

COMMUNITY RELATIONSSchool Facility Use**TYPES OF OCCUPANCY AND RATES APPLICABLE TO EACH**

Priority for use and charges for use of District facilities by the following user groups shall be as follows: (See also Exhibit A on pages 9-10.)

<u>Priority</u>	<u>Type of Organization</u>	<u>Applicable Rate</u>
(1)	School and School-related Activities	No Charge Most Cases (Possible Incremental Costs)
(2)	Volunteer Youth Activities	Incremental Costs
(3)	Non-Profit Organizations	Scheduled Rates + Incremental Costs
(4)	Other Organizations	Scheduled Rates + Incremental Costs
(5)	Commercial Profit Organizations	Twice Scheduled Rates + Incremental Costs
(6)	School District Staff	No Charge Most Cases (Possible Incremental Cost)

Definition of Type of Occupancy**Applicable Rate****1. School Groups or School-related Activities**

**No Charge Most Cases
(Possible Incremental
Costs)**

Includes all activities of the school involved in carrying out its educational program. These activities have prior consideration over all other uses of the school facilities. Example: normal class work and school organization activities; school sponsored entertainment, such as class plays; PTA/PTO activities, including all activities of these organizations directly associated with its objectives. The financial support or sponsorship of another organization by a PTA/PTO, where such organization is separate from the PTA/PTO, does not entitle the activities of such other organization to be included in this classification. In general, this classification includes any activity regarded as directly or indirectly a part of the school's educational program, officially sponsored by the school. Example: Staff Development, Community Education, District employment groups.

2. Volunteer Youth Activities

Incremental Costs

Includes programs for youth within Kennewick School District having a direct relationship to programs and values of Kennewick School District; not directly sponsored by the District, formally organized as a legal entity with by-laws, officers, and insurance; whose directors, officers, and organizers at the local community level are non-paid (volunteers).

3. Non-Profit Organizations

**Scheduled Rates +
Incremental Costs**

Groups whose general purpose is for community betterment and the specific use activity is to support local community well-being. Group may charge a fee for participation in programs, and/or are not specifically a youth program. May negotiate a reduced rate for recurrent use of a particular facility.

A. With the intention of encouraging public use of school district facilities, the “Let’s Meet at the School” program allows free meeting space to non-profit and civic organizations and clubs that strictly meet the following requirements:

- Meetings occur between 5:00-9:00 pm on regular school days
- Food or drink is not served
- No set-up or AV needs are required
- 50 or fewer people expected to attend
- Application is made at least two weeks in advance
- No commercial activity or admission charged
- Activity deemed a low hazard, not subject to insurance requirement

4. Other Organizations

**Scheduled Rates +
Incremental Costs**

Other groups, however organized or incorporated, which are for a religious or political purpose. Also includes organizations which charge a fee, tuition, or "donation" for admission or participation.

5. Commercial Profit Organizations

**Twice Scheduled Rate +
Incremental Costs**

Groups or activities whose motive, directly or indirectly, is commercial gain or monetary benefit. Includes groups whose purpose is advertising or promoting the sale or use of products or service, when the motive is monetary gain to an individual or group of individuals. This includes all types of entertainment programs which yield any financial return to the promoters of such programs, whether such financial return is based on a fee, percentage of admissions, or any other arrangement.

6. School District Staff Activities

**No charge most cases
(Possible Incremental
Costs)**

School district staff members are permitted to use district facilities provided prior authorization is obtained from school principal or administrator and the Facilities Scheduling department. Commercial activity is strictly prohibited. Examples of commercial use include; scrapbook parties, Tupperware, MaryKay, Pampered Chef, consignment/garage sales, craft sales, Home Interiors and the like. It is not the district's intent to provide school facilities for personal use such as birthday parties, weddings, family reunions or other private social parties. Such accommodations are made only for insurable non-profit and commercial organizations. Staff are subject to incremental costs including custodian, kitchen, security and student labor costs and equipment costs.

An EXHIBIT of "**Criteria for Facility Users to Determine Priority and Rates**" accompanies these regulations which presents examples of users by type and characteristic and their applicable priority and rates.

RATE DETERMINATION

The same scheduled rate shall be applied to using groups of similar occupant definition in the criteria for Facility Users. This rate may be structured to vary according to the particular facility used, the time of day, day of week, season, or length of use. Separate elements of cost comprise the scheduled rate for use of that type of user and for each facility.

