

## **Use of School District Facilities – Staff Guidelines and Requirements**

### **Purpose**

This procedure prescribes the processes, requirements, restrictions and fees for staff guidance and oversight of community use of Valley School District facilities.

### **Scope**

This procedure applies to the Board, Superintendent, Administrators, Facilities Supervisor and all district employees.

### **Procedure**

#### **1. INTRODUCTION**

The Board of Directors believes that public schools are owned and operated by and for the community, and encourages use of school facilities that do not conflict with educational or extracurricular activities. Staff members hold a dual role in regard to use of school facilities, and may serve both as advisors to the public, and as organizers or participants of activities that involve the use of school facilities and/or grounds. Staff members are expected to be aware of and/or follow this procedure as appropriate to the situation.

#### **2. GENERAL INFORMATION AND REQUIREMENTS**

##### **2.1. Approving Authority**

2.1.1. Program administrators serve as the approving authority for use of the following school buildings and grounds:

- a) Superintendent or designee: Columbia Virtual Academy/District Office Building and grounds; Portable Buildings not assigned to Valley K-8, Early Learning Center or Paideia High School classes
- b) Valley School Principal or designee: Valley K-8 school building(s); Football, baseball and recreation fields
- c) Paideia High School Principal or designee: Paideia High School portable building(s); PHS recreational areas
- d) Transportation Supervisor or designee: VL Transport Center, bus bays and grounds

2.1.2. Each approving authority or designee will maintain the building(s) and grounds schedule and Facilities Use Agreement records.

2.1.3. Each approving authority or designee will provide a copy of approved Facilities Use Agreement(s) to the Facilities Supervisor and District Office when completed and signed.

- 2.1.4. Each approving authority may designate a staff person to be responsible for the management of community use of facilities under his/her oversight, including but not limited to dispersal and collection of forms, documents and fees, scheduling and oversight of terms of agreements. In the event issues or noncompliance occurs, staff will inform and consult with the authority and Facilities Supervisor for remediation guidance.

**2.2. Nondiscrimination and Compliance**

- 2.2.1. Staff will not discriminate and will ensure equal access to facilities for all protected persons and/or groups as described in Policy 4260 and/or current state law.
- 2.2.2. Youth organizations engaged in competitive sport activities must sign a Statement of Compliance with mandated policies for the management of concussion, head injury and sudden cardiac arrest in youth sports as required by RCW 28A.600 (Form 4260F5). Staff will provide the form to applicants and receive the original, completed form from applicable groups and inform applicants of district policies and procedures. Copies of documents will be provided to applicants upon request.
- 2.2.3. The district may, at its discretion and for its protection, require proof of liability insurance prior to use of the facility. In the event bodily injury occurs during use or occupancy of district facilities, the district bears no responsibility for the injury or damages unless caused by its sole negligence. If an injury occurs to person(s) during use or occupancy, the person(s)/group using or renting the facility are solely responsible for any and all damages claimed by the injured party.
- 2.2.4. In the event that property loss or damage occurs to school district property or facilities during use or occupancy, the amount of loss or damage will be determined by the Superintendent or his/her designee. The person(s) or group using or occupying the facilities during the time the loss or damage occurs is financially responsible for the repair or replacement of property.

**2.3. Responsibilities and Indemnification**

- 2.3.1. Persons using school facilities are required to complete and sign a Facility Use Agreement (Form 4260F1), including an indemnity clause, and certify he/she/they have read and will adhere to applicable district policies and procedure.
- 2.3.1.1. Staff using district facilities for school-related or other events occurring *after* regular school/business hours of operation must also complete and submit a Facility Use Agreement to reserve and schedule the space, and prompt custodial or departmental support. Staff will refer to the Staff/School Event Organizer Checklist (Form 4260F0) for event planning guidance.

2.3.2. **Fees**

Persons using school facilities may be charged a fee according to the current Use Classification and Fee Schedule (Form 4260F2). Rental and service fees must be paid in advance. If additional services are required for the activity, such as keys, staff supervision, parking assistance, and custodial, security, emergency or other special services, such costs will be estimated and a deposit in that amount may be required prior to use of the facility. Actual expenses will be reconciled with the deposit received within ten (10) business days after the event. Failure to pay all fees as required may be cause for cancellation of the facility use request/agreement and/or denial of future use of school facilities.

