

## **Public Use of School District Facilities**

Yakima School District buildings and facilities have been provided primarily and specifically for use in the educational and extracurricular programs for school-age children. Any other use of district facilities must be subordinated to these uses.

The use of school facilities by members of the community is encouraged. After educational and extracurricular program needs have been met, priority use of facilities will be given to Yakima School District groups and patrons. Regulations governing this use shall be developed by the superintendent. Use of such facilities by the community shall not interfere with regular school educational or extracurricular activities. Approval of the use of facilities by a group or organization does not constitute endorsement of this group or its objectives by the district.

School facilities may be rented for scientific, artistic, sporting, cultural, or other community events open to the public which are sponsored by recognized non-profit organizations or groups, or by individuals. School facilities may also be used, subject to paying reasonable rental value or actual district cost, by individuals or groups whose intended use is solely commercial, private for profit, religious instruction or worship, or partisan political; provided, however, that school facilities shall not be rented for such purposes on a regular or continuing basis. A schedule of rental fees and charges shall be developed by the superintendent or designee. The lessee agrees to protect all responsibilities listed for lessee; see section 3.

In determining the intended use of the facility, the district at its discretion shall determine and decide the primary use being made of the facility as evidenced by the application for use. The district reserves the right to grant or deny use of school facilities at its sole discretion. Appeals may be made to the deputy superintendent.

Facilities will not be rented during normal school day hours. An exception to this will be allowed for county election board activities and school picture photographers as long as such use does not interfere with the educational program.

The district may authorize casual use of playgrounds, baseball, football or soccer fields by community groups without charge, providing the use does not interfere with school or scheduled activities.

### **1. General Provisions**

- 1.1 The school district reserves the right to deny use of school facilities to any applicant when the intended use or the principles, philosophy, or background of the applicant organization would be detrimental to the best interest of the school district and its educational program. Appeals may be made to the associate superintendent of business services.
- 1.2 School facilities are not available for public dances.
- 1.3 Tobacco products/alcoholic beverages/controlled substances are not permitted at any time on school district premises, including all grounds and play fields.
- 1.4 A school district employee or an approved non-employee building supervisor must always be assigned and be responsible for unlocking and securing the building for after-school use.
  - 1.4.1 The lessee, the individual signing the facilities use agreement, or her/his alternate, shall be on-site and in possession of the loaned key(s) at all times. No keys shall be

duplicated nor alarm codes shared by the responsible party.

- 1.4.2 The district reserves the right to require that a paid district employee be on-site if the use of the facility or equipment warrants close district supervision. In such cases, the lessee shall be responsible for said employee's actual wage costs, inclusive of any overtime and employment taxes.
- 1.5 If kitchen facilities are to be used to prepare a meal, such as using cooking and dish washing equipment or ranges, a rental fee will be charged, and a regular cafeteria employee must be in attendance with actual wage costs paid at the prevailing rate, inclusive of any overtime and employment taxes.
- 1.6 Officials representing the school district reserve the right to enter the school buildings at any time.
- 1.7 Gym shoes are required for all gym floors and elsewhere for activity-type games, such as basketball, volleyball or badminton.
- 1.8 During the summer, use of the school facilities may be restricted if such use interferes with the summer maintenance program.
- 1.9 All groups or organizations using facilities are responsible for total clean up of all facilities used or for the wage cost of district custodians to perform these duties, inclusive of any overtime and employment taxes.
- 1.10 Failure to comply with facilities use rules or policies may result in the revocation of the facilities use agreement and/or the denial of the future use of school facilities.

## 2. Applications

- 2.1 No permit will be granted for the use of buildings or grounds except upon written application, which shall be made to the facilities scheduling coordinator at the central services building, 104 North Fourth Avenue.
- 2.2 All applications shall be presented in time to allow adequate consideration by the designated school representative. Ten (10) days shall be the minimum. Leasing fees will be calculated and estimates submitted in accordance with the current fee schedule. The district reserves the right to determine the most appropriate facility for the event.
- 2.3 A single application may be made for a series of meetings or meetings of like character. However, if any of the meetings is found to conflict with school programs, such meeting will be canceled or rescheduled for another time or place.
- 2.4 Upon approval of an application, a permit will be issued by the facilities scheduling coordinator to be forwarded to the principal. Orientation with the principal may be required prior to use.
- 2.5 The school board reserves the right to revoke any permit and refund any rental up to ten (10) calendar days prior to the time of the event.
- 2.6 Payment of rental fees may be required in advance of the event.
- 2.7 After all charges are determined, a copy listing these charges will be sent to the leasing group. In all cases, payment for the use of school facilities and any related costs shall be made at the school district business office, 104 North Fourth Avenue, not later than thirty (30) days after the organization has been billed.

