Tumwater School District
Board Policy

USE OF SCHOOL FACILITIES

The district does not discriminate based on race, ethnicity, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental or physical disability, neurodivergence or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will include the district's nondiscrimination policy to all third parties using school facilities on the facility use application form.

In evaluating requests for use of facilities, the following guidelines shall be followed:

1. School facilities will be made available according to the processes set forth in this policy and in procedures adopted by the Superintendent.

2. Organizations seeking use of school facilities shall make proper application according to district procedures and must agree to the fees established therein.

3. The use of school facilities for activities that are closely related to instruction or school-home cooperation --hereafter identified as “school related uses” must be approved by the appropriate principal and/or his/her designee. When these uses occur at times that other user groups and organizations could reserve space, they must also be approved by the Supervisor of Buildings and Grounds.

4. Appeals of decisions on facilities requests may be directed to the Superintendent, who reserves the right for the district to approve or reject any or all applications.

5. Use of schools by the public for political meetings shall be administered on the basis of equal opportunity to all political parties and opinions. No use of school facilities shall be granted to any group which advocates the overthrow of the government of the United States by force.

6. The application must be received at least seven (7) days prior to the facility use. Application processing will begin in June for events that will occur in the fall and in December for events that will occur in the spring. Summer camp applications should be received no later than the start of the school year. Submission in advance of these dates will not guarantee approval of the application.

Facility Use Categories:

CATEGORY 1 (Internal TSD)
The district will impose no rental use charge and will impose no custodial charge when a custodian is present as part of his/her normal work schedule and no additional time is required. District sponsored school activities within the category include: district WIAA sporting team practices and games, district performing arts practices and performances, district band/orchestra practices and performances, district club and organization meetings, ASB, district board of directors, staff and in-service trainings/meetings, site councils, and other district sponsored co-curricular activities.

CATEGORY 2 (Independent School Support Organizations)
The district will impose no rental use charge and will impose no custodial charge when a custodian is present as part of his/her normal work schedule, and no additional time is required/. Facility use application and proof of insurance required. This category applies to independent school support organizations; parent-teacher organizations (PTO/PTS), school recognized independent booster clubs (501C3 designation) meetings, events, and fundraisers; Tumwater Education Foundation, bargaining group meetings and public elections are also included in this category.

CATEGORY 3 (Nonprofit)
The district will impose a cost recovery fee but will impose no rental use charge for the use of school facilities by these organizations and may waive custodial charges when a custodian is present as part of his/her normal work schedule. Facility use application and proof of insurance is required. This category includes youth sports (TCYFL, AAU, USA Wrestling, Capital Little League and other similar groups), groups, and childcare programs with a majority of Tumwater students, South Sound YMCA, and Tumwater Parks & Recreation programs that support district communities. Also included in this category are Tumwater governmental agencies (city, police, fire districts, etc.) and Tumwater neighborhood associations. Special event requests, including birthday parties, memorial service gatherings, and graduation parties fall within this category if the majority of participants reside within the district.

CATEGORY 4 (Revenue Producing Organizations and other groups)
The district will impose a modified commercial rental fee, appropriate custodial fees and recovery fees for this type of use. Facility use application and proof of insurance is required. This category includes groups that do not serve the local community directly or do not have a majority of their members/ participants residing in the district, such as youth sports/leagues/groups that do not have a majority of Tumwater students and private educational groups and universities whose enrollment is open to Tumwater School District staff for continuing education. Special event requests, including birthday parties, memorial service gatherings, and graduation parties fall within this category if the majority of participants do not reside within the district.

CATEGORY 5 (Commercial)
The district will impose a rate high enough so that tax-supported school facilities shall not be in unfair competition with privately owned companies in the business of renting such space. Commercial applicants must be able to demonstrate that comparable privately owned facilities are not available on the date(s) requested. Facility use application and proof of insurance required.

General

The Board subscribes to the belief that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes.

The superintendent is authorized to set the rental rates schedule and establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.

Legal References:	RCW 4.24.660	Liability of school districts under contracts with youth programs
	RCW 28A.320.51 0	Night schools, summer schools, meetings, use of facilities for
	RCW 28A.335.1 50	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	RCW 28A.335.1 55	Use of buildings for youth programs — Limited immunity
	20 USC Sec. 7905	Boys Scout of America Equal Access Act
	34 CFR Sec. 1 08.6	Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups
	AGO 1 973 No. 26, In # 276	School districts — Use of school facilities for presentation of programs — Legislature — Elections

Management Resources:

Policy News12/11	Changes in WSSDA's Policy Reference Manual
Policy News 8/09	Concussion and Head Injuries Legislation

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