2.3.3. The person in charge, listed on the Facility Use Agreement, must be in attendance and is responsible for the conduct of all participants. He/she must provide for competent adult supervision of children (ages 0-16) at all times.

2.3.4. Persons using school facilities are responsible for the good care of district property, setup and cleanup as described in Section 5 of this procedure.

**3. RESERVATION PROCESS**

- 3.1. Upon inquiry into the use of a district facility, the designated staff member will provide the person(s) with a copy of Policy 4260-Community Use of School District Facilities, Procedure 4260P1-Community Use of School District Facilities, Form 4260F1-Facilities Use Agreement and other related informational documents or forms, as applicable. A person or group seeking to use or rent space must read, complete and sign the Facilities Use Agreement.
- 3.2. Upon receipt of a Facilities Use Agreement, the designated staff person will review the Classification of Renters and Fee Schedule (Form 4260F2), determine applicable fees, including custodial charges, and add the amounts to the agreement. The completed form is then provided to the building authority or designee for approval/signature. The agreement must have an approving authority signature to be valid.
- 3.3. Approved agreements with fees will be forwarded to the district Accounting Specialist for receipt of payment and issuance of a receipt to the renter. A copy of the renter's receipt will be attached to the original agreement, and copies of all documents, as appropriate, will be forwarded to the building authority/designee and the District Office for filing.
- 3.4. The event will be added to the district calendar in *Outlook* by the designated staff member.

**4. TOURS**

Patrons who wish to receive a tour of any district facility, whether or not for potential rental, must first contact the approving authority for the building and state their request and purpose for the tour. The building authority or his/her designee will coordinate an acceptable tour date and

time with the requester that will not disrupt the workflow of employees. Nothing in this provision shall prevent employees or Board members from providing impromptu tours to their families.

## **5. CONDITIONS OF USE**

### **5.1. General**

- 5.1.1. The Facilities Use Agreement (Form 4260F1) is valid for one year only for recurring meetings/events. A new agreement must be completed and approved for each subsequent year of use.
- 5.1.2. No tobacco products, alcoholic beverages or drugs are permitted in the building or on the grounds, pursuant to state law. (RCW 28A.210.310 and 20 U.S.C. 7101-7118)
- 5.1.3. If keys are necessary to access a facility, a deposit may be required at the discretion of the Superintendent or his/her designee. Keys may not be duplicated. All keys issued must be returned promptly, and if keys are not received by supervising staff within two (2) days after the conclusion of the event, the key deposit will be forfeited, and renter may be denied future use of district facilities.
- 5.1.4. The placement of decorations or wall hangings must be approved in advance by the building authority or designee. Approved decorations and all renter belongings must be removed prior to vacating the premises, within the time frame listed on the agreement, unless other arrangements are made and approved. The district is not responsible for any items left on the premises by participants or spectators.
- 5.1.5. Vehicles of participants and spectators must be parked in designated parking areas only.

### **5.2. Setup and Cleanup**

- 5.2.1. Persons using school facilities are responsible for activity/event setup and cleanup, and must adhere to the following guidelines:
  - (a) Renters must leave school facilities in a clean and orderly condition, with all furniture returned to its previous location.
  - (b) Wipe down counter, sink or desks if they have been used. Erase the chalkboard and whiteboard.
  - (c) Check the floor for debris and sweep as necessary.
  - (d) Place all garbage in trashcans. Secure and remove full trash bags, and insert new bags (located in the bottom of trashcans).
  - (e) Ensure all windows and doors are locked prior to vacating the premises.

- (f) Additional fees will be charged if custodial or other labor is required to setup or clean up a facility.