- 2.8 Any and all use of district facilities shall be totally free from obscure and controversial purposes and purposes of a disruptive nature. Objections to a specific use of district facilities by any group must be made in writing to the superintendent and signed by the individual and/or group of individuals lodging the complaint. When a valid complaint is lodged, the following shall apply:
- 2.8.1 Use of facilities by the applicant may be suspended temporarily to afford the superintendent or designee and all concerned parties sufficient time to meet for the purpose of a hearing. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of facility use, pending the hearing.
  - 2.8.2 Within ten (10) days of temporary suspension, the superintendent or designee, the complainant, and the applicant shall convene at a specified time and location to determine the validity or non-validity of the complaint. The superintendent shall be the deciding authority, and his/her decision shall be final. A written copy of the decision may be obtained by any and all members of either the complainant group or the application group by request.

### **3. Responsibilities of Lessee**

- 3.1 The lessee agrees to protect, indemnify, and save harmless the district, its officers, directors and employees, from any and all claims, liabilities and damages, or rights of action directly or indirectly growing out of the use of the premises covered by the application for use agreement. Lessee further agrees to provide evidence of insurance in the form of a certificate for limits of not less than one million dollars (\$1,000,000) combined single limit. Certificate shall name the Yakima School District #7, its officers, directors and employees as additional insured, and provide not less than ten (10) days notice of cancellation or material change. This insurance shall be primary. The certificate shall be amended, deleting the wording “endeavor to” and “this certificate is issued as a matter of information only, and confers no rights upon the certificate holder.” This wording shall be crossed off the certificate form and initialed by an authorized representative of the insurance company.
- 3.2 The lessee and all members of the group occupying school facilities are responsible for reasonable and proper care of the facility used and any material or equipment found therein. Any loss or damage resulting from activities of the group or activities of any person present because of the activity booked will be billed to the leasing organization. Failure to comply with this regulation and to pay any damage charges which may be assessed will result in denial of further privilege of use of school facilities and may result in legal action.
- 3.3 The leasing organization is responsible for the conduct of all persons in attendance. Adequate adult supervision of a youth group or program must be provided by the leasing sponsor to assure proper conduct of occupants. Such adult supervision must be present with youth groups and in effective control at all times.

Secondary student initiated groups wishing to meet and to use school facilities must be supervised at all times by a district employee.

- 3.4 The district requires any organization that operates a youth program where there is any reasonable risk that participants in the youth program might suffer a head injury or concussion to assure that the following requirements are met before any use of the district facilities (RCW 28A.600 and RCW 4.2.4.660); see OP 3436.

The youth organization must sign a facilities use agreement with the district that shall include, in addition to other necessary terms the following requirements:

- a. The youth organization must provide written evidence of having obtained a bodily injury and accident liability policy; see section 3.1 above for insurance requirements.
- b. The youth organization must provide the district with a statement of compliance acknowledging that the youth organization and its coaches and volunteers have taken all training that is reasonably available to the organization and provided by WIAA on head injuries and concussions and that the youth organization will fully comply with all of the requirements, policies and guidelines promulgated by the WIAA related to head injuries and concussion.

The facilities program will compile a list of activities that must comply with the provisions of this operational procedure, as well as maintain procedures to verify that all qualified organizations have fully complied with legal requirements.

- 3.5 The lessee shall remove at their own expense materials, equipment, furnishings and rubbish in excess of two (2) thirty (30) gallon garbage containers.
- 3.6 The lessee using the facilities for a series of dates shall notify the office of the facilities scheduling coordinator if the days or times of use change in number, dates, or any other matter. If such notification is not made, and if paid employees show up to work the event, the lessee shall be responsible for their actual wage cost, inclusive of overtime and employment taxes.
- 3.7 When large crowds are anticipated, it will be the responsibility of the leasing organization to notify police and fire for aid in providing security and fire protection. The lessee is responsible for notifying the district in writing as to what fire and security arrangements have been made. Any additional cost for same shall be borne by the leasing organization.
- 3.8 The lessee is responsible for the clean up of all facilities used or for the wage cost of district custodians to perform these duties, inclusive of overtime and employment taxes.

