

**POLICY 7020 PROCEDURES: FACILITY USE  
USE OF SCHOOL BUILDINGS, EQUIPMENT AND GROUNDS**

**1. APPLICATIONS**

Prior to the use of facility, an application for use of buildings or grounds must be made on forms supplied by the school district (forms are available at all schools and the administration building). A separate application is required for each facility, grounds, buildings or equipment. Following approval, one copy will be forwarded to applicant, supervisor of facility and/or staff member if applicable.

A single application may be made for a series of stated meetings of like character; however, a separate application must be made for meetings that deviate from the original application. Facilities utilized shall be limited to those specified on the application. Only approved applications constitute permit for the use of school facilities.

Applications for continuous use for a series of like meetings (Scouts, local youth groups, local civic organizations, Parent Groups, Campfire, etc.) will not be approved for more than the current year. It is not the intent of the School District to provide permanent meeting places for user classifications II, III or IV.

Applications will be considered and scheduled when submitted in the appropriate manner and it is determined that there is no conflict with Granite Falls School District programs and activities. Requests and all charges if applicable MUST be made 72 hours prior to the use date. Facilities will be scheduled based on the following priorities:

**2. CLASSIFICATION OF ORGANIZATIONS**

**Classification I.**

Parent, staff or citizens groups for schools or character building or child welfare/youth athletic groups serving students of the Granite Falls School District or local groups devoted to community interest and/or concerned with public safety of citizens residing in the Granite Falls School District. This classification would include but not be limited to:

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|------------------------|---|
| Building Parent Groups | Granite Falls Jr. Athletic Assn/Little League/Youth Soccer                      |
| Parent Booster Club    | Granite Falls Fire Dept.  |
| Scouts                 | Granite Falls Police Dept.  |
| Campfire Groups        | Sno. Co. Sheriff Dept.  |
| 4-H Groups             | Granite Falls Civic Groups (Chamber, Lions, etc)                                |
| Job Corps              | Peace Corps   |
| AmeriCorps             | All official state recruiting representatives and United States military forces |

**Classification II.**

Certain non-profit groups devoted to community interest, public agencies, commissions, political parties whose activities generally take place within the geographical confines of the Granite Falls School District. This classification would include, but not be limited to:

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|  | Sno. Co. PUD                 |
| Private K-12 Schools   | Sno. Co. Public Works Dept.  |
| Granite Falls Churches   | Sno. Co. Planning Commission |
| Snohomish County Republicans and/or Democrats  |                              |
| Certain profit groups for Granite Falls School District staff only related functions |                              |

**Classification III.**

Certain non-profit groups devoted to community interest or child welfare or youth athletic groups, whose activities generally serve a majority of those who live outside the geographical confines of the Granite Falls School District. This classification would include, but not be limited to:

- Snohomish County Churches
- Snohomish County Civic Clubs
- Snohomish County Leagues or Organizations/AAU events
- Post Season County Teams

#### Classification IV.

Includes organizations of individuals using school facilities for profit. This classification would include, but not be limited to:

- Professional or semi-professional athletic teams, private instruction, profit making endeavors of groups in Classification III and IV.

#### Priority for use of school facilities:

Granite Falls School District Activities will have first priority for the use of all facilities, which may result in other groups having to reschedule their activities.

Classification I and II have priority over Classification III and IV.

A representative balance will be maintained between various student groups and also between student and adult groups.

- Priority 1 Classification I.
- Priority 2 Classification II.
- Priority 3 Classification III.
- Priority 4 Classification IV.

### 3. RESTRICTIONS

Applications will not be approved for any use which, in the judgment of the superintendent, may not reflect a representative balance between student and adult activities, may be contrary to the best interest of the schools or the educational program, or for which satisfactory sponsorship of adequate adult supervision is not provided. This shall include proper police and fire protection where necessary. School facilities will not be rented for private parties.

Applications will not be approved for any illegal activity or by any organization listed as subversive by the United States Attorney General.

It is the applicant's responsibility to state on the application, in detail, the intended use of the facility.

