
USE OF SCHOOL FACILITIES: 4260P

Community groups within the Federal Way School District are encouraged to use District facilities for short-term worthwhile purposes that do not interfere with the school program. All groups requesting use of District facilities must complete an application and permit form.

The District does not discriminate in its programs and activities on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, or based on any other class or characteristic protected by federal or state anti-discrimination laws. The following contact has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Compliance Officer
33330 8th Ave South
Federal Way, WA 98003
253-945-2000
titleix@fwps.org

Rental Rates and Fees

Rates and fees shall apply to user groups as follows:

1. The rental charge will be paid to the District Business Services Department no later than thirty (30) days from invoice. Any adjustment due to a final rental charge will be billed or refunded by the Accounts Receivable Department. A late fee of \$25 will be assessed for past due invoices.
2. User programs presenting an increased risk may require extra charges which may include District Security staff being assigned to your event.
3. All custodians must complete a Building Use Report (Form No. 118B). A copy will be retained at the building and a copy will be forwarded to the Business Services Department.
4. Rates and fees will be reviewed annually by the Chief Financial Officer. Rates and fees will not be less than the District's actual cost and established with a consideration to fair market rates for like facilities. Fees will be posted on the Federal Way Public Schools website and on the Facility Use Rental Fee Schedule (Form No. 118-2).
5. A deposit may be required of new user groups who utilize multiple spaces for an extended period of time.

Additional Charges

1. Services, facilities, equipment, etc. used beyond those specified in the application will be billed by the Business Services Department.
2. Additional custodial, security, or kitchen staff time will be charged in fifteen (15) minute increments.

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If any group is late by fifteen (15) or more minutes in meeting their scheduled start or end time, an additional half hour charge will be made for each half hour, or part thereof, that the custodian is kept away from his or her duties.

Kitchen Fees

1. The Director of Nutrition Services will determine when a cook will be on duty to supervise the kitchen.
2. A minimum two (2) hour labor charge will be made when the cafeteria requires cleanup.
3. Dinners catered and served at school by Nutrition Services will be charged at a per-plate price determined by the Director of Nutrition Services.

Applications

1. Applications can be submitted online for the desired rental location where the principal, designee, or facility manager shall initially approve or deny the use permit. Secondary and final approval will be made by the District Business Services Department. Applications for facility use for the months of July and August may be made online to the District Business Services Department for internal district use, while requests for use in July and August from external organizations must be finalized by the end of June.
2. Facility Use requests may be submitted no earlier than August 1st prior to the upcoming school year.
3. Applications and related arrangements must be made at least fourteen (14) calendar days in advance of the scheduled date of use.
4. All Facility Use permits automatically expire August 31st. Usage for the months of July and August must be finalized before the end of June.
5. Use denials or classification disputes may be appealed to the Chief Financial Officer.

Scheduling

1. Applications for continuous use or use on successive dates may be subject to a lease agreement.
2. Use conflicts among groups shall be resolved in accordance with Administrative Policy 4260 and then on a first-application basis.
3. Cancellation of the use of facility must be done 48 hours prior to the scheduled use or a \$25 cancellation fee will be assessed.
4. User organizations who do not show up for their scheduled event, and do not notify the school and facilities use coordinator of their cancellation in writing prior to the close of

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business hours will be responsible for 2 hours of labor of any personnel assigned to the event (e.g. custodial, security, etc.) and the sum total of their rental fee, if applicable.

5. A user organization's late arrival of 30 minutes or more to their scheduled event with no communication to the school or facilities use coordinator constitutes grounds to charge the organization for 2 hours of labor of any personnel assigned to the event and the sum total of the rental fee, if applicable.

Classification of User Groups

1. Organizations seeking use of District facilities are divided into four categories for the purpose of determining access to District facilities and fees according to Administrative Policy 4260.
2. It shall be the primary responsibility of the District Business Services Department to determine the classification of various user groups according to Administrative Policy 4260.
3. Organizations that incur a rental rate due to their classification may apply for a reduction in fees when raising funds for charitable purposes.

User Responsibilities

1. Users of District facilities shall be responsible for care of each facility and control of conduct as specified in the District Building Use Guidelines found on the application and posted on the District website. Users are also responsible for complying with all local police and fire department regulations.
2. The applicant's authorization on the application form shall constitute evidence that the applicant has read the rules and regulations and that the applicant agrees to comply with them.

