

Use of School Facilities Procedure 4260P

APPLICATION PROCEDURES

A schedule request is to be submitted for all school facility uses regardless of whether a fee is charged.

1. Submit Facility Use request
 - a. Community & Organizations use the Facility Use Calendar.
 - b. Staff use MySchoolBuilding app
2. Approval
 - a. Building Administrator
 - b. Facilities Department
3. Applicants will receive email notifications throughout the Approval process and a final notification when the schedule is Activated.
4. Requests for other than routine uses may require board approval.
5. Facility use requests shall be made at least ten (10) days prior to the date for which the facility is to be used.
6. Schedule requests will be accepted on an ongoing basis.
7. Multiple dates for similar use may be made on one application (i.e. weekly scout meetings).
8. Changes and/or additions to an existing usage must be submitted on a new application.
9. Reservations may be terminated when agreement terms are not met or are violated.
10. All rental payments are due in the Business Office no later than 30 days after the invoice date.

For assistance, contact Facilities and Maintenance Department at (360) 501-1340.

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 school district operations and shall not reflect adversely upon the district.
 - b. 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 extracurricular events (open houses, athletic practices/events, arts and cultural performances, parent meetings).
3. Community education classes, programs, and activities.
4. General community reservations (Classification 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 Washington showing a minimum of \$1,000,000.00 combined single limit, bodily injury and property damage liability and shall list the district as named insured and shall provide notification to the district in the event of cancellation or termination. Policies or certificates indicating coverage shall be filed with the Business Office not less than 10 days prior to the scheduled event.

Rules and Regulations

1. District facilities may be used subject to the policies of Kelso School District No. 458.
2. Alcohol, tobacco, and controlled substances are not permitted on district property.
3. Facilities used shall be limited to those specified on the approved schedule request.
4. The district reserves the right to reject or 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. Applicant shall provide at least two days' notice to the Facilities Department office of any cancellation of previously scheduled facility use. In case of failure to do so, the district may charge for expenses incurred.
6. The district reserves the right to reject or relocate when it is determined a more appropriate or other facility be used e.g. softball/baseball use of gyms and multi-purpose rooms.
7. Adequate supervision, including police and fire surveillance, where necessary, shall be required.

Conditions and Responsibilities

1. A district employee shall be present at all times during facility use by any group. The employee will be responsible for cleaning and securing the building after use. (Exceptions by arrangement with the principal/designee and have approval by the Facilities Department.) Said employee, shall be in complete charge of the building and shall have authority for decisions concerning usage. A two (2) hour minimum charge for custodial wages and benefits will be made when a custodian is required at times outside awarded hours.
2. Facilities will not be made available for any use which may result on undue damage or wear.
3. Prior to leaving the building, groups shall be responsible to clean up and put in order those areas used by them.
4. Kitchens and kitchen equipment will be available only if the group engages at least one (1) of the regular food services staff to be present and in charge throughout the time such equipment is in use. The group must pay for a minimum of two (2) hours working time.
5. School furniture or equipment shall not be removed from buildings except by authorized district personnel.
6. There will be no community dances in district facilities for revenue raising purposes, except those by parent-teacher-student associations (PTSA), PTO, or other recognized parent groups.
7. Emergency school closure will automatically cancel any previously scheduled events.
8. Motor vehicles are to be parked in designated areas only-not on play fields, nor in fire lanes.
9. No children are to be in the building prior to having adequate adult supervision in place. Adult leaders shall remain with their groups throughout facility usage and be responsible to the building principal/designee.
10. Any organization using a school facility will be held responsible for any expenses incurred by the district arising from its use of the facility. A user shall report all damages immediately to a district

- employee and shall pay promptly the district’s statement for damages
11. Athletic shoes are required on all gym floors. No food or drink is allowed in gyms.
 12. 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.
 13. Use fees shall be paid in accordance with the prevailing schedule and district policies.

Categorical Definitions

Community groups within the Kelso 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:

Class 1 – School & School-Related Groups: Group 1 consists of co-curricular and extracurricular groups, employee groups, and other Kelso School District sponsored groups.

Class 2 – Kelso Community Youth Related Non-Profit and Youth Groups: Group 2 consists of youth sport and activity groups where membership consists of at least 75% Kelso students, and are organized within the Kelso School District boundaries. Group 2 includes school related PTA’s and booster clubs.

