NORTH KITSAP
SCHOOL DISTRICT

FACILITIES USE AND INFORMATIONAL HANDBOOK

18360 Caldart Avenue NE

Poulsbo, WA 98370 (360)

396-3001

Dr. Rachel Davenport, Superintendent

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Introduction

Thank you for considering the North Kitsap School District facilities for your event. This handbook provides essential information and guidelines for use. We encourage you to review the policies and procedures outlined here to ensure a smooth and successful event.

The District is pleased to offer its facilities and is committed to making your experience enjoyable. Available spaces include classrooms, gyms, cafeterias, commons, fields, libraries, an auditorium, and a swimming pool. These spaces host a wide variety of activities, including elections, community sports programs, public hearings, and concerts.

The North Kitsap School District believes in fostering respect and recognition of cultural diversity, human dignity, and individual rights. In this regard, the district complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or qualified individuals with disabilities. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Inquiries regarding compliance may be directed to the school district's Title IX/RCW 28A.640 Compliance Officer, Craig Barry (360-396.3018), ADA Coordinator, Rachel Davenport (360-396-3003), and/or 504 Coordinator, Lori Buijten (360-396-3072), North Kitsap School District, 18360 Caldart Avenue NE, Poulsbo, WA 98370.

Use of School Facilities

The public is welcome to use our facilities, provided that such use does not interfere with educational or school sponsored programs. The District makes its facilities available after school hours, in the evenings, on weekends, and during vacation periods, as long as the schools' scheduling allows and resources are available. These facilities are open for use by the citizens of our community, subject to availability.

Under certain conditions, fees may be charged for the use of school facilities to ensure that funds intended for the education of children are not used for other purposes.

General Guidelines

Major user groups shall not dominate the use of facilities. This will ensure all groups have equal access. Facility use among groups will be divided equitably based on the number of facilities requested, the number of participants, the nature and locale of the group, and usage history. The District will make every effort to accommodate all groups in a fair and impartial manner. **Factors For Reservation Approval or Denial**, please refer to page 11.

Priority for facility use:

1. School-related activities
2. Non-profit youth groups and community recreation programs
3. Other non-profit community organizations
4. Profit generating/commercial enterprises and other users

North Kitsap community organizations will have priority over other groups that do not directly benefit the North Kitsap community.

Authorization for the use of school facilities shall not be considered as an endorsement of, or approval of, the activity, group, or organization, nor for the purpose it represents.

District Sponsorship

The District reserves the right to issue disclaimers of sponsorship on any activities conducted on school premises. Users may be required to include such a disclaimer in any advertising of activities conducted on school premises as a condition of use. Advertising by users on school property, such as signs or banners, may be prohibited.

District Procedures

1. Users agree to abide by the laws of the State of Washington, Kitsap County, North Kitsap School District policy 4260, and all local ordinances, including police and fire department regulations. Possession or consumption of alcoholic beverages or illegal drugs, smoking, vaping, boisterous conduct, illegal forms of gambling, and illegal activities of any kind are not permitted on school premises. The user organization will be responsible for the enforcement of the above guidelines and shall be responsible for all participants, spectators, and affiliated personnel. **Children must be supervised during all activities.**
2. Only that portion of the building and equipment listed and approved on the application will be available for use. The facilities will be opened and closed by District personnel. For security and liability reasons, an official District employee must be on the school premises during usage, unless otherwise arranged in advance with Facilities Use Coordinator (this does not include athletic fields).
3. User groups are required to set up and take down their equipment and furniture. All school property will be treated with extreme care and returned to the same location and condition as originally found. Applicants are required to remove, at their own expense, materials, equipment, furnishings, or trash after use of school facilities or fields. Any District expense incurred as a result of the applicant's use will be billed to the applicant, as deemed necessary.