#### **4. Traffic Control, Parking, Fire, and Security Requirements**

- 4.1 **Traffic** - The lessee may be required to provide an off-duty law enforcement officer if the facilities scheduling coordinator anticipates traffic congestion as a result of an event. The cost shall be the responsibility of the lessee.
- 4.2 **Parking** - The lessee may be required to provide an off-duty law enforcement officer, to hire district security person(s) and/or to organize and provide adult parking supervisors if the facilities scheduling coordinator anticipates parking problems as a result of an event. The cost shall be the responsibility of the lessee.

- 4.3 **Fire** - The lessee is required to follow all precautions for fire safety, to comply with all applicable fire safety rules and regulations, and to obey the fire marshal's edicts.
- 4.4 **Security** - The lessee may be required to hire district security personnel and/or to provide an off-duty law enforcement officer if the facilities scheduling coordinator anticipates security problems as a result of an event. The cost shall be the responsibility of the lessee.

## 5. Damages, Defacement and Loss

- 5.1 Any damage to school district premises and/or equipment owned by the school district will be charged to the lessee or the organization, which will be responsible for the cost of any necessary repairs or replacement necessary to restore the premises to their original condition as determined by the facilities scheduling coordinator.
- 5.2 The school district assumes no responsibility for any personal property brought on district premises by the lessee, and the school district is not liable for any loss, damage or destruction to such personal property that may be sustained by the lessee in connection with any service to be carried out under the terms of this agreement.

## 6. Building Supervisors

- 6.1 The primary responsibilities of district-approved building supervisors shall be to unlock, supervise, and secure school buildings leased by community groups on non-school days or when schools are not staffed. The building supervisor is required to be in attendance at all times while the facility is used.
- 6.2 Keys to the individual schools are controlled by the respective principals. Building supervisors shall make arrangements with the principal to obtain keys during school hours prior to the event as well as codes to arm security alarm systems when appropriate. Keys must be returned no later than the first school day following the event.
- 6.3 Building supervisors are responsible for familiarizing themselves with the light controls, security systems equipment, and building use regulations of the building being supervised.
- 6.4 The approved building supervisor shall not let building keys out of his/her possession nor give security codes to any other person.
- 6.5 No organization shall be admitted to any school facility unless an approved building supervisor is present on-site.
- 6.6 Only building supervisors are authorized to operate lights.
- 6.7 Building supervisors shall remind organizations to restrict their activities and personnel to the portion of the facilities and district equipment authorized in the building use permit.
- 6.8 The building supervisor is responsible for the conduct of all persons in attendance.
- 6.9 The building supervisor shall personally check to see that the building is properly secured after

each use, including, but not limited to, doors locked, windows closed, and security system armed.

- 6.10 The building supervisor shall report to the building principal and/or the facilities scheduling coordinator on the next normal working day all damage and infractions of building use regulations. This includes whether doors were locked, windows were closed and security systems were armed.

## **7. Priority Access to School Facilities**

The mission, vision, beliefs, objectives and legal requirements of the Yakima School District are aimed at youth. The superintendent and district staff subscribe to the belief that public schools are owned and operated by and for its patrons. The public is encouraged to use school facilities but shall be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. Our commitment to district youth, followed by patron use of district facilities, governs the following prioritization of the use of Yakima School District buildings and grounds.

When scheduling school district facilities for use outside the regular school day, priority in scheduling shall be given in the following sequence, which has sample groups listed. The facilities scheduling coordinator, with approval of the building principal, shall assign school district rooms and, in consultation with the district athletic director as needed, gymnasiums and play/athletic fields as follows:

### **7.1 Priority I: Yakima School District educational and extra-curricular programs**

- 7.1.1 School curricular and extra-curricular groups, such as drama, debate, the performing arts, intramurals, athletics, Associated Student Body clubs;
- 7.1.2 Faculty, curriculum and staff development meetings;
- 7.1.3 School support groups, such as PTSA and parent booster clubs;
- 7.1.4 School photos, college recruitment or district-sponsored college courses;
- 7.1.5 Washington Interscholastic Athletic Association (WIAA) or Yakima Valley Interscholastic Athletic Association (YVIAA) district, regional or state playoffs.