An EXHIBIT of "**Facility Rental Rates**" accompanies these regulations that presents rates and applicable fees and incremental costs for use of district facilities.

Incremental Costs

Incremental costs are those costs directly caused by and resulting from occupancy and use. Common examples are:

- A. Technical labor in direct support of facility use.
- B. All labor directly caused by and resulting from the occupancy and use. This may vary depending on the day of the week, time of day, and season of use. These costs may include custodial staff, general staff, and administrative staff time.
- C. Cost of additional heat and cooling energy, water use, garbage and refuse removal, and electricity required as a result from occupancy beyond that regularly provided by the District, including common areas such as corridors, foyers, and restrooms.
- D. Repair/replacement of building and equipment damaged by users.

SCHEDULING AND PAYMENT PROCEDURES

1. Written Application Required

Written application is required for all school and community use of facilities, and should be made at least two (2) weeks in advance of time of use. Applicants may obtain forms from the scheduling office in person, by mail, or by fax. (Note: In-district requests for use may be e-mailed.) Applications by youth groups must be signed and endorsed by an adult sponsor who will guarantee the presence of adult supervision, and guarantee compliance with District policies and regulations.

2. Confirmation by Scheduling Office

Written confirmation of the scheduled event will be mailed, faxed, or e-mailed to the applicant.

3. Cancellation

Request for cancellation of an event must be received by the scheduling office at least 48 hours in advance of scheduled occupancy. Failure to notify of intent to cancel will obligate the applicant to pay the charges for the facility.

4. Single Application for Periodic Use

A single application may be made for a series of uses of like character.

5. Special Negotiated Rates

Groups required to pay from the scheduled rates who will be using multiple rooms in a building for special events, or groups submitting a single application for periodic use, may be given special negotiated flat rate for the event(s).

6. No Scheduling More Than One Year in Advance

Schedules will not be made for dates which are beyond one year from date of application except under special circumstances, subject to review and approval by the Superintendent or designee.

7. Payment

Payment of charges billed from the schedule of rental rates shall be payable within 30 days of invoice. Payment in advance may be required in the case of organizations or individuals non-resident in the District. If variable factors preclude computation of exact charges prior to occupancy, a deposit equal to estimated cost of the event will be required in such cases. Any necessary adjustment will be made on the final billing after completion of occupancy.

8. Cancellation for Non-Payment

Failure to pay invoices within 30 days after presentation of invoice may result in the district requiring prior payment of estimated charges before allowing future or continued use or cancellation of any future use.

ADVANCE SCHEDULING AND CANCELLATION RIGHTS

1. School Priority - Right of Cancellation

If the emergency needs of the school program so require, the District may displace a scheduled community use and substitute other facilities if notice is given 15 days before the date of the scheduled event. The District may cancel the event if satisfactory substitute facilities are not available. In exercising this emergency preemption right, the District will make every effort to provide satisfactory substitute facilities, in the same building if a regular classroom, or in another building if a special facility such as gymnasium, auditorium, or cafeteria was scheduled.

2. School Responsibility in Scheduling School Use of Facilities

- A. It is the responsibility of the principal of the school to notify the Facilities Use Coordinator of the school's planned use of facilities after school hours on school days, and all times on other non-school days. Facilities use not scheduled by the school during those times is open and available for community use.
- B. Regular, repetitive use of facilities (such as PTA/PTO meetings, etc.) will be scheduled each school year. However, the scheduling office must be informed in advance of any temporary cancellation of such recurrent use, so the facility may be released for possible community use on these open dates.
- C. Conflicts arising from failure of the school to schedule evening and non-school day use of facilities shall be resolved in favor of the community activity, unless the request for school use is received at least 15 days in advance of the date of use.

3. Priority of School Interscholastic Use of Secondary School Gymnasiums

In scheduling middle school and high school gymnasiums, regular league games and matches and post-season playoffs will have priority over all other gymnasium use. Any community group scheduling of these gymnasiums is subject to cancellation irrespective of the 15-day firm guarantee, when these specific gymnasiums are required for school league interscholastic games and matches.

4. No Community Use Before Thirty Minutes After the Last School Activity

School building facilities are not available for community use on school days until 30 minutes after the final school activity for the day.