4. Facility usage not in the best interest of the District will not be approved. Conditions of usage include satisfactory sponsorship, adequate adult supervision, care of equipment and facility, adherence to police/fire regulations, and appropriateness of the activity.
5. When large crowds are anticipated, the user shall notify local law enforcement agencies for aid in handling traffic and crowd control. A crowd control plan must be submitted by the user group prior to the approval of a major event. Custodians are NOT responsible for crowd control.
6. Fundraising activities or advertising material of any kind will not be distributed or posted in school buildings or on school premises without prior approval of the Facilities Scheduling Office.
7. All meetings must terminate, and the facility will be vacated at least one half-hour prior to the end of the custodial shift (school nights) unless specifically approved in advance.
8. Kitchens will not be used before 3:30 PM on school days unless prior approval is granted. Kitchen use will be permitted only when supervised by a food service employee. No food or drink shall be served in any school building without prior approval.
9. Prior to the sale of food, the Food Service Department (360-396-3278) must be contacted. A temporary food permit will be required.
10. No animals are allowed on school property without prior arrangement.
11. All District lighting, sound, and special stage equipment at the Community Center Auditorium must be operated by a District Facilities Technician and used only with prior approval.
12. Driving on NK athletic or playing fields and tracks is prohibited.
13. Application of materials to walls or floors, lighted candles, fog machines, or other items which could damage school facilities are prohibited.
14. Cancellations by either party require three business day notice, unless an extreme emergency exists which requires the immediate use of a facility. “No shows” will be charged for the time reserved, plus staff time if applicable.

FAILURE TO ABIDE BY THESE POLICIES MAY RESULT IN DENIAL OF FUTURE USE.

Other Requirements

Children: Children must be supervised. Reports of unsupervised children or repeated misconduct complaints may result in termination of use.

Alcohol/Tobacco: Use of alcohol or tobacco products is prohibited on all District property, including parking lots and fields. All weapons are prohibited on District property.

Damage: The applicant is financially responsible for any damage or abuse of school buildings and grounds. When the building or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for the cost of repair, replacement, and/or cleaning of the facility and may be denied use of school facilities until payment is received.

Maintenance Problems: Users are to report any maintenance problem or concern to the Building Custodian or to the Facilities Aide. Users should not try to repair electrical, heating, lighting or plumbing problems.

Indemnification and Hold Harmless: The applicant agrees to protect, indemnify and hold harmless North Kitsap School District and its officers and employees from any claims, liabilities, damages, allegations, or rights of action directly or indirectly resulting from the use of the premises covered by the application, except for incidents of gross negligence by the District.

Insurance

Non-school organizations are required to furnish proof of public liability insurance for certain activities with recommended coverage of $1,000,000 in bodily injury and $50,000 in property damage. North Kitsap School District shall be named as an additional insured. A copy of the insurance certification must accompany the completed facility use application.

The certificate of insurance must be submitted prior to any use of facilities. Insurance is required for activities of a physical nature or any activity deemed to present increased risk. Facility use will be granted only as long as insurance remains in effect.

School users, staff, faculty and Category A users are not required to supply liability insurance.

How to Rent & Schedule Facilities

To ensure a smooth and efficient reservation process, please follow the steps below to request the use of a district facility through our online calendar system.

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1. Access the Reservation System

- **Navigate to GoFMX:** Visit GoFMX.com, or access the reservation system through the link available on the district website under the "Facilities" section.

2. Log in as a Staff Member (if applicable)

- **For Staff Members:** If you are a district staff member, log in using your district login credentials (the same ones you use for email or other district systems). You may need to create a staff login if you have never used FMX before.

3. Create an Account (for Community Members)

- **For Community Members:** If you are a member of the public or representing an outside organization, you'll need to create a free FMX account.
- **How to create an account:**
    1. Select "Create Account" on the login page.
    2. Enter your email address and the required contact details.
    3. Complete the account setup process.

4. Upload Insurance Documentation

- **Required Insurance:** Before making a reservation, you must upload proof of current liability insurance that meets the district's requirements. Your insurance must:
    - Provide a minimum of **$1M in coverage**.
    - **North Kitsap School District** must be named as **Additional Insured** on insurance certificate.
- **Trouble Uploading Insurance?** If you experience issues uploading your insurance certificate, or if the system does not accept it, please email the document directly to **Lauren Wall** at **lwall@nkschools.org** for assistance.

