



## Use of School Facilities

### Application Procedures

Application for use of school facilities outside the regular school day shall be made in writing, to the district facilities coordinator at least ten (10) days prior to the date for which the facility is to be used. All applications must include a \$10.00 processing fee. Reservation requests will be accepted on an ongoing basis with priority given on a first come, first serve basis. Prepayment for all one-time rentals is required upon approval. Organizations and/or other individuals that rent on a continuous basis will be required to make an initial deposit equal to one (1) month's rent. All monthly rental payments are due in the facilities office no later than 20 business days after the invoice date. Multiple dates for similar use may be made on one application (i.e. weekly scout meetings). Changes and/or additions to an existing usage must be submitted on a new application. Reservations may be terminated when agreement terms are not met or are violated.

### Use of Facilities are Based on the Following Assumptions

1. School facilities are primarily provided for the education of school students.
2. Schools belong to the community and shall be available for maximum community use provided:
  - a. The activity shall not interfere with normal school district operations.
  - b. The use shall not reflect adversely upon the school district.
  - c. School buildings will not be used by groups subversive to the government of the United States or for private gain.
  - d. Approved individuals and/or organizations shall assume responsibility for rental fees as required, and the liability for property damage and/or personal injury.

### Eligibility and Priority Levels of Use

The priority levels for facility use are as follows:

1. School district (K-12) classes and programs.
2. School district sponsored extra-curricular events (open houses, athletic practices/events, arts and cultural performances, parent meetings).
3. Community education classes, programs, and activities.
4. General community reservations (Group Levels 2, 3, 4 priority order).

### Insurance Provisions

Facility users are required to provide the district with a certificate of insurance issued by a company currently licensed to do business in the State of Washington showing a minimum of \$1,000,000.00 combined single limit, bodily injury and property damage liability. This certificate shall list the district and named insured and shall provide for notification to the district in the event of cancellation or termination. Policies or certificates indicating coverage shall be filed with the facilities office not less than 10 days prior to the scheduled event.

### Rules and Regulations

1. Alcoholic beverages, tobacco products, and controlled substances or paraphernalia are not permitted in school facilities or on school property or in district owned vehicles per RCW 28.A210.310.
2. 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. 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 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.
3. The administration retains the authority to make the final decision on use of school facilities by a group. The group may appeal such decision to the Board of Directors.
4. The district acknowledges the value of the district's outdoor recreational facilities to the community's total recreational opportunity; therefore practice fields may be used by residents. The use must be appropriate and compatible with each facility and its surrounding area. Such use shall not result in destruction, damages, undue wear or pose a hazard to children or others. Activities that endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the administration shall make reasonable effort to obtain restitution for the damages.
5. The district realizes that unforeseen district uses may occur which will result in the necessity to cancel or reschedule community use of a school facility. The district will make every effort to anticipate potential conflicts prior to approval of applications and will contact the applicants should any conflicts occur.



Ridgefield School District  
**Use of School Facilities**

Maintenance, Operations, and Facilities ~ (360) 619-1390 fax: (360) 619-1397  
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### **Categorical Definitions**

Community groups within the Ridgefield School District shall be permitted to use all facilities for worthwhile purposes when such use does not interfere with the school program. In order to carry out this service to the best interest of the community, organizations seeking use of the school district facilities are categorized as follows:

**Group 1 – School & School-Related Groups:** This includes organizations in the Ridgefield School District whose main purpose is to promote the educational programs, safety, and welfare of the children in the community. This group would include parent/teacher organizations, parent booster groups, and school related groups. (Charges are based on school/non-school days' usage.)

**Group 2 – Non Profit In-District Groups:** These are general and civic in nature and their primary reason for existence is the betterment of children and adults, the community, and the state. Athletic groups, Service Clubs, Scouts, 4-H groups, church, church related groups, government agencies, neighborhood associations, fire and police departments, and non-professional athletic groups fall into this group. Groups that fall under this classification must have 70% of their membership residing within the boundaries of the Ridgefield School District.

**Group 3 – Non Profit Out of District Groups:**

Groups from #2 with less than 70% residency will be charged according to this category.

**Group 4 – For Profit:** Non-local athletic groups, professional groups, conventions, and purely social gatherings are examples of groups which come under this classification. Promotional groups which have the potential of making large profits must make application and be approved by the Board. Special fee scheduling may be necessary.

The above classifications shall be the order of priority in granting use permits and shall be the basis for establishing differentials in rental and other charges. The key to residence determination for the above groupings shall be the residence of the majority of participants, not the residence of the group leader or coach.

### **SPECIAL NOTES**

**Kitchen Usage** - A Ridgefield School District employee or the Ridgefield School District's Food Service Director acting as the activity supervisor is required to supervise by frequently monitoring the kitchen area and be responsible for all operations, health requirements, and equipment use in the food service areas. The Ridgefield School District employee and a user group representative is required to meet with the building kitchen manager at least one week prior to the activity and clarify usage terms, guidelines, and equipment use. The individual with a current food handler's permit is required to be present in the preparation and operations of the food service areas at all times.

**Concessions** – Concessions at all school owned property will be provided by Ridgefield ASB, PTO, PTA, or School Boosters. Additional vendors at school sponsored events will be charged \$50.00 fee per day of event. If ASB, PTO, PTA, or School Boosters are not handling concessions, all vendors will be charged \$50.00 fee per day of event.

**Custodial or Personnel Fees** - The use of facilities beyond the scheduled working hours of the custodian, use on a Saturday, Sunday, or holiday and use for fund-raising activities requires the services of district personnel. The district reserves the right to assign designated employees to be present during the hours the facility is in use, based on a two (2) hour minimum. The user will be billed for any custodial or personnel cost. Contact the district facilities coordinator for current hourly rates.

**Equipment Use** - Minimal fees will be charged for use of district equipment to help offset maintenance and repair costs. These fees do not eliminate liability in the case of damages to equipment or facilities:

NON-DISCRIMINATION STATEMENT:  
Revised 1/3/12.

Ridgefield School District #122 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Ridgefield

Ref: Board Policy 4260 Exhibit A  
Revised: 09-29-2016



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School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services, bilingual education or inquiries regarding compliance procedures, contact Chris Griffith, Title IX/Section 504/ADA Coordinator, 2724 S. Hillhurst Road, Ridgefield, WA 98642, (360) 619-1301, or by email at [chris.griffith@ridgefieldsd.org](mailto:chris.griffith@ridgefieldsd.org)