



USE OF SCHOOL FACILITIES

The school board subscribes 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 insure that funds intended for education are not used for other purposes.

The school district prefers to enter into inter-local or co-operative agreements outside the scope and terms of this procedure when dealing with other government agencies. Such agreements are generally negotiated by the district on an annual basis.

District, district-sponsored or district-affiliated activities (Category I) retain first priority in the use of all school district facilities. Priority is based upon the User Categories I-III. The district, in its sole discretion, may cancel or relocate any authorized use without notice to the user or liability to the district. In the event of an emergency school closure, all events are cancelled.

Authorization for use of school facilities shall not be considered endorsement or approval of the activity, group or organization, or for the ideals or beliefs represented. The district may require any user to include a disclaimer of endorsement/approval/ sponsorship in any materials distributed in conjunction with the use of the facility.

General Conditions of Use

The user of school district facilities shall 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. The user agrees to protect and indemnify the district and its directors, officers, employees, agents, and contractors from claims, liabilities and suits that may arise or be caused in any way by such use or occupancy of school facilities.

The user agrees to provide evidence of liability insurance, in the form of a certificate of insurance for limits of not less than \$1,000,000 combined single limit. The certificate shall name the Mount Vernon School District and its directors, officers, employees, agents and contractors as additional insured. This insurance shall be primary and the user shall provide not less than ten (10) days notice of cancellation or material change in the policy. The user agrees not to use school facilities in the absence of said insurance, as it is a condition of use.

The user agrees to immediately report to the district any injuries, incidents or damage to the school facilities or equipment and shall be responsible for its repair or replacement as the district, in its sole judgment, shall see fit.

The district shall at all times retain unlimited access to all school facilities and may, at any time and without notice, cancel, relocate, or limit the use of school facilities for any reason. The user agrees to immediately follow the directions of district supervisory personnel.

The user agrees to provide adequate, adult supervision at all times immediately prior to, during and immediately following use of school facilities.

The user agrees to provide any city, county or other governmental agency permits required for the intended use of school facilities, provide copies of any permits to the district prior to use and have the permits on-site and available during use.

The safety of all persons and property is a primary concern of the district. The user agrees to use reasonable and appropriate care during the use of school facilities and shall maintain the use of all safety and security systems provided, keep all accesses and exits clear and operational, observe all parking signs and curb markings, notify proper authorities in the event of an emergency, and immediately follow the direction of police, fire, emergency, or district personnel. Not all locations subject to facility use have telephones readily accessible. The user should provide a cellular phone for their use, should an emergency arise. In case of fire, activate the fire alarms provided and/or CALL 911 immediately.

School facilities contain special equipment and a number of specialized areas. This equipment and these areas may not be available for use and, if they are, may be subject to special supervision requirements and fees.

School district facility keys and security system codes will not be provided to non-district personnel under any circumstances not approved by the superintendent in advance.

School facilities have special rules, regulations and laws which must be observed at all times and by all users. They are generally more restrictive than those that affect other areas open to the general public or private property and the penalties for violations tend to be greater. For example:

1. Possession or use of firearms or dangerous weapons is prohibited (Police Officers excepted).
2. Possession or use or being under the influence of controlled substances is prohibited.
3. Possession or use of drug paraphernalia is prohibited.
4. Possession, use or being under the influence of alcohol is prohibited.

5. Possession of tobacco products by a minor is prohibited.
6. Use of tobacco products is prohibited.
7. Harassment, intimidation or bullying by any intentional written, verbal or physical act, including, but not limited to, one shown to be motivated by a characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability is prohibited.
8. Intimidation of or interference with a district employee in the performance of their duties by force, violence, or the threat of force or violence is prohibited.
9. Gambling is prohibited.
10. Skateboarding, roller blading or skating, and bicycle riding are prohibited.
11. Unruly, unsafe conduct, and the use of profanity, although not illegal, are prohibited.

The user agrees to clean the facility and remove debris immediately following use. The expectation is that the facility will be ready for normal, school use upon completion of the facility use.

User Classifications

Category I:

District, District-Sponsored or District-Affiliated Groups

- Activities conducted by ASB, athletic teams or classes
- Activities conducted by PTA/PTO, district charitable foundation, or booster clubs
- Community ceremonies or memorial services that have widespread community or district interest or involvement and could not be suitably conducted elsewhere
- Public election polling/voting activities (polling places)
- Professional development providers targeting district staff and/or parents whose services have been solicited by the district.
- District solicited partnerships that address academic achievement needs for students and families.