5. Guaranteed Firm Advance Scheduling

Certain activities require firm dates in advance due to contractual arrangements which involve making commitments up to a year in advance. The school involved will be notified of the requested day, and be given first opportunity to hold any date for a specific school use. Dates not pre-requested will be released for community scheduling which will be firm and not subject to later cancellation. This procedure will be followed for any community activity which, for justifiable reasons beyond control of the local group, must make a space commitment well in advance. Advance scheduling cannot be scheduled more than one (1) year in advance.

6. School Reservation of Entire Buildings

Some activities of the school, such as all-school dances, carnivals and other events involving extensive student or public traffic in the building, may necessitate reserving major portions of building facilities for exclusive school use on the dates of such events. Principals will pre-schedule dates for these events as far in advance as possible, taking into account #5 above, Guaranteed Firm Advance Scheduling.

7. Community Use of Kennewick School District Administration Center

- A Current facilities use application and insurance procedures will be followed.
- B All requests will be processed by the facilities scheduling manager
- C There will be no charge for use by community, government, service, and non-profit organizations. For profit and commercial groups will be encouraged to use other facilities at our published rental rates.
- D Use of the building after 4:30p.m. will be allowed. However, meetings must not go on past 9:00p.m.
- E Communication of after-hours events, including and special needs for the group or building security will be given to the custodian on duty by the facilities scheduling manager.
- F No weekend rentals.
- G The facility will not be booked more than three weeks in advance for a community group and will not be scheduled for reoccurring meetings (I.E. every 2nd Tuesday of the month).

H Building usage will be limited to Classroom 1, Conference Room #1 and the IT conference room, (facilities scheduling manager will go through IT Director to confirm availability).

GENERAL REGULATIONS

1. Furniture Provided by School

The District will provide the facilities, furniture, and equipment normally found in the facility to be used. Arrangements for additional equipment must be made in advance and appropriate charges will be assessed. Reasonable shifting of furniture within the room to meet the needs of the occupant is permitted, provided that it is returned to the original location and arrangement by the occupant upon completion of use. No furniture or other equipment may be moved from any room without prior arrangement.

2. Conduct of Occupants

The occupant group is responsible for the conduct of all its members while on school premises in connection with the scheduled activity, including any persons, whether members or not, who are on the premises. Adequate adult supervision of youth groups must be provided by the occupant group sponsor and be present and in effective control to insure proper conduct of occupants. Failure to maintain effective control will result in cancellation of future use, as well as consequential billings for any damages resulting from the occupancy.

3. Responsibilities of Occupants

The applicant and all individual members of the group occupying school facilities are responsible for the reasonable and proper care of the facility used and any materials or equipment found therein. Any loss or damage resulting from activities of the group or activities of any person present because of the user activity will be billed to the organization. Failure to comply with this regulation, and to pay any damage charges which may be assessed, will result in the loss of the privilege to use District facilities. Repeated misuse or damage will result in the loss of privilege to use District facilities.

4. Insurance

Users of District facilities shall agree to indemnify, defend, and hold the District harmless against all claims, loss, or liability resulting from damage to or destruction of property or injury or death to persons occurring while District facilities are being used. As requested, the applicant will provide the District a Certificate of Liability Insurance naming Kennewick School District #17 as additional insured in the amount of at least \$1 million.

5. Smoking, Illegal Drugs and Alcohol

Smoking (including electronic delivery devices) is not permitted on District property or in any facility at any time. Absolutely no illegal drugs or alcoholic beverages are allowed on school properties.

6. Restricted and Limited Use Facilities

Certain special purpose facilities such as shops, commercial rooms, science rooms, and kitchens are not to be rented for community use except by special arrangement. One or more kitchen staff members must be present when any kitchen appliances are used, and appropriate fees paid.

7. School Gymnasium

Gymnasiums may be scheduled for community use when not needed for school purposes. Those scheduling gymnasiums must strictly observe the use of non-marking gym shoes when on the playing floor. Street shoes are prohibited on the playing floor. There will be no food or drink in the gymnasiums.

8. Shower Rooms

If youth groups are involved when shower rooms are rented, adult supervision must be present in the shower room at all times that it is in use. Disregard of this provision will result in denial of further use of shower facilities.

9. Operation of Stage Lighting and Public Address Systems

The District lighting and sound systems in the auditorium and stadium must be operated by a District technician or trained designee. Unauthorized operation of stage lighting or public address systems by an occupant shall result in billing for the regular technician fee as well as for any resultant damage to school equipment.