*Note: For the next two (2) priorities, within the district is defined as at least half (1/2) of a group or team residing within the boundaries of the Yakima School District. If requested by the facilities scheduling coordinator, the person requesting the school facility must provide a complete roster of their group or team with addresses and phone numbers. Failure to provide an accurate roster or misrepresenting the makeup of the group or team may result in the permanent loss of facilities use.*

### **7.2 Priority II: City of Yakima and non-profit activities of youth organizations within the district**

Available facilities may be scheduled on a first-come basis by the City of Yakima and community-sponsored groups and teams which are open to all youth in the school district including, but not limited to, Boy Scouts, Cub Scouts, YMCA, YWCA, Girl Scouts, Brownies, Camp Fire, 4-H, AAU, Grid Kids, and Little League; see section 3.4.

Use of non-commons and non-gymnasium indoor school facilities by the above or similar groups is limited to the following times when the school facility is operated and staffed:

- elementary school- 3:45 – 5:00 p.m.;
- middle school- 3:00 – 5:00 p.m.; and
- high school- 3:05 – 5:00 p.m.

This allows the building's teachers to complete their contracted work day at their work stations. Use of gymnasiums may continue into the evening until 10:00 p.m.

### 7.3 **Priority III: Local government agencies and contractual groups**

7.3.1 Yakima City, County, or Washington State department or agency meetings; and

7.3.2 Others, as approved by the superintendent.

### 7.4 **Priority IV: Non-profit activities of adult organizations within the district**

Available facilities may be scheduled on a first-come basis by recognized non-profit civic, social, recreational, and charitable organizations including, but not limited to, college courses, AAUW, Red Cross, League of Women Voters, hospital auxiliaries, United Way, YWCA, YMCA, Cancer Society, Toastmasters, Rotary, and Greenway Foundation. Excluded are any groups or organizations whose aim is commercial or for the monetary benefit of any individual or group of individuals.

*Note: For the next two (2) prioritizations, outside the district is defined as less than half (1/2) of a group or team residing within the boundaries of Yakima School District.*

### 7.5 **Priority V: Non-profit activities of youth organizations outside the district**

Available facilities may be scheduled on a first-come basis by area-sponsored groups and teams including, but not limited to, Boy Scouts, Cub Scouts, YMCA, YWCA, Girl Scouts, Brownies, Camp Fire, 4-H, AAU, Grid Kids, and Little League; see section 3.4.

Use of non-commons and non-gymnasium indoor school facilities by the above or similar groups is limited to the following times when the school facility is operated and staffed:

- elementary school- 3:45 – 5:00 p.m.;
- middle school- 3:00 – 5:00 p.m.; and
- high school- 3:05 – 5:00 p.m.

This allows the building's teachers to complete their contracted workday at their work stations. Use of gymnasiums may continue into the evening until 10:00 p.m.

### 7.6 **Priority VI: Non-profit activities of adult organizations outside the district**

Available facilities may be scheduled on a first-come basis by recognized non-profit civic, social, recreational, and charitable organizations similar to those listed in priority IV.

Excluded are any groups or organizations whose aim is commercial or for the monetary benefit of any individual or group of individuals.

### 7.7 **Priority VII: Commercial or for-profit motivated events**

Available facilities may be scheduled and rented on a first-come basis by groups, associations, or activities whose motive is commercial gain or monetary benefit, either directly or indirectly.

This includes organizations whose purposes are advertising or promoting sales or use of products or services when the motive of such sales results in monetary gain to an individual or group of individuals. Also included are entertainment programs which yield any financial return to the entertainers or promoters, whether such financial return is based on a fee, percentage of admissions, or any other arrangement included in this classification. State or national conferences or assemblages on a one-time basis are included in this priority classification.

## **8. Rental Rate Structure by priority access categories**

Rental rates are based upon utility costs, maintenance costs, equipment replacement costs and reasonable or additional cleaning costs. Rental rates apply to use of the physical area requested and the halls and restrooms only. When equipment such as public address systems, special lights or scenery is used, extra charges are made.

### **8.1 Priority I**

No charge unless labor or damage costs are incurred.

### **8.2 Priority II**

Rental fee waived except when the group engages in any fundraising event. The established rental fee will be charged in those instances. Any costs incurred for labor or damage will be charged.

