare-Before/After School	\$35.00/Daily Rate - All Categories			
Childcare-All Day	\$50.00/Daily Rate - All Categories			
Fields/Play Sheds	No Cost	\$20.00/hr	\$30.00/hr	\$50.00/hr

Middle School Rental Spaces				
<u>Middle School Spaces</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
Classroom/Locker Room	No Cost	\$10.00/hr	\$17.00/hr	\$41.00/hr
Large Room	No Cost	\$25.00/hr	\$40.00/hr	\$75.00/hr
Gym	No Cost	\$25.00/hr	\$45.00/hr	\$80.00/hr
Gym w/Attendance	No Cost	\$50.00/hr	\$90.00/hr	\$160.00/hr
Fields	No Cost	\$20.00/hr	\$30.00/hr	\$50.00/hr

High School Rental Spaces				
<u>High School Spaces</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
Classroom/Locker Room	No Cost	\$10.00/hr	\$17.00/hr	\$41.00/hr
Large Room	No Cost	\$25.00/hr	\$40.00/hr	\$75.00/hr
Small Gym	No Cost	\$25.00/hr	\$45.00/hr	\$80.00/hr
Large Gym	No Cost	\$35.00/hr	\$55.00/hr	\$92.00/hr
Large Gym w/Attendance	No Cost	\$50.00/hr	\$90.00/hr	\$160.00/hr
Performing Arts Center	No Cost	\$75.00/hr	\$100.00/hr	\$160.00/hr
Fields/Tennis Courts	No Cost	\$20.00/hr	\$30.00/hr	\$50.00/hr

TSD Stadium / Black Hills High School Turf				
<u>Stadium/Turf Spaces</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
Artificial Turf Field	No Cost	\$86.00/hr	\$103.00/hr	\$214.00/hr
Stadium Track	No Cost	\$59.00/hr	\$77.00/hr	\$163.00/hr
Field Lights	No Cost	\$36.00/hr	\$36.00/hr	\$54.00/hr
Stadium Grandstands including restrooms	No Cost	\$78.00/hr	\$84.00/hr	\$104.00/hr
Stadium Ticket Booth	No Cost	\$6.00/hr	\$6.00/hr	\$11.00/hr
Stadium Concessions	No Cost	\$6.00/hr	\$11.00/hr	\$26.00/hr
Stadium Pressbox Including scoreboard & PA System	No Cost	\$6.00/hr	\$11.00/hr	\$26.00/hr
Stadium small restroom/BHHS	No Cost	\$41.00/hr	\$41.00/hr	\$82.00/hr
Turf Field restrooms	No Cost	\$41.00/hr	\$41.00/hr	\$82.00/hr

Labor Rates	
<u>All Categories</u>	<u>All Categories</u>
Custodian	\$50.00/hr
Stadium/Field Manager	\$50.00/hr
PAC Technician/Manager	\$50.00/hr

ADOPTED: August 1, 1995
REVISED: July 25, 2008; April 11, 2013; May 25, 2023