

RAINIER SCHOOL DISTRICT #307
PROCEDURES, RULES, REGULATIONS, TERMS & CONDITIONS
USE OF FACILITIES

1. Use of school facilities requires an on-line request and approval by the district. Provide all requested information to avoid unnecessary delays in processing your request.
2. Applications for school facilities must be submitted to the maintenance office a minimum of (7) working days prior to the date on which the facilities are to be used (15 working days during summer) and no more than 60 days prior to use.
3. Separate applications must be submitted for each school facility request for use. A single application may be submitted for a series of events of like character being held at the same school facility.
4. Youth athletic associations are required to make (1) request for their entire organization's requirements for field/facility use. The organization is responsible for scheduling fields/facilities for individual teams in their organization.
5. Youth organizations engaged in sports activities must submit a signed statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600. Statement of compliance must be submitted to the Facilities Director.
6. Certificate of Insurance and signed Compliance Statement must be received prior to final approval. If the organization is a non-profit, a form 501(c)(3) must be submitted.
7. The Facilities Director will make the final decision and assign fees and additional requirements as appropriate.
8. An email notification will be sent to the organization contact upon approval, cancellation or denial of application.
9. Approved application/request will be filed at the maintenance/facilities department and returned to the applicant with an invoice if appropriate. A copy of the email approval notification becomes the applicant's permit for use. If the request is not consistent with Board policy, or the space is not available, the contact will be notified and the application denied. Approval for facility/field use is non-transferable.
10. Rates are based on weekday and evening usage (when appropriate district staff are in the buildings). Additional costs for personnel will be charged when facilities are requested on weekends, holidays, breaks, and summer schedules or when additional support is required.
11. Facilities are not available for use before 8 am on non-school days. All facility use shall terminate and fields/rooms be vacated by 9 pm, unless approved by the Facility Department.
12. Fees quoted are estimated based upon information from the application. Payment is due within (30) days from the date of invoice, late fees may apply.
13. RSD reserves the right to refuse any application /request or cancel a previously authorized use permit and refund the unearned portion of any payment made when it deems such action is in the best interest of the District or when it believes a commercial facility would be more appropriate.
14. Requests for use received during open enrollment are held until the close of the open enrollment window, at which time all requests are reviewed at once to ensure fair distribution of facilities.
 - a. Fall Season (August 15 – October 31) – open enrollment June 1 – 15
 - b. Winter Season (November 1 – February 28) – open enrollment September 1 - 15
 - c. Spring Season (March 1 – June 30) – open enrollment January 1 – 15
 - d. Summer Season (July 1 – August 14) – open enrollment May 1 – 15

Approval/Scheduling: Time limits will be established on the use of facilities to ensure fair and equitable availability; to maximize availability, practice lengths will be limited to no more than (2) hours for field use and (1.5) hours for gymnasium use twice a week. All acceptable applications/requests received during open enrollment will be approved based on categorical classification, RSD Student count (minimum 75% Rainier students) and use of specified area.

Rosters: All youth sports organizations must provide a roster for each team requesting facility use that includes name, age and address for each participant two weeks prior to the scheduled facility use request. The roster must also include the name and contact information for the head coach. Updated rosters must be finalized two weeks after the start of a

scheduled facility request. The district will determine the cost (if any) to the group once the final roster has been submitted.

Multiple use: A single application may be made for a series of meetings of like character to be held in the same school facility. However, separate applications must be submitted for each school facility requested for use.

Cancellation: The applicant shall give at least (2) working day notice to the Facility Director of any cancellation of previously scheduled facility use. In the case where proper notice is not given, RSD may charge for any expenses incurred and cost recovery or rental fees will be assessed.

Permits: (if necessary): Applicants are responsible for obtaining required permits and for satisfying all county, state and federal codes and regulations associated with the proposed activities. (Example: Food handler's Permit).

Appeals: The Facilities Director possesses the authority to make the final decision on the use of school facilities and the appropriate charges. However, the applicant may appeal such a decision to the Superintendent.

Preempt/Cancellations: RSD or school activities shall have priority over other requests for use of facilities, regardless of prior approval or the date of application. RSD will try to notify the organization representative within 48 hours of a cancellation; however, due to emergency situations that may not always be possible. Use of school facilities are cancelled when school is closed by an emergency, such as school closures for snow.