User Liability

1. The applicant and/or sponsoring group agrees to protect, indemnify, and hold harmless the District, its elected and appointed officials, employees, agents, and staff from any and all claims, liabilities, damages, expenses, including attorney fees, or rights of action directly or indirectly attributable to the user's activities and/or use of premises in connection with this agreement.
2. The District will determine when a user organization will be required to have liability insurance. The applicant and/or sponsoring group may be required to procure at its own expense, a Comprehensive General Liability insurance policy, naming the District as an additional insured with endorsement. This policy shall be primary and written with limits of \$1,000,000 Combined Single Limits, per occurrence. Coverage cannot be cancelled or reduced in coverage prior to the event. A Certificate of Insurance evidencing coverage and

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a copy of the endorsement naming the District as an additional insured must be submitted to the District Business Services Department before final approval shall be granted.

3. Any damage to facilities or equipment shall be reported immediately to the facility manager. Costs to repair damages will be billed by the Business Services Department.

District Rights

1. The District reserves the right to cancel building use when the building is closed by an emergency, such as school closures for snow.
2. The District reserves the right to cancel an approved application and to refund any payment made for the use of school facilities and/or equipment when it deems such action advisable and for the best interest of the District, or to modify or change its rules at any time, with or without cause; and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of loss, damage, or expenses whatsoever.
3. The District reserves the right to pay its employees for services rendered in connection with the community use of District facilities and the user shall reimburse the District for any work performed as a result of their use of said facility. Services normally performed by district personnel shall not be provided by the user. The accepting of gratuities by school employees for services rendered is prohibited.
4. The District assumes no liability for loss, theft, or damage to user or patron equipment or property during the time the District facilities are being rented.
5. The District reserves the right to change its rental rates and fees at any time without notice.

District and/or Building Rules

1. Use of any equipment must be approved by the principal, site administrator or designee. Also, he/she must be satisfied that a competent operator is in charge of the equipment during use. Only facilities and equipment previously agreed to will be available for use.
2. Users shall be responsible for the following:
 - a. **Control of conduct:** Misconduct, profane and improper language, possession or use of intoxicating beverages and/or controlled substances, tobacco, vapes, the carrying of weapons, or other violations of State law or District policy or procedure will be sufficient cause for denial or termination of a use permit.
 - b. **Damages and repairs:** The District shall have the sole right to determine whether any cost incurred in repairing damaged facility areas and/or equipment including the cost of labor shall be charged to the user.
 - c. **Non-compliance with rules:** If the users do not comply with District rules, then school personnel should notify the facilities manager, security, or the police for assistance.

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District Supervision

General

1. When determined that an event will require additional security, police protection, fire protection, or staff supervision, approval for use of the facility will be contingent upon compliance with the supervision required. Any additional expenses required for protection or supervision hereunder shall be paid by the user.
2. Custodial supervision will be required for all indoor events, including events of organizations whose members include district staff.
3. Events with an estimated attendance of 200 persons or more will be assigned District Security staff. An additional staff member will be assigned for every additional increment of 200 people.
4. The site administrator will assure that a qualified operator will supervise the use of equipment. If necessary, the principal or facility manager will assign a qualified operator and the user group will be responsible for paying the operator at the appropriate rate.
5. District employees will be paid by the District and the user will be billed accordingly.

Custodial

1. Custodians are authorized to refuse facility use to any group not having proper supervision. Lack of cooperation in meeting scheduled opening and ending times may be grounds for denial of use by that group.
2. All user groups shall be advised that the custodians are required to report the time the group arrives, the time the group leaves, any additional service required by the group, and the actual facilities used by the group.
3. Custodians are authorized to refuse the group the use of any facilities not included on the permit unless the custodian specifically clears such use with the facility manager.
4. User groups must be out of the building prior to the time that the custodian locks all doors, rechecks the building, and activates the security system.
5. Events anticipating an excess of 200 attendees or events exceeding 5 hours will require the support of additional custodian to ensure cleanliness and adherence to district health and safety guidelines. Additional support may be required for the entirety of an event or partial overlap of the event timeframe, depending on event details. Furthermore, the District reserves the right to require additional custodial assistance for any given event that presents a need for more support.

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Short-Term Community Use of Memorial Field and High School Field Use

Community groups within the Federal Way School District are encouraged to use Federal Way Memorial Field for short-term worthwhile purposes that do not interfere with the school program.

Applications, Rental Rates, and Fees

In addition to the General Guidelines, the following information shall also apply to the use of Memorial Field and high school fields use. The minimum rates and fees shall apply to user groups as follows:

1. Applications shall be made to the Athletic Director or designee who shall initially approve or deny the use permit.
2. Fees are posted on the Facilities Use Fee Schedule (Form No. 118-2).

Additional Charges

Any use of the stadium beyond normal operating hours will require additional charges.

Stadium Hours

1. The hours of opening and closing must be stated at time application is made.
2. Federal Way Memorial Field will normally be available between the hours of 8:00 AM and 4:00 PM on weekdays, excluding holidays. Deviation from these hours shall be subject to the approval of the Athletic Director or designee.

