



Ridgefield School District  
**Use of School District Facilities**

<https://www.facilitron.com/rsd98642>  
510 Pioneer Street, Ridgefield, WA 98642 - 360-619-1301  
[laura.casper@ridgefieldsd.org](mailto:laura.casper@ridgefieldsd.org)

### **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 non-refundable \$15.00 application 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, including community education classes, programs and activities (open houses, athletic practices/events, arts and cultural performances, parent meetings).
3. In District Community Groups (70% Ridgefield residency required to be considered in district.)
4. General community reservations (Group Levels 3 and 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.

## **Conditions and Responsibilities for Use of Ridgefield School District Facilities**

*School use of facilities may preempt use. Changes may occur that might affect your use of the facility.  
Every effort will be made to contact you ASAP in the event of a cancellation.*

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.



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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.
6. **Payment of Fees and Charges:** All charges shall be paid prior to usage. Checks should be made payable to Ridgefield School District.
7. **Keys/Security:** Keys to buildings or facilities are not issued to any individual or group. Doors will be opened and secured by regularly scheduled custodial staff or authorized facility personnel.
8. **Supervision:** Sponsoring organizations shall provide sufficient, competent adult and/or special supervision; the number of supervisors shall be agreed upon at the time of approval.
9. **Youth Supervision:** Students and children are not to be inside the buildings without coach/group leader or appointed supervisor. All appointed supervisors are required to review this document. Adult leaders shall remain with their groups and monitor youth behavior throughout the time of the facility is reserved. Users are to check in at the school's office, if the office is open.
10. **Language:** Foul or offensive language will not be tolerated.
11. **Vacating the Premises:** All use of facilities shall end in sufficient time to vacate premises in accordance with use agreement.
12. **Permitted Usage:** Only that part of the building specifically stated and approved in the permit is to be entered and used. Use of kitchen or cafeteria facilities will be permitted only by special arrangements.
13. **Use of Special Equipment:** A fee will be charged for use of District furniture and special equipment, such as public address systems, projectors, stage equipment, pianos and TV/VCR/DVD units. District equipment shall not be removed from a facility without prior approval from building principal/designee. See applicable rate schedule.
14. **Gym Usage:** Use of gyms for baseball and softball practice is limited to conditioning only. The use of Nerf, Whiffle, or Incrediballs is permitted. Use of pitching or batting machines is prohibited. No cleats may be worn in gyms. **Adult supervisors must sign Supplementary Indoor Baseball/Softball Agreement.**
15. **Undue Damage or Wear:** Facilities will not be made available for use that might result in damage or undue wear.
16. **Damages:** Facility users shall report any facility or equipment damage immediately to the Maintenance, Operations and Facilities office. Payment for damages shall be made immediately upon the District's determination of amount.
17. **Clean Up:** Prior to leaving the building, user groups shall be responsible to clean up and leave the facility in order. Users are required to remove from the premises, decorations, materials, equipment, furnishings, and trash left after their use of facilities or reimburse the District for any custodial and associated costs.
18. **Beverages:** Beverages are not allowed in the Performing Arts Center, Black Box gymnasium, or other physical education facilities. Beverages should not be on or near audio, visual, computer equipment, or other technological equipment.
19. **Decorations:** Prior approval from the building principal will be required before decorations or other materials may be applied to wall or floor surfaces.
20. **Footwear:** Appropriate footwear is required for any activity or game played in school facilities or on outdoor recreational fields. Indoor court shoes with a non-marking sole must be worn for all gym use.
21. **Parking:** Motor vehicles are to be parked in designated parking areas only. Parking is prohibited on playing fields and in fire and bus lanes. Vehicles parked in no parking areas shall be towed from school District property by an authorized towing agent at the owner's expense.
22. **School Closures:** Emergency school closures due to weather condition, equipment failure, holidays, vacations, periodic maintenance or any other reason automatically cancel any community use of facilities in the evening or on weekends. Any rescheduling will be handled through the regular process.
23. **Cancellations:** All cancellations must be made through the Maintenance, Operations and Facilities office at least two (2) days prior to the scheduled time of use or the full fee will be charged. All groups will be charged supervisory time equal to two (2) hours when cancellation does not occur within specified time. Cancellations must be made during regular business hours (7:30am-3:30pm).
24. Permits for use will not be issued for any conduct/use that will be disruptive of education or pose a health/safety risk.
25. **Organizations and/or individuals that do not abide by the regulations will be denied use of facilities.**

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**Rules for Use of Synthetic Turf Fields**

To enhance everyone's enjoyment of the facility the following are prohibited on the synthetic turf fields at Ridgefield School District and at the Ridgefield Outdoor Recreation Complex (RORC)

1. Propelling objects into fencing
2. Metal Spikes (rubber/plastic cleats or sneakers only)
3. Food
4. Beverages except for water
5. Chewing Gum, Sunflower Seeds and Peanuts
6. Alcohol, Smoking and Tobacco Products
7. Use of Stakes
8. Pets
9. Fires, BBQ's & Camping
10. Firearms, Fireworks
11. Skating, Bicycling, Scooters, Rollerblading
12. Unauthorized Vehicles
13. Golf, Cricket and Archery
14. Glass Bottles and Sharp Objects
15. Any item or substance that may damage, stain or permanently alter facilities, structures or playing surfaces.

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**Rules for Use of School Gyms**

1. ALL teams must be pre-scheduled with the facilities office. Coach name(s) and contact numbers are required.
2. No use on non-school days.
3. Whiffle balls, nerf balls, and Incrediballs allowed. Absolutely NO regulation softballs, baseballs, or hardballs.
4. NO BATTING PRACTICE - NO EXCEPTIONS.
5. Student use of baseball or softball bats strictly prohibited. Violation will result in revocation of usage permit. Coaches may hit grounders for fielding practice only.
6. Participants must wear clean, indoor gym shoes. NO cleats of any kind in the gyms. NO stocking feet.
7. Please clean up after your practice. Gyms should be left free of mud, clothing, water bottles, and equipment.
8. Participants should enter through gym doors. No one shall enter halls or classroom areas. Do not enter building/gym until your assigned time.
9. Do not block doors open as this will bend the doors and destroy the mats or other objects used. Blocked doors also present a safety issue for students and the schools.
10. Coaches must take all precautions to insure that no damage occurs to school facilities. Each coach is responsible for the actions of his/her team members. Coaches, parents, and players need to treat the school facility and District personnel with respect. The District expects strict adherence to the building use rules.

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**Rules for Use of Performing Arts Center**

1. Auditorium Manager must be present for all reservations
2. No food or drink in the Performing Arts Center
3. Please do not move items in any of the classrooms, or room 402 which is used as a teacher office
4. Leave the space better than you found it
5. Leave 36" around the fire extinguisher backstage right (Fire Marshal requirement)
6. Do not block any of the exits (Fire Marshal requirement)

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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, Ridgefield Community Education and other school related groups as well as local government groups.

**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. The district reserves the right

**SPECIAL NOTES**

**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.

**Kitchen Usage** - An employee from food services is required to act as a kitchen monitor for all kitchen rentals. This would be over and above any fees for a facilities monitor. This person would be 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 kitchen monitor and a user group representative are 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.

**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.

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Print Name of Applicant

Signature of Applicant

Date