

## COMMUNITY USE OF SCHOOL FACILITIES REGULATIONS

These rules are designed to promote the community use of school district facilities while avoiding conflict with the appropriate conduct of the district's educational program and reducing district liability. Organizations and groups using school district facilities agree to abide by the following rules:

1. **Application.** An "application to Use School Facilities" is to be submitted by an adult to the Activities/Athletics administrator at Curtis High School a minimum of fourteen (14) days prior to the date on which the facilities are to be used (thirty (30) days during the summer). A copy of the approved application is to be on file in the building prior to the scheduled activity.
2. **Multiple Applications.** A single application may be submitted for a series of scheduled meetings/uses of like character; however, a separate application must be submitted for meetings/uses which deviate from the original application. Facilities used are limited to those specified on the application.
3. **Approval.** Each applicant for the use of school facilities is approved by the building administrator, and the district Activities/Athletics administrator.
4. **Final Approval.** The superintendent has the authority to make the final decision on use of school facilities by any group. However, any group may appeal a decision to the board of directors.
5. **Cancellations.** All cancellations must be made through the Activities/Athletics office at least twenty-four (24) hours prior to the scheduled usage or the user organization may be billed for the entire rental fee or the actual costs incurred by the district.
6. **Cancellation by District.** It is understood and agreed by the applicant that permission may be revoked or canceled at any time with or without cause and that in the event of such revocation or cancellation there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred.
7. **Purpose.** Purpose of use must be as stated on the application; deviation will be considered a breach of contract and may result in denial of future use of school facilities.
8. **Denial of Future Use.** Groups or organizations that do not abide by district regulations may be denied the future use of school facilities.
9. **Lystedt Law Compliance** All non-profit youth sports group, verifies all coaches, athletes, and their parent/guardian have complied with mandatory policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.
10. **Insurance.** The District requires a Certificate of Insurance providing liability coverage for a specific activity on school premises. The organization must provide proof of insurance in the form of a Certificate of Insurance written with limits of \$1,000,000 combined single limits, per occurrence, and naming the District as an additional insured.
11. **Supervision.** User organizations must provide sufficient, qualified adult supervision for all those attending the scheduled activity.
12. **Prejudicial Use.** Permits will not be granted for any meeting which, in the judgment of the district, may be prejudicial to the best interest of the schools or educational system or for which satisfactory supervision is not provided. All permits are revocable and are not considered as a lease.
13. **Prohibited Organizations.** Organizations which advocate the violent overthrow of the government or its institutions or violations of its laws, or which promote any form of discrimination are excluded from utilizing district facilities. Facilities are restricted to use by groups or organizations and not by individuals. Illegal activities of any kind are strictly prohibited.
14. **Restoration of Facilities.** All school facilities are to be left in appropriate condition immediately following each activity. Appropriate athletic shoes will be required for all indoor athletic activities. No wheeled vehicles (bicycles, tricycles, skate boards) are allowed in buildings.
15. **Crowd Control.** When large crowds are anticipated, it is the responsibility of the user organization to notify local law enforcement agencies for assistance in traffic and crowd control. A crowd control plan is to be submitted by the user group prior to the scheduled event.
16. **Permits.** User groups are responsible for obtaining any required fire department or other permits and for satisfying all county, state, or federal codes and regulations associated with the proposed activities.
17. **Tobacco, Drinking, Controlled Substance, Disorderly Conduct.** The use of any tobacco products or electronic smoking devices are not permitted in school buildings or on school grounds. No alcoholic beverages are to be brought to or consumed in a school building or on school grounds. Marijuana and other controlled substances are not to be brought to or consumed in school buildings or on school grounds. Disorderly conduct and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law.
18. **Fees.** The superintendent determines and recommends a fee schedule for use of district facilities. The fee schedule is reviewed and revised biennially.
19. **Payment.** Payment is to be made to the district office. Payment must be received in the business office within thirty (30) days of the billing.
20. **Additional Charges.** Charges may be levied to cover the cost of additional services not covered in the original agreement. Additional charges may also be levied for damages and/or agreement violations. The district reserves the right to choose who will repair damages.
21. **District Staffing.** The District reserves the right to require and charge for a custodian and/or other authorized district employee to be on the premises during any use of a district facility by a non-school group.
22. **Custodial Service.** Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs, and performing routine cleanup. Groups for which rental costs and/or other charges are waived in part or in full must assist the custodian in setting up and removing chairs and in performing routine cleanup.
23. **Food Service.** If kitchen facilities are used to prepare a meal (using district cooking and dish washing equipment, ranges, etc.) a regular district food service employee must be in attendance with actual wages and benefits charged to the user organization.
24. **Access.** Applications are approved for specific rooms/facilities and times. Buildings or other school facilities are opened by the responsible custodian only upon the presentation of an approved application. The user organization is responsible for ensuring that unauthorized portions of the building are not entered and that the premises are vacated as scheduled. The Board of Education or its representative must have free access to all rooms during the use of school facilities by outside groups.
25. **Area and Time Schedule.** Use of facilities is restricted to the approved area and specified time period.
26. **Athletic/Playing Fields.** Any organized group wishing to use district athletic or playing fields must file an application in accordance with established district procedures. Any such use must be appropriate and compatible with the field and its surrounding area. Unauthorized use of district fields by organized groups constitutes trespassing and will be dealt with accordingly. Casual use of fields by members of the community on an individual basis is permitted as long as those uses do not endanger others or cause damage to fields and lawns. User groups may not mark or otherwise modify fields without written district approval.
27. **Priority Uses.** District or school organization activities have first preference for all district facilities. Non-school applications are superseded in any instance where facilities are needed for school activities.
28. **Holidays.** School holidays may preclude facilities utilization.
29. **Energy Resources.** The district reserves the right to limit the use of facilities on limited notice as it relates to curtailment of energy resources.
30. **Decorations and Alterations.** Plans for decoration must be approved in advance by the Activities/Athletics administrator. Decorations which permanently alter the appearance of or cause damage to the facility are prohibited. Open flames, candles, and fires of any type are prohibited on UPSD property. All decorations must be removed immediately upon completion of the event.
31. **User Organization Responsibility.** The user organization is responsible for the enforcement of the above regulations and is responsible for all participants, spectators, and affiliated personnel.
32. **Advertising.** Any groups publishing materials advertising for their event need to clearly state it is **Not Sponsored** by the University Place School District.

*Note: Some buildings may contain asbestos. Questions concerning asbestos should be directed to Jason Lowery at 566-5700.*

**Revised 8/2022**