Classification of User Groups

1. Organizations seeking use of Memorial Field are divided into categories for the purpose of determining access to Memorial Field, its equipment, and fees according to Administrative Policy 4260.
2. It shall be the primary responsibility of the Athletic Director or designee to determine the classification of various groups according to Administrative Policy 4260.

District Rights

In addition to the general District Rights, the following shall apply for field use and Memorial Field.

1. Approval of the Use Permit grants no concession rights at Memorial Field. Concessions are governed by separate contracts with the District;

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2. The District reserves the right to require that a field supervisor (designated district employee) be on duty when the field is used by non-school groups, if it deems necessary. The field supervisor will have control over the use of the Memorial Field and may cancel or modify permits used under these regulations.

District and/or Stadium Rules

1. Use of any equipment must be approved by the Athletic Director or designee. Also, he/she must be satisfied that a competent operator is in charge of the equipment during use. Only facilities and/or equipment previously agreed to will be available for use.
2. Users shall be responsible for the following:
 - a. **Legal Compliance:** All non-profit youth sports groups utilizing school facilities shall provide in conjunction with the Facility use application, a statement of compliance with the District's procedures for the management of concussion and head injury. This statement of compliance shall be returned to the District with the application and prior to the first practice/competition.
 - b. **Care of Memorial Field:**
 - 1) Molded shoes or tennis shoes are the only shoes permitted on the synthetic turf.
 - 2) Track spikes are limited to ¼" in length because the track surface is only ½" in depth.
 - 3) Care must be taken to keep many substances such as crepe paper, soda, gum, coffee, etc. off the playing surface because they stain the synthetic turf; the use of sunflower or other shelled seeds is strictly prohibited. Misuse of the above items shall be grounds for cleaning fees to be assessed and possible denial of future use.
 - 4) The use of sharp objects or golf clubs on the synthetic turf surface is prohibited.
 - c. **Stadium Supervision** - Minimum requirements: Crowd and traffic control are the responsibility of the user organization. Adequate personnel must be provided to conduct the activity safely and in the best interest of the District as listed below.

<u>Anticipated Crowd</u>	<u>Venue Supervisors</u>
1,000 to 2,000	6 adults
2,000 to 3,000	8 adults
Over 3,000	8-10 adults

<u>Anticipated Crowd</u>	<u>Traffic/Parking Control Supervisors</u>
1,000 to 2,000	1 adult each lot, plus one helper
2,000 to 3,000	1 adult each lot, plus two helpers
Over 3,000	1 adult each lot, plus four helpers each lot, two helpers south lot

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3. User organizations may contract with the District for the necessary personnel to conduct an event.

Crowd Control

Restricted Areas

The office and storage areas are off limits to user organizations unless prior arrangements have been made with the Athletic Director or designee. Only coaches, players, and officials are permitted inside the playing area fence.

Unacceptable Conduct

Misconduct, profane and improper language, possession or use of intoxicating beverages, and/or controlled substances, tobacco, the carrying of weapons, or other violations of District policy or regulation will be sufficient cause for denials and/or termination of a use permit. Bicycle riding is not permitted inside the stadium. Bicycles are to be placed in the bike rack at the southwest corner of the field. Skateboard riding and skating is prohibited in the stadium at all times. Kicking or bouncing balls against the fences, grandstands, or any standing structure is prohibited. No unauthorized vehicles may be brought into the Stadium.

Damages and Repairs

The District shall have the sole right to determine whether any cost incurred in repairing damaged areas of Memorial Field and/or equipment including the cost of labor shall be charged to the user.

Non-Compliance with Policy and Procedures

If the users do not comply with district policy and/or procedures then school personnel should notify the field supervisor, Athletic Director or designee, security, or the police for assistance.

District Supervision of District Fields Including Memorial Field

1. Expenses required for extra protection or supervision shall be paid by the user including additional police protection, fire protection, security, or staff supervision.
2. The Athletic Director or designee will assure that a qualified operator will supervise the use of equipment. If necessary, the Facility Services Coordinator will assign a qualified operator at the appropriate rate.
3. A field supervisor (designated district employee) must be on duty when the field is used by non-school groups, if required by the District.
4. Crowd and traffic control are the responsibility of the user organization. Adequate personnel must be provided to conduct the activity safely and in the best interest of the District. However, user organizations may contract with the District for the necessary personnel to supervise an event.

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5. District employees will be paid by the District and the user will be billed accordingly.

Custodial

User groups must be out of the Memorial Field complex prior to the time the custodian locks all doors, rechecks the stadium, and activates the security system.