SNOHOMISH SCHOOL DISTRICT

Building, Field, & PAC Use Fees

Building & Fields 360- 563-7332
Performing Arts Centers 360-563-7306

1601 Avenue D, Snohomish, WA 98290

Fees	Category A[1]	Category B	Category B-1	Category C	Category D
Application Fee	$0	$20	$20	$20	$20
Wireless Internet[2]	$25 / $50	$25 / $50	$25 / $50	$25 / $50	$25 / $50
Custodian[3 & 4]	$59	$59	$59	$59	$59
Network Technician[3 & 4]	$65	$65	$65	$65	$65
Portable Scoreboard	$20/use	$20/use	$20/use	$20/use	$20/use
Elementary Schools					
Classroom (w/staff approval)	$0	$10	$10	$15	$30
Library	$0	$12	$14	$20	$48
Kitchen – Sink Only/Full Use[5]	$0	$5 / $20	$16 / $22	$28 / $40	$52 / $65
Gym	$0	$10	$18	$27	$62
Multipurpose Room	$0	$10	$20	$32	$65
Fields/Playshed	$0	$4	$5	$20	$35
Secondary Schools					
Classroom (w/staff approval)	$0	$10	$10	$17	$30
Library	$0	$15	$15	$25	$56
Cafeteria/Commons	$0	$15	$20	$35	$80
Kitchen – Sink Only / Full Use[5]	$0	$5 / $15	$16 / $22	$28 / $34	$52 / $65
Gym/Aux Gym	$0	$13 / $12	$20 / $15	$40 / $35	$110 / $85
Conference Room	$0	$15	$20	$30	$55
Lecture Hall (VVMS)	$0	$50	$50	$60	$75
Outdoor Facilities					
Locker Room	Custodial Fee	$16+Custodial	$21+Custodial	$24+Custodial	$45+Custodial
Concession Stand	$0	$11	$15	$28	$55
Turf Field, Track and Stands	$0	$30	$45	$70	$250
Turf Field Lights[6]	$45	$45	$45	$45	$45
SHS Practice Turf Field (upper)	$0	$20	$25	$45	$172
Grass Fields	$0	$10	$12	$18	$40
Grass Baseball or Softball Field	$0	$10	$15	$31	$70
Tennis Courts (two courts)	$0	$10	$12	$15	$40
Outside Restrooms[7]	$0	$5	$10	$15	$20
Parking Lot	$0	$6	$8	$10	$15
Performing Arts Centers					
Auditorium	$0	$120	$120	$140	$160
Classroom	$0	$10	$10	$14	$26
Auditorium Technician[3 & 4]	$30	$30	$30	$30	$30

[1] Category A: Charges may apply for non-school day and after hour usage.
[2] Wireless internet is charged on a daily rate. This service will need to be requested in advance. Additional fees for multiple locations, streaming, and integration may occur.
[3] The district will annually increase the staff/custodial fee based on actual salary and benefit cost increases.
[4] A two-hour minimum staffing/custodial fee applies for non-school days and after hour usage. Additional time may be charged as incurred or at the district's discretion.
[5] Use of full kitchen requires a food service employee supervision at an additional fee.
[6] Use of turf field lights requires a detailed lighting schedule. A minimum 48-hour notice to the Facility Use Coordinator (number above) is required for lighting cancellations. User will be responsible for lighting costs if adequate notice is not given.
[7] Outside restrooms are available at Veterans Memorial Stadium & Glacier Peak High School. Custodial clean up fees may apply.

Facility Use Procedures and Polices

Category A: District sponsored events, PTAs, Snohomish School District Education Foundation, booster clubs.
Category B: Non-profit groups serving youth with open enrollment and open participation of all ability levels. Non-profit groups serving youth who do not have open participation of all ability levels shall pay Category B1 fees.
Category C: Non-profit organizations & individual users. If charging admission, collecting an offering or selling merchandise (other than to offset activity/meeting costs), Category D rates apply.
Category D: Adult groups and organizations that do not qualify in the groups listed above and commercial and for-profit promotional activities.