5. Find Available Facilities

- **Choose the School:** After logging in and completing the insurance requirement, you can view the facilities available for reservation.
- **Select a School and Date:** Navigate to the calendar of the school where you wish to host your event. The calendar will display availability for each location (e.g., gymnasium, classroom, auditorium, etc.).
- **Check Availability:** Look for open time slots that align with your event's date and time. (Open calendar availability will not always guarantee approved use).

6. Submit a Reservation Request

- **Option 1 – Select Date Directly:** To submit a reservation request, click on the desired date in the calendar view to begin entering your reservation details.
- **Option 2 – Use the 'New Request' Button:** Alternatively, you can click the **"New Request"** button located in the top right corner of the page and enter your event details manually.
- **Required Information:**
    - Event name and description
    - Desired date and time
    - Expected number of attendees
    - Space or location requested
    - Any special equipment or services needed (e.g., AV, chairs, tables)
- **Double-check your entry** to ensure all required information is accurate before submitting.

7. Reservation Workflow and Status Updates

After submitting your reservation request, it will progress through the following stages:

- **Pending Office Manager Approval:**
    - Once submitted, your request will first be reviewed by the **Office Manager** of the requested school to verify availability and ensure all details are correct.

  - At this stage, your request will be marked as **"Pending Office Manager Approval."**

- **Pending Administrator Approval:**
  - If the Office Manager approves the request, it will then be forwarded to the **Administrator** for final approval. This step is to ensure that the reservation aligns with the school's operations and policies.
  - Your request will be marked as **"Pending Administrator Approval"** during this phase.
- **Pending Invoice (Approved):**
  - Once both the Office Manager and Administrator have approved the request, your event is considered **approved for use**. It is now marked as **"Pending Invoice."**
  - This means the reservation has been approved by all necessary parties, and you will receive an invoice for payment at the end of the month in which the event took place. *You are not required to pay the invoice to receive final approval. It is considered approved by this step.*
- **Finalized and Completed:**
  - After payment is processed, the reservation status will update to **"Finalized and Completed"**. This is generally after the event has already taken place and concluded.

8. Confirmation of Reservation

- **Final Confirmation:** Once your reservation has been finalized, you will receive a confirmation email. This email will include event details, including the facility, time, and any additional instructions or requirements.
- **Important Reminder:** Your reservation is not considered final until you have received this confirmation.
- **Cancellations:** The district reserves the right to cancel any approved reservation with a minimum of **three business days' notice** to the user group. Similarly, user groups may cancel an approved reservation by providing the district with **three business days' notice**. Cancellations initiated by the district will be communicated in writing, either via email or through the reservation system's notation tools and will include an explanation for the cancellation. Cancellation penalty time will be extended when holidays fall on the day before or after a weekend. In the event of an urgent matter or unforeseen circumstance, cancellations outside of the three-business-day notice period may occur at the district's discretion. The district will make every effort to minimize disruptions and provide adequate notice whenever possible.

9. Point of Contact

- **Lauren Wall, Facilities Coordinator:** (360) 396-3062 or (360)979-8480

Facility User Categories

For assessing rental and staff fees, facility users are divided into four categories.

A. School Sponsored or Related Groups

Groups directly supporting or run by school activities will not be charged a facility rental fee, unless their use significantly impacts the facility or requires special services. For example, when the NKHS Drama Department presents a play, the Auditorium is provided at no charge, and a Facility Technician will operate the lighting and sound systems. However, for rehearsals, the Drama Department is allocated 24 hours of Technician time. Any additional Technician time needed for preparation will be the responsibility of the Drama Department, and they will be charged accordingly.

School-sponsored activity:
School staff works and supervises the event as a routine part of their jobs. Revenues are controlled by a District department accounting system.