### **8.3 Priority III**

Established rental fees and any costs incurred for labor or damage.

### **8.4 Priority IV**

Established labor and/or damage costs incurred.

### **8.5 Priority V**

Rental fee waived except when the group engages in any fundraising event. The established rental fee will be charged in those instances. Any costs incurred for labor or damage will be charged.

### **8.6 Priority VI**

Established labor and/or damage costs incurred.

### **8.7 Priority VII**

Established rental fee or ten percent (10%) of the gross revenue, whichever is greater, plus established labor and/or damage costs incurred.

## **9. Rental Rates**

<b>Davis Auditorium</b> <i>Seating 1,524 - Winter heat, no air conditioning</i>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent - School Day after 4:00 p.m.	\$25.00/hour	\$150 + \$40/hour*
Rent - Non School Day	\$35.00/hour	\$200 + \$40/hour*
Labor Costs (custodian) - School Day after 4:00 p.m.	\$35.00/hour	\$35.00/hour
Labor Costs (custodian) - Non School Day	\$35.00/hour	\$35.00/hour
Special Services Required - Stage Manager	Current hourly pay rate	Current hourly pay rate
Other Special Services - Stage Hands - Lighting Technician - Sound Technician	Current hourly pay rate	Current hourly pay rate
Rehearsal - School Day after 4:00 p.m.	\$20.00/hour	\$50 + \$25/hour
Rehearsal - Non School Day	\$25.00/hour	\$75 + \$25/hour
<i>* or 10% of gross revenue, whichever is greater.</i>		

<b>Davis KIVA</b> <i>Seating 400 - Winter heat, no air-conditioning</i>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent - School Day after 4:00 p.m.	\$25.00/hour	\$80 + \$25/hr*
Rent - Non School Day	\$35.00/hour	\$110 + \$25/hr*
Labor Costs (custodian) - School Day after 4:00 p.m.	\$35.00/hour	\$35.00/hour
Labor Costs (custodian) - Non School Day	\$35.00/hour	\$35.00/hour
Special Services Required - Stage Manager	Current hourly pay rate	Current hourly pay rate
Other Special Services - Stage Hands - Lighting Technician - Sound Technician	Current hourly pay rate	Current hourly pay rate
Rehearsal - School Day after 4:00 p.m.	\$20.00/hour	\$50 + \$25/hour
Rehearsal - Non School Day	\$25.00/hour	\$75 + \$25/hour
<i>* or 10% of gross revenue, whichever is greater.</i>		

<b>Davis Gymnasium</b> <i>Seating 1,464 - Winter heat, no air conditioning</i>	<b>Priority II - VI</b>	<b>Priority VII</b>
Non-Spectator Activities - School Day after 4:00 p.m. - Non School Day	\$20.00/hour \$25.00/hour	\$35.00/hour \$35.00/hour
Spectator Activities - School Day after 4:00 p.m. - Non School Day	\$30.00/hour \$40.00/hour	\$150+ \$35/hr* \$150 + \$35/hr*
Labor Costs (custodian) - School Day after 4:00 p.m.	\$35.00/hour	\$35.00/hour
Labor Costs (custodian) - Non School Day	\$35.00/hour	\$35.00/hour
Special Services (if required) - same as Auditorium/ KIVA above	Current hourly pay rate	Current hourly pay rate

<b>Davis Gymnasium - Small</b>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent - School Day after 4:00 p.m.	\$25.00	\$35.00
Rent - Non School Day	\$25.00	\$35.00
Labor Costs (custodian) - School Day after 4:00 p.m.	\$35.00/hour	\$35.00/hour
Labor Costs (custodian) - Non School Day	\$35.00/hour	\$35.00/hour
Special Services (if required) - same as Auditorium/ KIVA above	Current hourly pay rate	Current hourly pay rate
<i>* or 10% of gross revenue, whichever is greater.</i>		