Category II

Non-Profit Youth Groups, Non-Profit Groups Conducting Community Education, Non-Profit Community Groups, Individual Community Members and Informal Groups, Other Governmental Agencies, Religious Groups and Public Colleges and Universities

- Activities conducted by Scouts, Campfire, 4-H, youth athletic teams whose team members are predominately school district youth, the Red Cross and any other groups whose main purpose is to promote the welfare of school district youth or to improve the quality of life in our community through secular education.
- Activities that are religious in nature, such as religious services or ceremonies, religious study or education and prayer meetings.
- Non-profit 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 procedure. However, such use is limited to no more than two years and may not be more than twelve hours per week. The district prefers that these groups use commercial or private facilities available in the community.

Category III

For-Profit Groups, Private Colleges and Universities, Informal Groups and Individuals from Outside the Community

- Activities conducted in order to yield a financial return or other benefit to the promoters, sponsors or other individuals or groups, such as professional or semi-professional sports, concerts, shows, flea or farmer's markets, swap meets and garage sales.

Application Process

Facility Use Applications (Form 1) for school facility use can be obtained from the Facility Rental Support Office if needed. Users are required to begin this process as early as possible. This can be done by a phone call to the Facility Rental Support Office at (360)428-6208, by email, or in person. The Facility Rental Support Office is responsible for determining the availability of the facility desired and making this Policy and Procedure available to the user. Both the Policy and Procedure are available on the district's website. The building will also be responsible for providing the necessary access, setup/teardown, general site supervision and closure of the facility upon completion of the facility use if that use occurs during normal operating hours. The facility use office will be responsible for coordinating those tasks when use occurs outside of normal operating hours and for all use during summer vacation until August 15. The building is responsible for notifying the facility use office if, at a later date, the facility becomes unavailable due to a school need. This will require the cancellation, relocation or rescheduling of the approved use.

The application form, if needed, is returned to the facility use office, who will be responsible for receipt of appropriate insurance and/or non-profit status documentation, determination and collection of the appropriate fees, final approval of the use, issuance of a Facility Use Agreement, and inclusion of the use in the district's master facility use calendar.

Distribution of the executed agreement is as follows:

Original	Facility Use Office
Canary	Building (Facility) Administrator
Pink	Business Office
Goldenrod	User

Supervision-Special Circumstances

School facilities contain special equipment and a number of specialized areas. This equipment and these areas are not always available for use and, if they are, may be subject to special supervision requirements and fees. Such equipment and areas are listed in the Facility Use Fee Schedule. They include all kitchens and equipment, all computer labs and equipment, audio/visual equipment, stage lighting and sound systems, scoreboards, some other athletic equipment, and the MVHS stadium complex. In all cases, the user must provide appropriate and reasonable adult supervision. The district may require the presence of a district employee(s) to directly supervise the use, operate special equipment, assist the user with the operation of the event and insure that the facility is ready for use immediately following the activity. The district may require the presence of police, fire or emergency medical personnel during the facility use.

The district uses a variety of personnel to provide facility use supervision. Indirect supervision is normally provided by the building custodian scheduled to be on-site during the use. Direct supervision may be provided by a custodian, a facility use monitor, an instructor or coach, a food service employee regularly assigned to a kitchen, a teacher or para-professional regularly assigned to a computer lab or other special area, technology department staff, an employee regularly assigned to an auditorium to operate stage, sound and/or lighting systems, or MVHS athletic or grounds staff. Assignment of such staff is almost always on an overtime basis and as such, appropriate overtime rates will be charged.

Facility Use Fees

Fees are calculated on the basis of the Facility Use Application and the approved Facility Use Agreement. Therefore, all facilities, equipment, times and dates must be accurately listed on the application. Facility use will be strictly limited to the details listed on the approved agreement. Facility use fees are due within 30 days from the

invoice date unless other arrangements have been made with the Mount Vernon School District Business Office. All checks for payment of facility use fees are to be made payable to Mount Vernon School District. Users should expect to receive a receipt from the district for all payments and have both the Facility Use Agreement and receipts on-site and available during the facility use if possible.

Any refunds will be determined on a case-by-case basis. Cancellations caused by district action or weather will normally result in waiver or refund of the facility use fee. However, untimely user cancellations will result in assessment of related staff time costs.

The superintendent has the right to modify facility use fees in those cases where a user or user group provides an in-kind benefit to the district.