

COMMUNITY RELATIONS

Rental/Lease of School District Facilities

The school district may enter into rental agreements involving school district facilities. The rentals must provide revenues sufficient to cover district costs as specified and approved by the school board. All rental/lease agreements shall protect and hold the district harmless and provide such other protection as may be required by the school district. Facility Use Agreements can be found on the Pullman School District website or picked up in the district or school offices.

The school district may enter into lease agreements involving extended use of school district facilities. Each such agreement shall be covered by a separate lease agreement between the school district and the leasee and may be terminated at the district's option upon 30 days written notice. Lease agreements may be immediately cancelled if tenants fail to comply with the terms of the agreement. Agreements shall not be assignable or transferable to other parties except by approval of the school district. Parties to lease agreements shall agree to protect and hold the district harmless, to provide a certificate of insurance and such other protection as may be required.

I. Application Procedures

Permits will be granted for the use of buildings and grounds only upon written application made via a Facilities Request Form processed through the applicable facility administrator. All applications shall be presented in time to allow consideration by the school district administration, if necessary. Two weeks or longer is recommended. After approval by the appropriate administrator or designee, the Facilities Request Form will be forwarded to the district Fiscal Services Office for final approval by the Executive Director of Support Services or designee. Following approval, billing of rental and/or personnel fees, will be issued. The return of a copy of the approved request form to the applicant shall constitute notification of approval for use of school district facilities. The application must be filled out completely.

All equipment necessary to the applicant's use of the facility must be designated on the form to allow sufficient time for the school district to make arrangements for scheduling, billing procedures, etc. No service is provided beyond the building facilities.

Those using school facilities shall maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization. Community athletics programs that use district facilities shall not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs.

II. Determination of Use Fees - Excluding Lease Agreements

Fees for the use of school facilities are to be determined based on identification of user groups, as defined in the district policy, and the established current fee schedule. In all cases, the user charge will cover costs incurred by the school district, including heat, lights, custodial services and/or other school district personnel if involved (kitchen, supervisory, etc.). A custodian must be on duty in the building. Use beyond regular working hours and on weekends will require a user charge sufficient to cover overtime salaries and other direct expenses as set forth in the rental of facilities fee schedule. Facility use has been divided into three categories:

Group 1 - School or Child-Related Groups or Other Government Agencies: Includes those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, Pullman Education Foundation, Booster's, election polling places, Pullman Parks and Recreation Department, political caucuses and governmental groups, and all organizations sponsored or co-sponsored by

the Pullman School District and supervised by school or city staff members. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives. When facilities are used outside of regular school hours, or the district incurs extra utility, cleaning or supervision costs, a fee, to be established by the superintendent, shall be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

Group 2 -Non-Profit Groups:

This group includes those organizations which might wish to use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district may charge a rental rate in excess of costs incurred.

Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. To be granted this exception, the charitable organization may be required to provide proof of recognition by the Philanthropic Division of the Better Business Bureau. In addition, professional fund raisers representing charities may be required to provide evidence that they are registered and bonded by the state of Washington. (Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.)

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district.

Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than two years and may not average more than twelve hours of use per week.

Group 3 - Commercial Enterprises:

Include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

III. Accommodations

Generally speaking, school facilities may not provide adequate services for use by groups other than those that are school related. Events and activities that require services beyond normal school district function may adversely impact audience convenience and safety. Often conveniently located lavatories and closets are not available. The heating systems are not flexible enough to allow only parts of a building to be heated. Corridor arrangements sometimes make it impossible to close off the rest of the building and a different policing problem exists. Should any of these conditions exist, it may not be feasible to provide the required space needed.

IV. Rules Relating to Facility and Equipment Use

Applicants must assume responsibility for compliance with the rules governing facility and equipment use and for any liability resulting from damage which may be done to property. Also, the school administration shall determine the appropriate number of school employees to be on duty when school facilities are in use after normal school hours. A custodian or other authorized staff member must be on premises when any nonschool group is using school facilities.

- A.** Gym shoes will be required for active games in the school gyms. These must be gym shoes that are not worn as street shoes.

- B.** Keys will not be loaned out for use by non-school employees. Doors shall be locked and unlocked by a custodian or other employee of the school district.
- C.** A custodian must be present at all times when school facilities are used. A custodian's duties normally include the operation of lights, heat, ventilation and such duties incidental to maintaining order and preventing persons from entering unauthorized parts of the building. Other custodians in the building with regularly assigned cleaning areas are not to be considered as available for these duties.
- D.** Decorations, equipment, or fixtures shall not be brought on the premises without the advance approval of the school district administration. They must be removed immediately after the event.
- E.** Disorderly conduct, possession of weapons, the use of tobacco, intoxicants and drugs shall be prohibited within school buildings and on school grounds. Any violation of these issues, will result in immediate suspension and constitute probable long-term suspension for the party in violation. Violations that warrant prosecution will be referred to the appropriate law enforcement agencies.
- F.** 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.