<b>Eisenhower Little Theater</b> <i>Seating 420 - Winter heat, no air conditioning</i>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent - School Day after 4:00 p.m.	\$25.00/hour	\$80+ \$25/hr*
Rent - Non School Day	\$35.00/hour	\$110+ 25/hr*
Labor Costs (custodian) - School Day after 4:00 p.m.	\$35.00/hour	\$35.00/hour
Labor Costs (custodian) - Non School Day	\$35.00/hour	\$35.00/hour
Special Services Required - Stage Manager - Stage Hands - Lighting Technician - Sound Technician	Current hourly pay rate	Current hourly pay rate
Rehearsal - School Day after 4:00 p.m.	\$20.00/hour	\$50 + \$25/hour
Rehearsal - Non School Day	\$25.00/hour	\$75 + \$25/hour

<b>Eisenhower Gymnasium</b> <i>Seating 3,450 - Winter heat, no air conditioning</i>	<b>Priority II - VI</b>	<b>Priority VII</b>
Non-Spectator Activities - School Day after 4:00 p.m. - Non School Day	\$25.00/hour \$35.00/hour	\$35.00/hour \$45.00/hour
Spectator Activities - School Day after 4:00 p.m. - Non School Day	\$35.00/hour \$45.00/hour	\$200+ \$40/hr* \$250 + \$40/hr*
Labor Costs (custodian) - School Day after 4:00 p.m.	\$35.00/hour	\$35.00/hour
Labor Costs (custodian) - Non School Day	\$35.00/hour	\$35.00/hour
Special Services (if required) - same as Little Theater	Current hourly pay rate	Current hourly pay rate
* or 10% of gross revenue, whichever is greater.		

<b>Zaepfel Stadium - Seating 5,000</b>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent - School Day after 4:00 p.m.	\$30.00/hour	\$150 + \$30/hr*
Rent - Non School Day	\$40.00/hour	\$200 + \$30/hr*
Labor Costs (custodian) - School Day after 4:00 p.m.	\$35.00/hour	\$35.00/hour
Labor Costs (custodian) - Non School Day	\$35.00/hour	\$35.00/hour
Special Services Required (if any) - Lighting Technician - Sound Technician	Current hourly pay rate	Current hourly pay rate

<b>Elementary School Gymnasiums &amp; Multipurpose Rooms</b>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent	\$10.00/hour	\$20.00/hour*
Labor Costs Incurred	\$35.00/hour	\$35.00/hour
* or 10% of gross revenue, whichever is greater.		

<b>All Middle School Gymnasiums &amp; Commons</b>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent	\$20.00/hour	\$20.00/hour*
Labor Costs Incurred	\$35.00/hour	\$35.00/hour
* or 10% of gross revenue, whichever is greater.		

<b>Classrooms/Library/Cafeterias</b>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent	\$10.00/hour	\$20.00/hour*
Labor Costs	\$35.00/hour	\$35.00/hour
<i>* or 10% of gross revenue, whichever is greater.</i>		

<b>Workshop/College Off-Campus Programs</b> <i>Multiple Rooms Use, One Site</i> <i>Maximum 5 rooms and maximum 4 hours</i>	<b>Priority II - VI</b>	<b>Priority VII</b>
Rent	\$35/room	\$35/room
Labor Costs	\$35.00/hour	\$35.00/hour
<i>* or 10% of gross revenue, whichever is greater.</i>		

**10. Equipment use - On Site**

Groups leasing school facilities may obtain the use of equipment for a particular activity for the appropriate rental rate, providing the equipment is used in conjunction with the rental of the facility and that a qualified person is available to operate the equipment. Without prior arrangement, the school district will provide only the furniture and equipment normally found in the area leased.

Reasonable shifting of furniture within the room to meet the needs of the occupant will be permitted, provided that it is returned to the original location and arrangement by the lessee. No furniture or equipment may be removed from any room without prior approval.

- 10.1 Podiums, nets, and standards will be made available, but only upon written request at the time of application.
- 10.2 Use of the following equipment, since it involves extra labor cost for moving, setting up, or returning the equipment, will necessitate additional charges at the current rental rate: band risers, bleachers, choir risers, choir shell, loudspeakers, piano, platform or stage or spotlights. Direct cost for district labor will be added if required.
  - 10.2.1 A minimum two (2) hour labor charge is required by union contract for any use of district employees on special call-out.
  - 10.2.2 The charge for bleacher time includes pulling out and returning, putting up and removing rails, and sweeping off the bleacher seats and floor underneath.
- 10.3 Computer lab rentals must include charges for all of the equipment in the lab, regardless of the amount of equipment actually used. The labs are rented for half-day (up to 4 hours) and full-day increments (5 to 12 hours). A computer lab is defined as a room with 15 or more computers.
- 10.4 Computers in rooms other than labs may be rented as indicated in the equipment rental fees shown in section 12.