Keys to the building or facilities will not be issued to user groups.

A District custodian must be present whenever activities take place within a facility. Groups using the facilities/grounds during non-staff hours must pay the regular rental fee and the current custodian overtime rate per hour with a two hour minimum if rental time falls outside of custodian's regular scheduled hours. Staff hours are considered 7:00 am to 8:00 pm on school days. All hours outside of this timeframe is subject to custodial charges. Custodial service shall include: unlocking and locking doors, operating lights, providing heat, setting up chairs and normal clean up.

The Group I are exempt from the requirement of having a custodian present during the scheduled activity and can be issued building keys. These exempt groups will be responsible for cleaning the facilities and/or fields. If

the facilities and/or fields have not been cleaned to district standards a custodian will be assigned to clean the facilities or fields and the group will be billed for the custodial time at the overtime rate of pay with a two hour minimum charge. A specific person will be responsible for keeping the facilities clean. They must be present during facility use and listed on the facility use form. A facility cleaning checklist will be provided for this person to inform them of their duties.

Utility Fees: Utility fees will be charged for all groups at a rate of \$10 per hour. Utilities are provided on school days during school hours 7:00 am to 3:30 pm. All hours outside of this timeframe will be billed the hourly utility fee.

Fees may be waived for fund raiser events where the intent of the fund raiser is to benefit the students of the Granite Falls School District subject to the Superintendent approval.

Any unpaid bills over 30 days will result in suspension of facility use.

No decoration or the application of any materials to walls or floors will be allowed without the permission of the building principal or administration office.

Profane language, possession or use of alcohol and/or illegal drugs, boisterous conduct, betting or other forms of gambling are not permitted on school premises. Dangerous weapons are not permitted on school premises at any time.

Smoking and/or use of tobacco products are prohibited in school facilities and on school property.

Granite Falls School District facility users agree to comply with all policies and procedures to ensure equal opportunities, access and treatment regardless of race, color, sex or disability. All users will adhere to policy 4045, prohibiting sexual harassment or intimidation.

Additional, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion, head injury and sudden cardiac arrest in youth sports as required by RCW 28A.600 and [ESSB 5083](#).

Gym shoes are required for all activities taking place on the gym floor.

When a facility is closed because of inclement weather, all activities are cancelled.

#### 4. APPLICANT'S RESPONSIBILITY

Evidence of insurance coverage will be required from any outside organization staging an event open to the general public, charging a fee or admission, or engaged in profit-making or fundraising. Non-profit, educational/school related or community groups conducting closed sessions on district premises are exempt from the requirement. Non-profit, educational/school related or community groups conducting youth related activities MUST provide evidence of insurance coverage.

Proof of coverage shall be in the form of a Certificate of Insurance evidencing Comprehensive General Liability coverage and naming the District as an additional insured. This policy shall be primary and written with a minimum of \$1,000,000 Combined Single Limit occurrence.

Coverage shall include, but not be limited to:

- Broad Form Property Damage
- Product/Completed Operations
- Blanket Contractual

Coverage cannot be canceled or reduced without 30 days written notice to the District.

The Certificate of Insurance shall be procured at the user's own expense and a copy of it must be submitted to the Administration Office **no later than 72 hours prior to the event.**

If the organization does not have its own insurance, Special Events Coverage can be procured through the District's Risk Management Pool. Organizations applying for Special Events Coverage must complete an application form and pay the applicable premium at least 72 hours prior to the event.

Application for a school facility shall constitute acceptance by the applicant for any damage done as a result of their use of school facilities as prescribed by the School Board. Applicants are financially responsible for damages resulting from the activity. When the building, field, site or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for cost of repair, replacement and/or cleaning of the facility and will be denied use of the facility until such payment is received.

The applicant must exercise the proper care in the use of school premises and agree to protect, indemnify and hold harmless the District, its elected and appointed officials, employees, agents and staff from all claims, liabilities, damages, expenses or rights of action, directly or indirectly attributable to the user's activities and/or use of premises on connection with this agreement, except for the sole negligence of the District.

