**PROCEDURE FOR POLICY #4260**

**Use of Facilities**

**Adopted** – x

**Last Revised** – PCM: 6/2023, WSSDA: 12/2011

**Prior Revised Dates** – WSSDA: 6/1999, 8/2009

Application for use of school facilities will be made to the facilities coordinator.

Professional fund raisers representing charities must provide evidence that the fund raiser:

1. Is recognized by the Philanthropic Division of the Better Business Bureau;
2. Is registered and bonded by the state of Washington; and
3. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent will develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule will be evaluated on a biennial basis.

Sponsoring organizations will provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. All applicants for use of school facilities will hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage will be decided by the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant’s sponsorship in an amount not less than $50,000 due to bodily injury or death of one person or at least $100,000 due to bodily injury or death of two or more persons in any incident. If use of the district’s facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board.

A custodian or other authorized staff member must be on the premises when any nonschool group is using school facilities.