Class 3 – Other External Non-Profit and Community Groups. Group 3 consists of other Kelso\Longview community groups and nonprofits, church groups, service clubs, fraternal organizations, and youth sport clubs/teams not included in Group 2. Requests from organizations outside the Kelso\Longview area, and within Cowlitz County, will be made on a case by case basis.

Class 4 - Commercial for Profit and Political Groups. Group 4 consists of for profit business and political parties wishing to use Kelso School District facilities, as well as groups and private parties not included in other groupings.


- All group classifications will be determined by the Kelso School District Facilities Department at the time of application, and may be revised accordingly.
- The Superintendent, or designee, shall have final classification decisions in case of disputes.
- The Kelso School District reserves the right to charge all groups specific fees and rental items in order to meet group requests and minimize costs to the school district’s operational budget.

RATE SHEET ON NEXT PAGE

ADOPTED: 3.27.74

REVISED: 11.77 | 06.82 | 10.90 | 08.91 | 12.99 | 08.02 | 03.06 | 08.08 | 07.09 | 10.19

Section: 4000 – Community Relations

 Facility Rentals Rev. October 2019	Class 1 KSD School Related	*Class 2 Min. 75% Kelso Child Based	**Class 3 Non-Profit Less than 75% Kelso Child-Based	Class 4 For-Profit Groups	Information & Requirements 1. Regular rates apply for use of facilities during the school year, M-F, 6-10pm. Custodian on site during this time. 2. Additional charges apply, including overtime rate for required staff, for use of facilities beyond hours listed and/or for non-school days. 3. A KSD staff member must be present for the duration of all activities. 4. Security may be required depending on the size and nature of events. 5. Youth Sports: Statements of Compliance for HB1824 (Concussion training) and HS5083 (Sudden cardiac arrest awareness training) required. 6. Proof of liability insurance required prior to using facilities. 7. Adequate adult supervision required at all times. 8. Adherence to all general guidelines governing the use of school facilities.
Elementary					
Classroom per 2.5hrs	NC	NC	\$15	\$45	
Library / Media Center	NC	NC	\$30	\$150	
Multi-Purpose Room/Gym (events)	NC	NC	\$30	\$150	
Multi-Purpose Room/Gym (practice)	NC	NC	\$10/hr	\$50/hr	
Field (up to 2.5hrs)	NC	NC	\$40	\$125	
Middle School					
Classroom (per 2.5 hrs)	NC	NC	\$15	\$45	
Library / Media Center	NC	NC	\$30	\$200	
Cafeteria	NC	NC	\$30	\$200	
Gyms / Multi-Purpose Room (events)	NC	NC	\$30	\$200	
Gyms / Multi-purpose Room (practice)	NC	NC	\$10/hr	\$50/hr	
Field (up to 2.5 hrs)	NC	NC	\$50	\$200	
High School					
Classroom per (2.5hrs)	NC	NC	\$15	\$45	
Library / Media Center	NC	NC	\$50	\$250	
Cafeteria	NC	NC	\$50	\$250	
Auditorium Cap. 400 (Mic Included)	NC	NC	\$50	\$250	
Gyms (event)	NC	NC	\$50	\$250	
Gyms (practice)	NC	NC	\$10/hr	\$50/hr	
Field (up to 2.5 hrs)	NC	NC	\$50	\$200	
Gaither Pool (up to 30 swimmers) (Over 30 add \$15/hr, Over 50 add \$30/hr)	NC	\$28/hr	\$28/hr	\$50/hr	
Batting KAGE	NC	NC	\$50	\$250	
Schroeder Field & Stewart Track (includes Laulainen Stadium use)	NC	\$50	\$100	\$500	

Personnel Rates

(2 hr minimum)

Custodian	\$40/hr
Kitchen staff	\$40/hr
Security	\$40/hr
Game Manager	\$40/hr
Computer Tech	\$50/hr

Equipment Rates

(off site)

Tables	\$2.50/ea
Chairs	\$0.50/ea
BBQ	\$40/day

* Minimum 75% of participants reside within Kelso district boundaries (documentation may be requested)

** Less than 75% of participants reside within Kelso district boundaries