Category A Examples:

- Drama productions and musical performances
- Co-curricular sports practices, games, matches, meets, or tournaments
- PE classes, class field trips to other facilities
- Science fairs, jazz festivals, NKSD community schools programs assemblies or general NKSD business.
- ASB activities, Booster Clubs and PTA's

School-related activity:
A booster club or support group works and supervises the event. The school staff does not supervise it as a routine part of their jobs. The school-related group, not the District accounting system, controls revenues. Examples include:

PTSA and student-run clubs and organizations, booster clubs for the band, sports, choir, drama, NKSD employee labor associations, employee wellness programs, parent meetings, or events fundraising events such as holiday fairs, dinners, dances, and carnivals.

B. Youth Organizations or Community Philanthropic Groups

This category includes non-profit community organizations whose main purpose is to promote the welfare of youth or to improve the quality of life in the community at- large. Organizations managed by volunteer boards/coaches and which collect minimal fees for participation are classified in this category. These groups will be charged only to reimburse the District for direct costs of additional staff, equipment, and supplies necessary to conduct the activity.

Groups in this category must meet the following criteria:

1) All volunteer membership or government entity providing a public service
2) Non-profit

3) Non-religious
4) Non-political
5) Directly benefits youth or improves the quality of life in the North Kitsap School District area.

Category B Examples:

- Camp Fire, Boy Scouts, Girl Scouts, 4-H
- Pee Wee Sports, Little League, Babe Ruth Baseball, NK Soccer Club
- City, County, or local Park & Recreation Districts, adult sports leagues
- Service clubs sponsoring youth activities (Kiwanis, Rotary, Lions)
- Special Olympics, March of Dimes, American Cancer Society, Toastmasters
- Governmental public hearings or elections
- Safety educational groups, neighborhood block watch meetings
- Power Squadron, Coast Guard Auxiliary, American Red Cross
- Non-profit Native American tribal activities, senior citizen groups

C. Other Non-Profit Community Groups

This category includes non-profit organizations which operate to benefit their membership and wish to use school facilities for lectures, promotional activities, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented.

Groups must meet the following criteria:

1) The intent of the use is to benefit those who are a member of the group.
2) The activity is for the purpose of members' meetings, classes, entertainment, promotional events, fundraising, etc.

Category C Examples:

- Fraternal Clubs such as Elks or Eagles
- Religious groups or churches organized and run by non-students
- Political rallies or meetings supporting a certain issue or candidate
- Chamber of Commerce
- Individual birthday parties, reunions, weddings, celebrations
- Professional associations, such as Farmer's Market or the Grange.

D. Profit Generating and/or Commercial Enterprises

This category includes profit-making organizations or private individuals and businesses or business-related enterprises. These groups are charged double the established rental rates for Category C groups. Rental rates will include any materials, equipment, supplies, facility space, or staff time.

Schools will not award exclusive contracts to profit-generating vendors for any products or services without providing for fair competition among likely competitors or determining that the vendor is the sole source for the products or services. NKSD staff that use District facilities for private instruction (and charge for their services) are included in this category.

In some instances, the intent or function of an event may determine its category.

Example 1 – A group sponsoring a community forum, with all sides of an issue represented equally, would be **Category B**. A group sponsoring or endorsing a certain issue or candidate would be a **Category C** event.

Example 2 - The local community college holding a public forum on an environmental issue affecting the community at large would be **Category B**. A college math class would be **Category C**.

Example 3 – A neighborhood association Block Watch safety meeting would be **Category B**. A homeowners' meeting about architectural standards in their neighborhood would be **Category C**.

Factors for Reservation Approval or Denial:

When evaluating and processing facility reservation requests, the district will consider the following factors, in priority order, based on availability and demand:

1. **School District Events:**
    - **Description:** Events hosted by the school district that directly benefit or involve students, faculty, or staff (e.g., educational events, student activities, district-sponsored events).
    - **Consideration:** These events are prioritized due to their direct alignment with the district's mission to serve students and staff.
2. **School-Sponsored and District-Related Community Events:**
    - **Description:** Events organized or sponsored by school-related organizations such as Parent-Teacher Associations (PTAs), booster clubs, or educational support groups. Events that support district initiatives, such as school partnerships, family engagement, and student-centered community outreach, will also be considered.
    - **Consideration:** Events that support the district's goals of community engagement and educational development will be given favorable consideration.
3. **Youth-Serving and Community-Based Organizations & Contracted Users:**
    - **Description:** Non-profit, youth-serving organizations and programs that directly benefit students or children in the community (e.g., after-school programs, youth sports leagues, scouting, or

other youth development organizations). This also includes contracted users with long-term agreements for regular facility use (e.g., athletic leagues, commercial training programs, etc.).

