

## **Procedure Use of School Facilities**

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

The superintendent possesses the authority to make decisions on the use of school facilities by an applicant.

Alcoholic beverages, illegal drugs, tobacco, tobacco products, marijuana, products containing marijuana, vaping and/or e-cigarette devices and/or dangerous weapons are not permitted in school facilities or on school property as outlined in UPSD policies 4210 and 4215.

All applicants for use of school 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. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent or designee and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants using school facilities shall provide sufficient, competent adult and/or special supervision. The event contact person will remain with the group for the duration of the rental time and will be responsible for the group's compliance with all appropriate rules and regulations.

Professional fundraisers representing charities must provide evidence that the fundraiser:

1. Is recognized by the Philanthropic Division of the Better Business Bureau;
2. Is registered and bonded by the State of Washington;
3. Will give the charity at least sixty (6) percent of gross revenues.

### **Indoor Facilities:**

All applications for use of school facilities (with the exception of the Aquatics Center) shall be made through the online facilities scheduling system. Application for use of the Aquatics Center shall be made at the Aquatics Center. Applicants without access to technology necessary to use the online system may come to the Educational Services Center (ESC) for assistance.

### **Insurance Requirements:**

All applicants for use of school facilities must provide a Certificate of Insurance providing liability coverage for a specific activity on school premises. The applicant 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. The Certificate of Insurance and attached endorsement must be submitted prior to any use of facilities. Facility use will be granted only as long as insurance remains in effect. Insured name must match user/group name on the application.

Staff members using facilities for district purposes, staff members using facilities for their own personal use, and birthday party rentals at the Aquatics Center, do not need to provide a Certificate of Insurance.

### **Supervision by UPSD Employees:**

A custodian, supervisor, and/or other authorized staff member must be on the premises when facilities are rented by any individual or group who are not district employees. A custodian, supervisor, and/or other

authorized staff may be required to be on the premises when facilities are rented by district employees, depending on the type of activity and number of participants.

**Outdoor Facilities:**

Because of the value of the district's outdoor facilities to the community's total recreational opportunity, the district's outdoor facilities (with the exception of Viking Stadium and the Baseball/Softball Complex) may be used by residents when not in use by the school district or a group with an approved facility rental. Use should be limited to daylight hours when school is not in session, unless otherwise posted. The use must be appropriate and compatible with each facility and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. Should damage to facilities occur, the superintendent shall make reasonable efforts to obtain restitution for the damage.

Adopted: June 23, 2010

Revised: March 28, 2018, September 25, 2019