Use of School Facilities

Application for use of school facilities shall be made to the facilities coordinator.

Professional fund raisers representing charities must provide evidence that the fund raiser:

A. Is recognized by the Philanthropic Division of the Better Business Bureau;

B. Is registered and bonded by the state of Washington; and

C. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent shall develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule shall be evaluated on a biennial basis.

Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.

Alcoholic beverages and illegal drugs shall not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. All applicants for use of school facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities shall maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than $50,000 due to bodily injury or death of one person or at least $100,000 due to bodily injury or death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant shall provide evidence to the district once every thirty days that the insurance remains in effect.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board.

Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage.

A custodian or other authorized staff member must be on the premises when any nonschool group is using school facilities.

Date: 06.99; 08.09

TROUT LAKE SCHOOL DISTRICT
Application and Agreement for Use of School Facilities

Group making request_____ Date_____

Type of meeting_____

Approximate number attending:_____ Is meeting open to public?_____

Is there a charge for attending?_____ If yes, how much per person? _____

Name of contact person:_____

Address_____ Phone_____

Facility desired (gym, classroom, multi-purpose room, etc.)_____

Date(s) desired_____ Time: from_____ to_____

I understand that Trout Lake School District, its officials, agents, employees and representatives assume no financial or moral obligations for injury of anyone using the facilities in the above program. I understand that I, as an accountable person, am responsible for all equipment belonging to the school.

_____
Signature of applicant

THE ABOVE APPLICATION FOR USE OF SCHOOL FACILITIES/TRANSPORTATION IS APPROVED SUBJECT TO THE FOLLOWING REGULATIONS:

1. Payment of any service charge shall be made in advance unless prior arrangements have been made with the business office.

2. Any group or individuals using the facilities accept responsibility for any damage done to district property and shall reimburse the district for any such damage.

3. The group or individuals agree to clean the facilities and restore the equipment/furniture to its original arrangement.

4. Only the facilities listed in the application will be used by the applicant's group.

5. Smoking is not permitted in school buildings. Groups or individuals using school facilities accept responsibility for enforcement of this rule.

6. The district reserves the right to cancel, upon short notice, any meeting or activity in any district facility.

7. Groups or individuals using school facilities agree to protect and to indemnify for costs, legal and other expenses the district, its officers, directors and agents from all claims, liabilities or suits related to or arising from acts or omissions of such groups or individuals in connection with the use of any such school facilities.

Rental Cost (as set forth in Policy 4260) $_____

_____ _____

School Approval Date

Group making request agrees to abide by the above regulations and all other terms of this agreement

_____ _____

Applicant Date

5. Smoking is not permitted in school buildings. Groups or individuals using school facilities accept responsibility for enforcement of this rule.

6. The district reserves the right to cancel, upon short notice, any meeting or activity in any district facility.

7. Groups or individuals using school facilities agree to protect and to indemnify for costs, legal and other expenses the district, its officers, directors and agents from all claims, liabilities or suits related to or arising from acts or omissions of such groups or individuals in connection with the use of any such school facilities.

Rental Cost (as set forth in Policy 4260) $_____

_____ _____

School Approval Date

Group making request agrees to abide by the above regulations and all other terms of this agreement

_____ _____

Applicant Date

Trout Lake School District
Rental Cost for Use of School Facilities and Equipment
(see policy #4260)

Category 1 **School Related or District Sponsored Activities**
No charge

Category 2 **Local government, Non profit and Community betterment groups**
All charges are per hour unless noted. In addition, if a school district employee is not present at the time of use, an hourly labor rate may be charged.

MPR (not including kitchen)	$15.00
Gym	$15.00
Weight Room	$10.00
Classroom	$10.00
Kitchen	$15.00
Kitchen-refundable cleaning deposit	$100.00
Outside field or parking lot	$10.00
Locker Room (per room)	$15.00
Bathroom (per room)	$12.00
Chair (if taken off campus)	$1.00
Table (if taken off campus)	$2.00
Sound Equipment	$40.00
Overhead projector	$10.00
Slide projector	$10.00
TV/VCR/DVD	$10.00
Other projectors	$20.00
Copy Machine (black/color)	.10/.25 per copy
Fax	$1.00 per page
Stage/Music Room	$12.50

Rates may need to be adjusted in unique circumstances.

Non profit groups raising money may need to show accounting of fund disbursement.

Base Labor Rate for Custodial Services $14.00 per hour

Long Term usage may be figured using a difference scale

Category 3 **For Profit business organizations and profit making enterprises**

(all uses per hour)	
MPR	$30.00
Gym	$40.00
Weight Room	$40.00
Classroom	$10.00
Bathrooms	$10.00
Kitchen	$30.00
Fields	$10.00
Chairs	$ 1.00 per chair
Tables	$ 2.00 per table
Sound equipment	$50.00 per use
Overhead projectors	$25.00 per use
Slide projectors	$25.00 per use
TV/VCR	$25.00 per use