**11. Equipment use - Off Site**

School equipment is obtained primarily for use in, or in support of, the school's instructional program, and, therefore, it is not in the best interest of the district to loan or rent this equipment. Rental of school equipment for off-premises use is not encouraged, but may be approved if the requesting organization is a Priority II, III or IV group. Equipment damaged as a result of the rental is the responsibility of the lessee. The district shall be reimbursed in full for the cost of repairs or for the replacement of damaged

equipment. In the absence of a local rental service, the district will make certain types of equipment available. The applicable rental rate will apply. Renting groups should not expect the district to transport any equipment. The district reserves the right to deny any of the certain kinds of equipment when it is deemed in conflict with the instructional program. In addition, consideration must be given to local merchants who are in the business of renting similar types of equipment.

- 11.1 School associated groups or activities (Priority II) may obtain chairs, projection equipment, and podiums on an as-available basis at the appropriate rental rate.
- 11.2 Non-profit groups or activities (Priority III & IV) may rent equipment on an as-available basis as indicated on the rental fee schedule. (Off-site use for community service programs will be assessed rates which reflect costs related to actual wear and tear and/or damage resulting from such use.)
- 11.3 Commercial or profit-motivated groups or activities (Priority VII) may rent equipment for on-site use only at the per day rate indicated on the rental fee schedule.
- 11.4 Computers and computer-related hardware are available for off site use only for Priority I activities.

## 12. Equipment Rental Fee Schedule

Equipment	On Site	Off Site Fee/Day (24 hrs)
Folding Chairs	.10/chair	\$.10/chair
Piano, Upright	\$20.00	
Piano, Grand	\$40.00	
Davis Organ	\$25.00	
Risers	\$5.00/riser	\$5.00/riser
Folding Tables	\$.50/table	\$.50/table
Lectern	\$1.50/hour	\$12.00

Equipment	On Site	Off Site Fee/Day (24 hrs)
Movie Projector	\$2.00/hour	\$12.00
Slide Projector	\$1.00/hour	\$6.00
Photo - Electric Timer	\$100.00 + current hourly pay rate for operator	\$100.00 + current hourly pay rate for operator
Tape Recorder	\$1.00/hour	\$6.00
Portable Sound System		\$20.00
Stadium Lights	\$35.00	
Video Tape Recorder	\$25.00 + tape and current hourly pay rate for operator	\$25.00 + tape and current hourly pay rate for operator
Video Projector with VCR	\$35.00 + current hourly pay rate for operator	\$35.00 + current hourly pay rate for operator
Follow Spots		\$5.00

Equipment	On Site	Off Site Fee/Day (24 hrs)
Shell	\$10.00	\$20.00
Computer labs, 15 or more computers (all hardware within lab)	\$500/half-day (1 to 4 hours) \$1,000/full-day (5 to 12 hours) + current hourly pay rate for trained operator	Not available off-site, except to Priority I
Computers, less than 15 computers other than those in labs	\$50 per hour	Not available off-site, except to Priority I
Printers, other than in labs	\$25 per hour	Not available off-site, except to Priority I
Computer Projectors and document cameras other than those in labs	\$20 per hour, each item	Not available off-site, except to Priority I

**Cross References:**

- (cf.: 3436 – Concussion and Head Injury in Youth Sports)
- (cf.: 3511 – Secondary Student Group Meetings)
- (cf.: 4313 – Eliminating Tobacco and Alcohol on school Premises)
- (cf.: 4320 – Distribution of Materials and Contacts with Students Promoted by Outside Agencies)

**Legal References:**

- RCW 28A.320.510 – Night Schools, Summer Schools, Meetings, Use of Facilities
- RCW 28A.335.150 – Permitting Use and Rental of Playgrounds, Athletic Fields or Athletic Facilities
- RCW 28A.335.155 – Use of buildings for youth programs – Limited immunity

AGO 1973 No. 26, Initiative No. 276 – School districts – Use of school facilities for presentation of programs –Legislature –Elections

20 USC SEC.4071 – Equal Access Act

**Adoption Date:**

770419; 800923; 851022; 950321; 950818; 000516; 011016; 020820; 060821; 090908