Use of outdoor facilities will be permitted providing they are in a condition satisfactory for use. This includes the effect of weather conditions that may adversely affect playing surfaces or through use, make them unsuitable for additional use until after major repairs are made. Outdoor facilities must be cleared of trash and other debris after each use. Outdoor facilities, with the exception of Military Hill Park, will not be maintained for use by district personnel other than for district sponsored activities. Use of lawn or parking areas for flying motor-driven model airplanes or self-propelled model rockets or for the practice of golf will not be allowed. Motor driven vehicles may not be driven or parked on turf areas without special permission. All outdoor programs must be completed and all lights turned off by 11:00 p.m.

Building access will be granted only at those times specified on the Facilities Request Form (#4330 F). Groups receiving permission to use school district facilities may gain access to buildings at the time specified on the Facilities Request Form. The building will not be opened prior to that time. Unless prior arrangements have made, school buildings must be vacated no later than 10:30 p.m.

- G.** Tables, kitchen equipment, or any other school furniture or equipment shall not be removed from buildings to which they belong except by authorized district personnel. Any loss or damage to equipment resulting from activities of the user group, or actions of any person present because of the activity, will be billed to the booking organization. Use of school equipment shall be limited to user on school grounds. Pianos may not be located where they are readily available, and may be moved only under supervision of district personnel.
- H.** District-owned expendable supplies will not be used.
- I.** Authorized district employees have the authority to order any persons, or groups to leave or vacate all or any portion of the school facility or grounds.
- J.** The maximum number of people permitted in any school facility shall be restricted as indicated by the fire marshal.
- K.** 4.11 The district reserves the right to require police supervision, security, or fire protection at any event whenever the building principal or the superintendent's office deems such protection necessary.

- L. 4.12 Organizations renting school district facilities and are not covered by a Joint Use Agreement with the district, are required at their expense to include the following statement in any and all advertising associated with the event: "This event is not sponsored or sanctioned by Pullman School District."
- M. It is the sole responsibility of the users of district property to comply with federal, state, and municipal laws and to obtain any permits necessary to conduct a particular activity including, but not limited to, zoning permits and approvals
- N. Any group or individual renting school district facilities must read all school regulations with regard to the use of school facilities and agree that the individual and/or organization will be responsible to the school board for the proper use and care of school property and that the character and nature of any activity will be used for the requested purpose.
- O. Any group or organization renting school district facilities must agree that the individual or organization indemnifies and saves harmless the district from losses including claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought and recovered against the district by reason of any act or omission of the user.

V. Cafeterias and Kitchens

School kitchens are considered public eating places; therefore, it is necessary that specific rules and regulations be followed when these facilities are in use.

- A. Groups may use district cafeterias and kitchens for serving potluck dinners and light refreshments when the organization supplies its own dishes and silver. A food service employee must be present. The dishes and silver may be washed in the sink but the entire kitchen must be left clean and orderly.
- B. If district food service equipment or dishes are used to prepare and serve food, a food service employee must be present.
- C. When food service employees are required at meetings or fund-raising events, they shall offer such assistance as may be necessary to assure proper use of district equipment and facilities and will assist those using the facilities in their preparation and serving of food and in cleaning up the area. It is understood that when meals are prepared and served, the food service employee supervises the use of the kitchen facilities and is not responsible for the actual preparation and serving, which shall be done by the using organization's kitchen committee.

VI. Use of Gyms by Out-of-district Schools

- A. Group will be confined to gym area, i.e.: adjacent restroom and shower facilities; the rest of the building is not available.
- B. No food facilities will be available.
- C. No charge will be made for heat, lights, water, etc. No rent charge will be assessed.
- D. A charge will be made for any/all additional custodial time, i.e.: lock/unlock, supervision (if appropriate), clean up (if appropriate).
- E. A written request will be provided to the Pullman School District from the out-of-district Building Principal, including the names and titles of supervisors (indicating the one "in charge") and will include a statement holding Pullman School District No. 267 harmless from any liability.

VII. Denial of Use, Revocation, Expiration of Permits

The school district reserves the right to deny use, revoke any permit, and refund any rental when such use of the facility may be in any way prejudicial to the best interests of the school, the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided. In the event of such cancellation, there shall be no claim or right to damages or reimbursement on account of loss, damages or expenses whatsoever.

All facility use permits shall expire at the end of the academic year. Permits will be valid only for the dates requested.

VIII. Payment of Rental Fees

Fees are payable upon receipt of the bill from the district Fiscal Service Office. Rentals carry no right of advertisement on school premises other than the right to post a sign for the purpose of directing people to the auditorium or particular room being rented.

IX. Holiday, Vacation, School Cancellation, and Sunday Use

Requests for Sunday use of facilities are not recommended, and only upon special arrangement will such requests be granted. During vacation, school cancellation and holiday periods special custodial work schedules and maintenance problems such as heating and snow plowing usually prevent the use of school facilities.

X. Statement of Non-Discrimination

Participation in and admission to events cannot be limited in any way to an individual race, religion, sex, or specific organization other than educational in nature.

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