Rental Procedures

1. Applications: Applications shall be made in accordance with the school year calendar, September through August and are required at least ten (10) business days in advance of requested date. Requests to use the athletic facilities shall be made on a seasonal basis to accommodate the WIAA schedule. Fall: September- November; Winter: December –February; Spring: March – May; Summer: June-August
2. Insurance: All users are required to provide a Certificate of Insurance for a minimum of $1,000,000 combined single limit per occurrence. Snohomish School District must be named as an additional insured with an endorsement attached. Certain activities may require additional coverage limits.
3. Approvals: Applications will be reviewed based on availability after school programs have been scheduled. Should two parties request the facilities or fields for the same dates, a fair allocation may be determined by the Superintendent or designee.
4. Changes: Changes to a request or approved event must be made through the Business Office and will be billed to the user (first change free).
5. Cancellations: Cancellations require at least two (2) business days' notice prior to the event. If adequate notification is not made, the user will be charged for all expenses incurred by the district. The district reserves the right to cancel or revoke at any time for good cause, without liability.
6. Invoices: In most cases, the user will be billed after the event in accordance with the established fee schedule. Invoices are due within 30 days of receipt. Outstanding invoices will result in denial of future requests or cancellation of on-going use. If a payment check is returned for insufficient funds, user expressly authorizes user's account to be electronically debited or bank drafted for the amount of the check plus any applicable fees.
7. Promotional Activities: Any promotional activities in conjunction with non-district sponsored events must clearly state that the event is not sponsored or endorsed by Snohomish School District.

Personnel and Equipment Needs

1. Personnel: The user shall be responsible for all staffing fees incurred as a result of their use.
   a. A District employee shall be present at all facility use functions and shall be responsible for opening and closing the building, as well as, ensuring the interests of the district during the use.
   b. A custodian may be assigned to ensure the restrooms are cleaned and sanitized and that the facility is school ready after the use.
   c. A food service employee shall be present whenever a kitchen facility is used. You will be billed separately for their staffing costs.
2. Equipment & Supplies: The district is not required to make equipment available. Limited equipment may be available for an additional fee.
   a. Chairs, tables or requested equipment must be requested on the face of this document and approved by the Business Office.
   b. Athletic equipment such as volleyball nets, balls, etc. are not included with rentals and must be approved by the Business Office/Principal
   c. District owned supplies may not be used (other than restroom supplies).
   d. Computers, internet, audiovisual and special equipment are not included with rental and must be approved by the Business Office.

Responsibilities of the User

1. Supervision: The User shall assume full responsibility for the supervision of their activity, as well as the conduct of all attendees and participants. Persons will not be admitted to the facility until an adult supervisor (over 21) is on-site. Supervisor shall remain with the group throughout the entire use. The user organization must respect the authority of the district staff on-site.
2. Damages: The individual named on the agreement and the group in whose name the agreement is used must accept responsibility for all damaged to District property while the group is on-site.
3. Tobacco, Alcohol, Weapons: The use of tobacco, alcohol and weapons are not permitted on district property at any time.
4. Set-Up: The user is responsible for set-up of the event(s). The user may not make adjustments to heating, light or furnishings/equipment without prior approval. No decorations or application of material to the walls or floors will be allowed without permission of the building administrator. No flame of any kind is allowed inside school buildings.
5. Clean-Up: The user is responsible for cleanup and must leave the facility in a clean and orderly condition with all furniture in the same location it was found. An authorized employee will be responsible for sanitizing restrooms. Any clean-up expense incurred by the district will be charged to the user.
6. Access: Access will be granted in accordance with the time specified on the permit. All use will stop with sufficient time to vacate the building at the end time stated on the permit. Additional fees will apply for all uses exceeding their permitted schedule.
7. Large Events: Large events require a meeting with the district to determine the appropriate staffing, fees and facilities for the event. When large crowds are expected, it will be the responsibility of the user to notify police and fire and, when applicable, obtain any special permit necessary for the event.

8. Live Animals: Per Board Policy 2260, Live animals are not permitted on district grounds, or inside buildings, except for qualified service animals.

The above is a summary of the Facilities Use Policies and Procedures, which are available online at www.sno.wednet.edu

Persons with disabilities requiring accommodations are asked to call 360-563-7280 prior to the meeting. The Snohomish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator, Title IX Coordinator and ADA – Darryl Pernat, 1601 Avenue D, Snohomish, WA 98290, 360-563-7285, darryl.pernat@sno.wednet.edu; Section 504 Coordinator and Harassment, Intimidation and Bullying – Shawn Stevenson, shawn.stevenson@sno.wednet.edu., 1601 Avenue D, Snohomish, WA 98290, 360-563-7282.