- **Consideration:** Priority will be given to groups that serve youth and other organizations with established, long-term agreements for regular use of district facilities.

4. **Returning and Year-Over-Year Events (Regular, Established Users):**
    - **Description:** Reservations for long-standing or recurring events that have a history of being held at district facilities (e.g., annual conferences, graduations, sporting tournaments).
    - **Consideration:** Preference will generally be given to events that are established and have a demonstrated history of hosting at district facilities, particularly those with a community or educational focus.
5. **Short-Term Rentals and One-Time Events:**
    - **Description:** All other reservation requests for one-time events, short-term rentals, or private use of district facilities (e.g., private events, non-recurring community events, etc.).
    - **Consideration:** These requests will be evaluated based on event size, timing, potential impact on the community, and availability of space. While not a priority over other types of events, these reservations may still be approved depending on circumstances.

Additional Considerations for Reservation Approval:

In addition to the factors listed above, the district may also consider the following when determining approval or denial of facility reservations:

- **Event Size and Resource Requirements:** Larger events or those requiring significant resources (e.g., staffing, custodial services, security) may be considered more carefully in relation to available resources and potential impact on other district events.
- **Student and Community Benefit:** Events that directly benefit or involve students (either through educational enrichment or extracurricular activities) may be prioritized over those that do not.
- **Availability of Space and Timing:** Facility availability will be a key consideration. Events that occur during peak usage times or require larger spaces may face constraints, and priority may be given to events that better align with district goals.
- **Compliance with District Policies:** All reservation requests must comply with the district's policies on facility use, including safety, insurance, and other operational requirements. Groups not adhering to these policies may have their requests denied or modified.

Exceptions and Special Considerations:

- In certain cases, the district may make exceptions to this policy based on unforeseen circumstances, emergencies, or other needs that may arise. All exceptions must be approved by [designated authority, e.g., the Facilities Coordinator or Superintendent].
    - The district reserves the right to modify this policy at any time to meet changing needs and circumstances.

Payments

All charges and fees for services performed by custodians, kitchen staff, supervisors, facility aides, and technicians shall be arranged through and paid to the District's business office. Users shall not make any payment directly to any school employee or make any individual arrangements with employees as to services charged. All contracted charges, plus any additional charges for damages or extra work, will be billed from the business office directly to the user. In the event of failure to pay charges on time, the user shall pay all reasonable collection charges and/or attorneys' fees. Failure to make payment on time will preclude future school facility usage. Payments for events will be billed at the end of the month of which the event took place, unless otherwise specified (i.e., annually, quarterly).

Custodial Services

Unless a custodian has been specifically contracted for the event, custodial services are limited to opening and closing the facility, managing lighting and heating, ensuring restroom cleanliness, addressing emergencies, and making available equipment approved in the Facilities Use application. Custodial needs will be communicated with the Facilities Coordinator prior to the event to assess the scope of requirements. While the District will make every effort to avoid exceeding the expected custodial support, if additional custodial hours are required beyond the initially agreed-upon schedule, the Facilities Coordinator will inform the user as soon as possible, and any additional charges will be communicated accordingly. If a custodian is contracted for the entire event, they will assist with regular custodial duties, including setup, takedown, sanitizing restrooms, emptying trash, and sweeping floors. Additional cleaning fees may be assessed after the event, as determined by the Custodial Supervisor. Event organizers are responsible for the overall cleanliness of the facility after use, unless custodial services have been specifically contracted.

Kitchen Staff Services

Any group using kitchen facilities will be required to have a Food Service employee present during their event. This employee will assist the user with food production and ensure that all food and services meet County Health regulations.

Users who solely require water from the kitchen or who only wish to use the serving window and will not be using kitchen facilities will not be required to have a Food Service employee present.