10. Issuance of Keys

Keys to buildings of facilities shall not be issued to any individual or group for entering a district facility without authorization. Unless previously arranged, facilities must be opened and closed by custodians or other authorized District personnel at the times arranged during the application process.

11. Use of Decorations

Prior approval will be required before decorations or other materials may be applied to walls, ceilings, or floors. Applicant/users are required to remove all such decorations, materials, or equipment at their expense. All costs for such removal by District personnel shall be directly billed to the user.

12. Use by Religious Group

School facilities may be rented to church groups but shall not be rented as a permanent place of worship. Rentals will be allowed for up to one year with proof that plans are under way for purchasing or building their own facility.

13. Personal Use

School facilities are not available for social activities of an individual or personal basis.

12. Right to Deny Use of Facilities

The District reserves the right to deny use of school facilities to any applicant when, in the sole judgment of the Superintendent or designee, the intended use, or the principles, philosophy, or background of the applicant organization would be detrimental to the best interests of the District and its educational program.

Revised: July 2014

EXHIBIT A

Kennewick School District

Criteria for Facility Users to Determine Priority and Rates

*PRIORITY/TYPE OR ORGANIZATION	FACILITY CHARGE	GENERAL CRITERIA
1. <u>School/School-Related Activities</u>	None	Purpose of Organization or Activity is in direct support of regular school programs or activities (<u>Subject only to Incremental Costs when extra assistance is needed</u>)
Sports Interscholastic Athletes Sports Related Activities Intramural Sports		
PTA/PTO/PTSA/PEAK Fund Raising Meetings School Sponsored Events		Purpose of organization is the direct and indirect support of K-12 education (<u>Subject only to Incremental Costs when extra assistance is needed</u>)
A.S.B. (Associated Student Body) Dances Speakers P.M. Assemblies Fund Raisers		
District Staff Development		
Kennewick Community Education		
District Employment Groups OPAC, PSE		
Educational Service District #123		
Kennewick Parks & Recreation (<i>per reciprocal agreement</i>)		
2. <u>Volunteer Youth Activities</u> Youth softball, baseball, basketball, football, soccer, volleyball programs Boys/Girls, Campfire, Scouts, Special Olympics, Young Life, Tri-City Young Marines	Incremental Costs	Programs for Youth District Residents (primarily) Organization must be a formal entity with by-laws, officers, & insurance Local directors/organizers must be <u>non-paid</u> (volunteers) Youth groups that charge only periodic dues

<p>3. <u>Non-Profit Organizations</u></p> <p>YMCA Ye Merrie Greenwood Players Tri-City Fencing Club Desert Thistle Pipes & Drums ARC of the Tri-Cities RECA Foundation Tri-City Cancer Center Mid-Col. Asian American Society Tri-City Orchid Society Diamond Ridge Cloggers Juvenile Justice Center Human Services Coalition Soroptimist Kiwanis Rotary Optimist</p>	<p>Scheduled Rate Plus Incremental Costs</p> <p>May qualify for “Let’s Meet at the School Program”</p>	<p>General purpose is for local community betterment May charge fees for programs May negotiate rate for recurrent use</p>
<p>4. <u>Other Organizations</u></p> <p>Any religious organization Any political organization Washington State University ABC Educational Consultants Eastern Washington University Educational Nutrition System Gonzaga University Heritage College Mid-Columbia Youth Symphony Sunshine Generation Tri-City Connection Group Puget Sound Motorcycle Training</p>	<p>Scheduled Rates Plus Incremental Costs</p>	<p>Organizations which charge a fee or suggest a donation for admission; or charge a fee or tuition for participation</p>
<p>5. <u>Commercial Profit Organizations</u></p> <p>Physicians Medical Center Pasco School of Karate Tri-City Bible Book Store</p>	<p>Twice Scheduled Rate Plus Incremental Costs</p>	<p>Groups or activities the motives of which is commercial gain or monetary benefit, either directly or indirectly</p>
<p>6. <u>Staff Use</u></p>	<p>Possible Incremental Costs</p>	<p>Kennewick School District teachers, secretaries, administrators. <u>Does not include friends/family of staff.</u></p>

*All of above organizations are examples of category definitions. The listings are non-inclusive.