

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

APPLICATION

1. District facilities may be used for open meetings subject to the policies of Union Gap School District No. 2. District activities shall have priority over community requests for facility use. Reference School Board Policy #4260.
2. Application shall be submitted to the District's Facilities Office which shall determine the availability of facilities requested and acquaint the applicant with the existing policies, regulations and service charges. The Facilities Coordinator is authorized to approve or deny applications. Applications requiring either facility or personnel charges shall be approved by the superintendent, and school personnel associated with the request and must be received at least ten (10) days prior to use.
3. A single application may be made for a series of meetings of like character. Facilities used shall be limited to those specified on the approved application.
4. The District reserves the right to cancel any permit, and refund the unearned portion of any payment made, when it deems such action is in the best interest of the District.
5. The applicant shall give at least two days notice to the District's Facilities Office of any cancellation of previously scheduled facility use. In case of failure to do so, the District will charge for expenses incurred.
6. The District reserves the right to reject any application when it believes it would be more appropriate that a commercial facility be used.
7. All building permits shall expire at the close of the school year, August 31.
8. Satisfactory sponsorship and adequate adult supervision, including police and fire protection surveillance, where necessary, shall be required for all activities.

CONDITIONS

9. A District employee shall be present at all times when a district building is in use by any group, and the employee will be responsible for closing and securing the building after use. The supervisor of maintenance and operations may be required to be present when the use of furnace or hot water is requested.
10. Facilities will not be available for any use which might result in undo damage or wear.
11. Prior to leaving the building, groups shall be responsible for clean up and put in order those areas used by them.
12. Kitchens shall not be entered by any group before 3:30 p.m. on school days. Use of kitchen equipment will be permitted only when supervised by approved District personnel, or otherwise approved in advance.
13. School furniture or equipment shall not be removed from the buildings to which they belong except by authorized District personnel.
14. Gym shoes are required for activity type games such as basketball, volleyball, and badminton.
15. Prior approval from the district is required before decorations or other materials may be applied to walls or floors. Applicants are required to remove, at their expense, decorations, tape, materials, equipment, furnishings, or rubbish left after use of facilities.

16. Keys to buildings or facilities will not be issued to any individual or group for entering the building for meetings or social gatherings. Doors will be opened by custodians or other District personnel.
17. There will be no community dances in District facilities for revenue-raising purposes.
18. The rental of portable toilets will be required for use of outdoor facilities.

RESPONSIBILITIES

19. Games of chance and lotteries will not be allowed in District facilities. "Amusement games", as defined by state law, are permitted at school and PTSA sponsored functions when licensed as required by law.
20. There will be NO substance use including tobacco or alcohol; no food is allowed in school hallways or classrooms.
21. Adult leaders of organizations using District facilities shall remain with their groups throughout their meetings and be responsible to the building principal. An orientation meeting with the building principal may be required in order to familiarize the applicant with the building's policy, regulations, and procedures.
22. All applicants may be held responsible for any expenses incurred by the district arising from the use of the facility. In the event of damage, each applicant agrees to pay promptly the District's statement of the amount due.
23. The Union Gap School District assumes no responsibility for any property brought on the premises by the lessee. The school district is relieved and discharged from any and all liability for any loss, damage or destruction of said property.

FEES

24. Use of fees shall be paid in accordance with the prevailing schedule and District policies. Additional charges shall be made for cooks, custodians, audio-visual or stage technicians, and supervisors, when the use necessitates payment of salaries beyond regular hours.
25. All charges shall be paid directly to the District's Business Office.
26. A charge shall be made for use of special equipment such as public address systems, projectors, and stage equipment. No District equipment shall be removed from a facility without prior approval from the building principal.