**5.3. Specific Use Rules**

**5.3.1. *Valley School Kitchen***

- 5.3.1.1. Valid Food Handler Permits are required and a copy must be provided to the food services supervisor. The owner of the permit must be present at all times during food preparation and service.
- 5.3.1.2. The adult person in charge, listed on the Rental Agreement, will meet with the food services supervisor prior to use of the kitchen to train on use of equipment, if necessary. Persons under the age of 18 may not operate kitchen equipment. Kitchen equipment must not be removed from the kitchen area.
- 5.3.1.3. Cutting on the kitchen table and counters is prohibited. Use available cutting boards.
- 5.3.1.4. Home-grown produce or uninspected meat or dairy products are prohibited and may not be brought on site. Renter must provide copies of receipts evidencing purchase of such food products brought on site.
- 5.3.1.5. After each use, the kitchen must be cleaned for district food preparation according to the Washington State Retail Food Code; a copy of the code is available to renter for information and reference. Renter must pass all state and county health inspections that may occur on site. The food service supervisor will provide further information upon request.
- 5.3.1.6. Commodities storage is a priority for the district, and availability of space for the renter's items will be determined according to the district's need for maintaining separate and inaccessible storage of commodities.
- 5.3.1.7. Follow all general setup and cleanup rules in Section 5.2.1.
- 5.3.1.8. A one-hundred dollar (\$100.00) cleaning deposit may be required at the discretion of the Superintendent or his/her designee.

**5.3.2. *Classrooms***

- 5.3.2.1. Classroom equipment (computers, DVD player, document camera, etc.) and supplies (paper, crayons, colored chalk, pencils, pens, toys, etc.) are not available for use.

- 5.3.2.2. Do not disturb, use or remove any items from the teacher or students desks.
- 5.3.3. *Valley School Gym*
  - 5.3.3.1. Street shoes may not be worn on the gym floor. All shoes worn on the court must have non-marking soles. No skateboards, bikes or any other type of equipment that may damage the gym floor is allowed. Renter must sweep the gym floor prior to vacating premises.
  - 5.3.3.2. Contact the Facility Supervisor if bleachers are needed.
  - 5.3.3.3. Hanging on the basketball rims is prohibited.
  - 5.3.3.4. Food or drink is not allowed in the gym.
  - 5.3.3.5. Entry into the equipment room is prohibited to renters.
- 5.3.4. *Valley School Multipurpose Room*
  - 5.3.4.1. Hanging on the basketball rims is prohibited.
  - 5.3.4.2. Contact the Facility Supervisor if bleachers are needed.
  - 5.3.4.3. Volleyball nets may be used with prior arrangement.
- 5.3.5. *Grounds/fields*
  - 5.3.5.1. The Facility Use Agreement must include the anticipated number of participants and spectators.
  - 5.3.5.2. No vehicles are permitted on the grass.
  - 5.3.5.3. All litter generated from the activity must be collected and placed in trashcans. Secure and remove full trash bags and replace with new bags.
- 5.3.6. *Columbia Virtual Academy Broadcast Studio*
  - 5.3.6.1. Broadcast Studio equipment (projector, video conferencing unit, television, etc.) is not available for use.
- 5.3.7. *Columbia Virtual Academy Conference Room*
  - 5.3.7.1. The conference table and telephone system may not be moved or shifted, or other equipment attached.
  - 5.3.7.2. Conference room equipment (TV, video, etc.) is not available for use.
- 5.3.8. *Columbia Virtual Academy Staff Room*
  - 5.3.8.1. Kitchen equipment (dishes, toaster, coffee pots, etc.) is not available for use.

5.3.9. *VL Transport Center*

5.3.9.1. Kitchen equipment (dishes, coffee pots, etc.) is not available for use.

**6. USE CLASSIFICATIONS AND FEE SCHEDULE**

6.1. Persons or groups seeking to use district facilities are classified into one of three general categories, below, and the basic fee amounts vary according to classification and type of space. Form 4260F2 fully describes the classifications and the schedule of fees. Staff will refer to this form when determining rental rates.

- a) Class A: School or child-related groups or government agencies
- b) Class B: Non-profit groups and civic or community enrichment organizations
- c) Class C: Commercial enterprises

**Supporting Documentation**

4260P1-Community Use of School District Facilities

4260P3-Hospitality

4260F0-Staff/School Event Organizer Checklist

4260F1-Facility Use Agreement

4260F2-Use Classifications and Fee Schedule

4260F3-Staff/School Event Request

4260F4-Food and Beverage Plan

4260F5-Statement of Compliance for Management of Concussion, Head Injury and Sudden Cardiac Arrest

**Document History**

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