Groups who wish to sell food must contact the Food Services Department (360-396-3278) prior to their event. A temporary food permit will be required.

The kitchen is to be left in the same condition as found. Users will be charged for District staff cleanup time.

Facility Staff Services

Facility Aides

When Custodians are not available, Facility Aides may be designated to assist user groups. Aides are representatives of the District and provide services such as opening and closing doors, turning on lights, assisting in using authorized equipment, maintaining the security of the buildings, reporting emergencies, and ensuring that groups use our facilities safely and responsibly. They ensure that groups use the facilities/rooms assigned to them on the approved Facility Use Application. They are not responsible for setup, cleanup, or takedown.

Facility Technicians

When specialized District equipment is requested for an event, a Facility Technician will be assigned. In addition to the services listed above, they will lay out curtains and rigging, set up and operate sound and stage lighting systems, design and implement light plots, and record events (audio and/or video) for the user as requested. Applicable copyright laws will apply to the recording of events.

Large events, particularly at the Auditorium, may require more than one Technician. Scale of events should be discussed with the facility coordinator to determine the level of technician needs.

Staff Rental Fees

Rental and staff fees are assessed in accordance with the established fee schedules and salaries. Final decisions regarding the assessment of user fees and any other charges will be made through the Facilities Use Coordinator.

All user groups other than Category A-School Sponsored will be charged for Facility Aide time whenever Custodians are unavailable. Facility Aide costs may be waived if the event is co-sponsored by the District and NK staff are required to supervise the event as a regular part of their duties. Facility users in all categories will be charged for any additional supervision or custodial services when required.

Groups in Categories A and B are charged only the direct costs of additional staff, equipment, and supplies required to conduct the activity. The District may establish separate cooperative use agreements with community organizations or governmental agencies for the use of District facilities.

District staff charges are billed at a minimum of two hours time. If staff time is scheduled and the user group does not show up, the user is billed for two hours.

Special Equipment

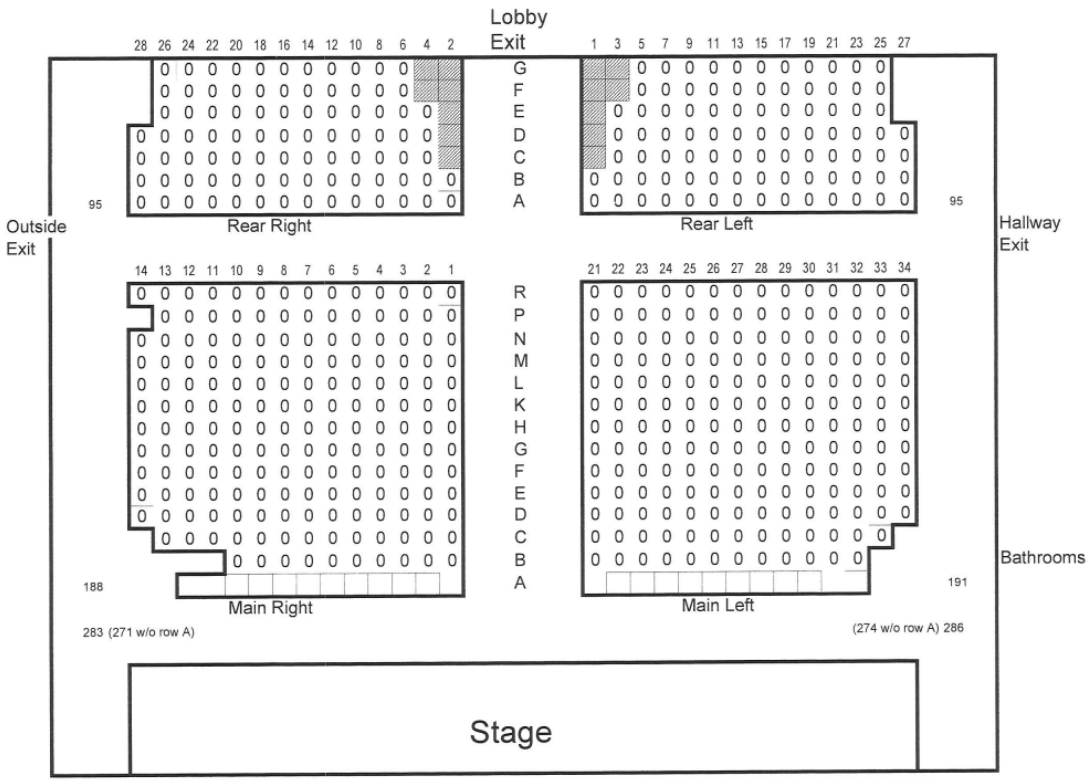
Specialized equipment such as audio mixing, stage lighting, video, and sound recording is available to users at certain District venues. The cost for the operation of this equipment will be assessed to the applicant.