RULES & REGULATIONS

1. Use of facilities is restricted to the approved area(s) and specific time period. Organizations are responsible for ensuring that unauthorized portions of the building are not entered. Users failing to comply may have their permit terminated. Sharing or transferring facility use is not permitted.
2. The purpose of the facility use must be stated on the application; deviation shall be considered a breach of contract and may result in the permit being terminated.
3. RSD requires all facility users to purchase an electronic access key card for \$10/key, including an electronic key for each coach/team accessing facilities as part of an organization. If a hard key is needed, a deposit of \$50/key issued is required. Deposits for keys are done at the maintenance office and will be refunded as soon as feasible after the keys have been returned to the Facilities Coordinator. Non-electronic keys must be returned within (1) week of the completion of your event or season, failure to do so will result in your organization not being permitted to request facility use in the future.
4. Sponsoring organizations shall have sufficient, competent ADULT supervision for all activities, and in all areas including restrooms and hallways.
5. Organizations must comply with any additional rules and regulations that are posted on site or provided by the facility.
6. Applicants are responsible for setup and breakdown of all equipment, tables, chairs, etc., unless prior arrangements have been made.
7. The use of decorations shall be at the discretion of the building principle or designee.
8. Only Safe-Release Painters Tape Advanced for delicate surfaces shall be permitted to fasten items to the walls or floors.
9. The use of markers, paint or similar coatings on walls or floors is not permitted.
10. Equipment may not be transferred from one school to another for non-school use.
11. Organizations may not modify fields without RSD approval. Organizations are responsible for providing their own chalking and lining.
12. Organizations using facilities/fields agree to restore equipment, furniture, fields, etc. To its original arrangement and to leave the facility/field clean and ready for school. This includes removal of garbage, etc. from school and fields – "pack it in/pack it out". If necessary, the Director of Maintenance will decide when and how much cleaning is needed and will invoice the applicant to recover cleaning costs. If custodial service has been arranged, they will perform the final cleaning and site inspection.
13. All meetings shall terminate and rooms be vacated by 9 pm unless approved by building principle or designee.

14. Sporting equipment is NOT provided; applicants MUST provide their own equipment, etc.
15. Facilities/Fields will not be made available for any use that might result in undue damage or wear.
16. Gymnasiums will not be used for t-ball, baseball, fast pitch or other outdoor sports activities.
17. Vehicles must be parked in designated parking areas only. Vehicles may not be driven or parked on fields, grassy areas, walkways, or in designated fire lanes.
18. Animals are not allowed in the school buildings or on school property, including outdoor areas. This rule does not apply to service animals.
19. The use of tobacco products, alcoholic beverages and other narcotics is prohibited by law in school buildings and on school grounds.
20. Weapons are not allowed on school property except by active duty law enforcement officers.
21. Boisterous conduct, betting, or other forms of gambling are prohibited in school buildings and on school grounds.
22. Use of certain equipment or services may require training and/or additional charges.
23. Kitchen facilities may only be used when the use does not interfere with school programs or activities and the approval of the Supervisor of Food Services has been obtained. The requester must also meet the requirements established by the Thurston County Health Department (Food Handler's Permit).
24. The use of fog machines is not permitted.

RSD shall have the right to monitor all user events and may require termination of any event that does not comply with RSD policy, regulations, or is contrary to the law. RSD may also cancel any permit if, in the judgment of the Facilities Director, equipment and/or facilities are being misused.

TERMS & CONDITIONS

1. The applicants and all participants agree to abide by all Rainier School District (RSD) procedures, rules, regulations, terms, and conditions for use of school facilities.
2. The applicant agrees to obtain, prior to its use of facilities, comprehensive general liability insurance with minimum benefits of \$1,000,000 per occurrence with an annual aggregate of not less than \$2,000,000. RSD is to be named an additional insured. Waiver forms will not be accepted as a substitute for proof of insurance. A certificate of insurance must be received by the Facilities Director prior to final approval and use of any district facility. Coverage cannot be cancelled or reduced without thirty (30) days advanced notice to RSD.
3. Applicant accepts conditions and status of the requested facility and understands that this permit may be revoked or cancelled at any time with or without cause and the applicant shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.
4. The applicant agrees to exercise the utmost care in use of the school facilities and agrees to protect, indemnify, and hold harmless the RSD from all claims, liabilities, damages, or rights of action resulting in the use of said facilities, except for sole negligence of the RSD.
5. All applicants will be held responsible for any expenses incurred by the RSD arising from the use of the facility. In the event that property loss or damage is incurred during use or occupancy, the amount of damage shall be decided by the Superintendent and/or designee 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. Each applicant agrees to accept the RSD estimate or replacement/repair and pay the RSD's invoice for the amount due within 30 days to include food or beverage damage. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required. Failure to comply with this regulation and to pay any damage charges will result in denial of further privilege of use of school facilities and may result in legal action.