

LAKESIDE SCHOOL DISTRICT #306
ADMINISTRATIVE PROCEDURES
BOARD POLICY #4260

Use of School Facilities

All organized use of school facilities and grounds shall be covered by an approved facility use application.

PRIORITIES

Because school facilities exist primarily for the benefit of the educational programs, school activities have priority in the scheduling of facilities. Although every attempt will be made to avoid these conflicts, it may be necessary to reschedule an applicant's use of a facility in the event the school schedules an activity for the same time. Application is processed on a first come, first served basis except for seasonal field and gym use. No user group will have exclusive use of any of the District facilities. Team rosters with participants' names and addresses may be required.

INSURANCE

The requirement to provide insurance and the amount of the insurance required shall be applied at the discretion of the District administration, and shall relate to the nature of the scheduled event or activity.

- If the user is required to provide the District with a certificate of insurance, it must be issued by a company currently licensed to do business in the state of Washington.
- Upon request, applicants may be required to provide proof of coverage for Comprehensive General Liability Insurance for bodily injury at \$1,000,000 per person and \$2,000,000 per occurrence with an aggregate of \$5,000,000 per event.
- Said certificate shall list the District as a named insured and shall provide for notification to the District in the event of cancellation or termination. Coverage shall also be drawn in favor of nearby property when required.
- Policies or certificates indicating coverage shall be left with the Facilities Office prior to the event.

HB 1824 YOUTH SPORTS – HEAD INJURIES POLICY

All non-profit youth sports organizations using the school facilities shall:

- Provide proof of insurance coverage for Comprehensive General Liability Insurance for bodily injury at \$1,000,000 per person and \$2,000,000 per occurrence with an aggregate of \$5,000,000 per event.
- Provide training to all coaches, players, and parents of youth teams similar to training as outlined for school coaches prior to the start of any practice.
- Youth Sport groups shall indicate in writing their compliance with the required head injury training prior to receiving access to school facilities.

PLAYGROUND AND ATHLETIC FIELD USE

Playground and athletic field use will be in accordance with the following conditions:

- The use shall not interfere in any way with school activities.
- No use will be allowed that subjects the grounds to undue wear or damage.
- No use will be permitted which creates a hazard or unreasonable restriction of use by others.
- Horses, go-carts, motorbikes, and golf carts are not allowed.
- Motor vehicles, including motorcycles, are not to be driven or parked on playgrounds or athletic fields.
- The track and tennis courts will be available for public use on a first-come basis except when school is in session or when scheduled for school or organized community groups.

PLAYGROUND AND ATHLETIC FIELD USE (Continued)

Playground and athletic field use will be in accordance with the following conditions:

- The District may furnish nets, backstops, and goals only. The user shall furnish all bats, balls, bases, racquets, and other items necessary for their intended use.
- Scoreboards, public address systems, or any other district equipment are to be used only by trained district staff. Groups will be responsible for any expenses incurred by the district for district personnel so involved, or for any damages of said equipment. This equipment is not for use Outside of Category 1

GYM FLOOR PROTECTION

- Special floor coverings must be used to protect gym floors for use outside of team sports.
- For sports, the gymnasiums require clean or new rubber soled shoes that are free from dirt or debris that may scratch the floor surface.
- All furniture used in gyms must have glides or mats under the legs to protect from scratching the floors.
- Tape cannot be used on gym floors.
- Food and drink, except water, is prohibited.

STADIUM, BASEBALL AND SOFTBALL TURF FIELD RULES

- No metal cleats allowed on the field.
- Only water, no Gatorade or other colored beverages on the fields.
- No food on the track or field--that includes sunflower seeds and peanuts.
- No dogs or other animals allowed on the field.
- No parking behind the stadium.
- No temporary markings or alterations of any kind is to be used on the turf

FOOD AND/OR REFRESHMENTS

Food and/or refreshments are allowed in accordance with the following conditions:

- Kitchen facilities and equipment shall not be used unless operated by a District representative. This equipment shall not be used outside Category 1.
- Due to health and liability concerns surrounding homemade foods. Groups serving or selling foods must either follow the procedures in place for our school functions (commercially produced and packaged foods only) or obtain a temporary permit from the Snohomish County Health Department to prepare and serve food on -site. Information on how to obtain a permit and what type of permit may be required for specific events can be obtained from:

Snohomish Health District – Environmental Health Division – Food Section

3020 Rucker Avenue, Suite 104

Everett, WA 98201-3900

(425) 339-5250 Fax: (425) 339-5254

ehquestions@shd.snohomish.wa.gov

<https://www.snohd.org/233/Temporary-Food-Establishment>

- If you intend to serve food that would require a permit (homemade or prepared on-site), please submit the approved permit along with your Facility Use Agreement to the Facilities Office.
- All food and/or refreshments shall be restricted to areas designated for that intended use, i.e. student centers and cafeterias.
- No food or drink (except water) is allowed in the gymnasiums or multi-purpose rooms.

CANCELLATIONS

- No activities will be held during school holidays, vacations, or closures with exception of scheduled District sports programs, unless other arrangements are made through the Facilities Office.
- Applicants must notify Lakewood School District #306 Facilities Office of all cancellations prior to the scheduled event taking place.
- Groups assigned to facilities are responsible for any problems that may arise during the assigned time they are scheduled whether they are present or not, unless prior notice is given.

RENTAL FEE

Rental fees will be in accordance with established District fee schedule and are payable to Lakewood School District #306. If building use exceeds the time specified in the application, or additional costs are incurred, the District reserves the right to make an additional charge to cover such expenses.

For long-term lease agreements (one year) the space provided and rates will be individually approved by the Board of Directors, with an annual review 90 days prior to lease expiration.

ALTERATIONS TO FACILITY

Applicants are prohibited from making any alterations to the facility or field without prior approval by the Facilities Office. This may include such things as decorating, hanging signs and flags, erecting backstops, placing goal posts, using masking tape on walls or floors, removing or moving school equipment, etc.

SET UP/CLEAN UP

Applicants are responsible for special set-up requirements and clean-up unless specifically requested in the application (i.e. folding chairs and tables, removal of all materials, equipment, furnishings and rubbish). The facility must be returned to the original condition at the conclusion of the event. If it is necessary for the custodian to repair damage or clean the premises, the user will incur additional costs to restore the facility to its original state.

GENERAL

- In the event that school property loss or damage is incurred, the amount of damages shall be determined by the Superintendent or his/her designee, and an invoice for such amount will be presented to the group occupying the facility or approved for use of the facility, at the time the loss or damage was sustained. Appeal of such action may be made to the Superintendent within ten (10) days of the receipt of the invoice.
- Profane language, possession of intoxicating liquor, drugs, or tobacco (including all electronic cigarettes and vape pens), possession of a firearm, boisterous conduct, betting, gambling, or other illegal activity or behavior, shall not be permitted on school property. Violation will result in immediate termination of approved use and forfeiture of fees and deposits paid by the sponsoring group or individual.
- Participants and facility users driving to the school shall park in those areas so designated for parking. Vehicles improperly parked in areas designated as no parking (bus loading zones, handicapped zones, etc.) shall receive a warning notice for the first offense and upon a second offense, notification of proper authorities will be made which could result in the impounding of the vehicle in question.
- Groups using the facilities shall be in no area other than their assigned areas.
- No youth related groups are allowed without adequate adult supervision.
- In the event that a youth related activity is taking place, and the children are present who are not participating in the activity, it shall be the sponsoring group's responsibility to provide adequate

adult supervision for those children or to notify the parents of those children of the difficulty involved in providing supervision.

- For safety purposes, children are to be accompanied at all times by an adult. If the applicant is a youth organization, children are to be closely supervised by adults and restricted to those specific areas rented by the applicant. Regular monitoring of halls, rest rooms, and outside areas is mandatory whenever children are present. Unsupervised children may result in barred use of facility. Supervision of participants, spectators, and crowd control is the responsibility of the applicant.
- Tournaments and large spectator events will be considered on an individual request basis. Additional restrictions and fees to be determined by the Superintendent or his/her designee.
- Weight rooms are not available for rental or use by outsider user groups.