District equipment, such as risers, sports equipment, and scorekeeping equipment, etc., are unavailable for rent or loan to outside groups. Auditorium equipment must not be removed from the Auditorium.

Auditorium Rentals and Information:

The **Auditorium** offers **custom light and sound systems** within the scope of our available equipment. The space is designed to accommodate a wide range of events, from performances to lectures and community gatherings. We also provide **two wireless microphones** and a **wheel-out projection screen** for presentations and multimedia use. The **Auditorium** can accommodate up to **545 seats**.

Seating Chart: Below is the seating chart for the Auditorium, detailing the layout for the 545 seats. Please refer to the seating chart to ensure optimal planning for your event.



Please note that while the auditorium space offers advanced technical equipment, event hosts should specify any additional equipment needs in advance to ensure availability. All reservations for the Auditorium are subject to approval and must comply with district safety protocols.

Damages:
Should any damage occur to the facility, equipment, or property during an event, the district reserves the right to charge the responsible party for the repair or replacement of damaged items. This includes damages to the Auditorium's equipment, seating, or other district property. Charges for repairs or replacement will be forwarded to the user group, and payment will be required per district policies

Facility Technicians:
When specialized district equipment is requested for an event, a **Facility Technician** will be assigned to ensure proper setup and operation. Facility Technicians will handle the setup and operation of sound and stage lighting systems, rigging, curtains, and light plots, and may also assist with recording events (audio and/or video) as requested by the user. Please note that applicable copyright laws will apply to any recording of events.
For large events, particularly in the **Auditorium**, the district will typically assign **two technicians**, unless the scope of the event specifies that only one is required. The **Facilities Use Coordinator** will make every effort to coordinate staffing with two technicians to ensure that all technical aspects of the event are covered.
Unauthorized personnel will not be permitted in the control booth or other technical areas unless prior approval is granted. The safety and security of our students is the district's **top priority**, and all events must comply with our safety policies.
During school operating hours, **all entrances** to the Auditorium must either remain **locked** or be attended by approved staff to ensure secure access. **Event hosts** are responsible for maintaining a secure environment in compliance with these guidelines.
For events held in the **Auditorium**, a Facility Technician is typically required. However, if the event host requests that no technician is necessary, this must be **clearly communicated** in the reservation request. If this information is not provided, a technician will automatically be scheduled, and the cost of technician hours will be the responsibility of the user group. Event hosts who wish to waive the technician's presence must indicate this in the reservation details, and the Facilities Use Coordinator will make a note of the request.

Additional Information

All policies and procedures outlined by the school district are designed to maintain consistency and ensure the smooth operation of the school environment. However, it is important to note that, in certain circumstances, decisions regarding the interpretation, implementation, or modification of these policies may be subject to the discretion of the Superintendent. The Superintendent holds the authority to adjust or deviate from established procedures when deemed necessary to address specific situations, ensure safety, or align with the best interests of the school community. Such decisions will be made with careful consideration and in accordance with district priorities and applicable regulations.

North Kitsap School District Facility Use Fees 2025 - 2026

INDOOR FACILITIES		2025-2026 Category B Users	2025-2026 Category C Users	2025-2026 Category D Users
NKSD Community Auditorium - Hourly Rate		$50.82	$118.16	$236.31
NKSD Community Auditorium - Daily Rate		$325.25	$625.90	$1,257.80
High School/Varsity Gymnasiums - Hourly Rate		$30.49	$118.16	$237.59
High Schoo/Varsity Gymnasiums Youth Athletics - Per person Quarterly Rate		$29.23	$39.40	$47.01
High Schoo/Varsity Gymnasiums Adult Athletics - Per person Quarterly Rate		$43.20	$63.53	$78.77
Middle School Main Gyms - Hourly Rate		$22.87	$94.02	$157.54
Middle School Gymnasiums Youth Athletics - Per person Quarterly Rate		$27.83	$37.51	$44.77
Middle School Varsity Gymnasiums Adult Athletics - Per person Quarterly Rate		$21.60	$29.01	$40.66
NKHS and KMS Aux Gyms - Hourly Rate		$22.87	$54.64	$110.54
NKHS and KMS Aux Gyms - Youth Athletics - Per person Quarterly Rate		$17.79	$22.87	$25.41
NKHS and KMS Aux Gyms - Adult Athletics - Per person Quarterly Rate		$21.60	$29.01	$40.66
Elementary School Gymnasiums - Hourly		$22.87	$54.64	$110.54
Elementary School Gymnasiums Youth Athletics - Per person Quarterly Rate		$17.79	$22.87	$25.41
Elementary School Gymnasiums Adult Athletics - Per person Quarterly Rate		$21.60	$29.01	$40.66
High School and Middle School Commons/Cafeteria - Hourly Rate		$30.49	$78.77	$157.54
High School Kitchen - Hourly		$36.85	$118.18	$189.31
Middle School Kitchen - Hourly		$29.23	$78.77	$118.16
Elementary Cafeteria/Multipurpose Room - Hourly Rate		$22.87	$47.01	$94.02
Elementary Kitchen - Hourly		$21.60	$78.77	$118.16
Classrooms (regular or portable) - Per Visit/Use		$16.68	$30.02	$52.70
Classrooms (regular or portable) - Monthly		$116.76 per Month	$180.10 per Month	$266.81 per Month
Pod Or Hallway - Per Visit		$13.67	$30.02	$52.70
Pod Or Hallway - Per Year (only for Cat. B users)		$136.74	x	x
OUTDOOR FACILITIES				
NKHS Stadium SyntheticTurf - Hourly		$74.50	$118.16	$189.31
KHS SyntheticTurf Field - Hourly		$50.82	$78.77	$125.79
Strawberry Synthetic Turf Field - Hourly		$50.82	$78.77	$125.79
Synthetic Turf Field Light Usage Charge		$36.85	$39.39	$39.39
Natural Grass Field Rental - Hourly - District Wide		$20.50	$31.50	$48.50
NKHS Concession Stand - Hourly		$21.60	$24.15	$157.54
NKHS Tennis Courts - Hourly		$3.82	$10.18	$15.25
NKHS Tennis Courts - Per Person/Per Quarter		$29.23	$31.77	$31.77
KHS Tennis Courts - Hourly		$3.82	$10.18	$15.25
KHS Tennis Courts - Per Person/Per Quarter		$29.23	$31.77	$31.77
ATHLETICS FEES - PER PARTICIPANT				
Children ages 1-10; Per Person/Per Quarter- Turf & Grass Fields		$29.23	$37.77	$39.39
Youth ages 11-17; Per Person/Per Quarter- Turf & Grass Fields		$31.77	$39.39	$47.01
Adults 18+; Per Person/Per Quarter- Turf & Grass Fields		$36.85	$43.20	$54.64
STAFFING				
Sound /Light Technician (2 Hr. Min.)		$35.57	$41.82	$55.90
Facility Assistant (2 Hr. Min)		$27.96	$35.57	$41.82
Kitchen Staff (2 Hr. Min)		$51.98	$55.90	$63.53
Custodial Staff (2 Hr. Min)		$51.98	$55.90	$63.53
ADMIN COSTS				
Filing/ Coordination Fee		x	$41.82	$41.82
Change Fee		x	$41.82	$41.82
Late Fee		x	$41.82	$41.82