The applicant must provide satisfactory adult supervision of all activities. A representative of all organizations using the school facilities will remain with their groups during the scheduled use and will be responsible to the District for observance of all rules. If applicable, the representative shall check in and out with the District staff member. No one will be admitted until the supervisor arrives and checks in. The supervisor shall be the last to leave and shall inform the District staff member in charge to secure the facility.

All organizations/groups will assist the staff member with setting up, removing chairs, general clean up and putting the facility in order. Failure to do so may result in a fee.

The applicant will notify the District of any cancellation of previously scheduled facilities 48 hours prior to usage. In case of failure to do so, the applicant may be liable for payment of all expenses incurred in preparation for use of the facility requested.

## 5. PAYMENTS

All basic charges for district requested buildings and services performed by school employees should be arranged by and paid to the school district's business office. Organizations or groups are not to make any individual arrangements with employees as to service charges. Payment is required 72 hours prior to facility use. User charges will be established by the Board of Directors and is found on the facility fee schedule (attached). Organizations using facilities on a monthly basis may make monthly payments.

## 6. RIGHT RESERVED TO REVOKE PERMITS:

The School Board reserves the right to cancel any permit given and to refund any payment made for the use of school building or grounds where it deems such action advisable and for the best interests of the school district, or to modify its policies at any time. The District reserves the right to cancel non-school activities in favor of school activities whenever the two conflict for time. Whenever possible, the District will notify non-school users of cancellation at least 48 hours in advance and all charges, if applicable, will be refunded. Inclement weather or school closure may require cancellation without notice or short notice.

## **FACILITY FEE SCHEDULE**

1. For Class II, III and IV, the current staff overtime rate will be added to the rental fees when extra time is required for preparation and cleaning up of facilities by the school custodian. On school nights, the renter pays only for the extra time it takes the custodian to prepare and restore the facility, or if the staff member is required to stay beyond his/her normal workday.

3. If a custodian is required after school hours, overtime rates (2 hour minimum) will be charged. Additional fees for facilities may be added to the base price depending on cost to the district for utilities, etc.

4. Any use after regular school hours require a two (2) hour minimum pay for a custodian to unlock or lock facility if applicable.

5. All "per event" charges are based on four (4) hours usage. Use of facilities beyond four (4) hours will be determined as a pro-rated amount of the four (4) hours minimum. In addition, for Group IV activities in the nature of large profit-making endeavors such as concerts or professional athletic contests, a special rate will be negotiated which may include a portion of the gross receipts.

**FACILITY FEE SCHEDULE  
Granite Falls School District #332**

	Classification			
	I	II	III	IV
Classroom	NC	\$5.00/hour	\$50.00/ event	\$75.00/ event
Library	NC	\$5.00/hour	\$50.00/ event	Not Available
Multi-Purpose	NC	\$10.00/hour	\$80.00/ event	\$200.00/ event
Performance Arts Center (PAC)	NC	\$20.00/hour	\$150.00/ event	\$300.00/ event
Performance Arts Center (PAC) Sound and Lights	\$25.00/hour	\$45.00/hour	\$150.00/ Event + \$25.00/hour	\$300.00/ Event + \$25.00/hour
Gym without Locker Room	NC	\$20.00/hour	\$150.00/ event	\$250.00/ event
Gym with Locker Room	NC	\$175.00/ event	\$250.00/ event	\$350.00/ event
High School Gym without Locker Room	NC	\$40.00/hour	\$300.00/ event	\$500.00/ event
High School Gym with Locker Room	NC	\$240.00/ event	\$500.00/ event	\$700.00/ event
Wrestling Room	\$10.00/hour	Not Available	Not Available	Not Available

Weight Room	Not Available	Not Available	Not Available	Not Available
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Board Room	NC	\$5.00/hour	\$50.00/ event	\$75.00/ event
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SPECIAL NOTE: Costs of custodian will be incurred on any/all facility use as outlined on page 2, "Restrictions". Custodian cost of \$35.00 per hour will be assessed with a two-hour minimum.

UTILITY FEE: Note that a utility fee is charged at a rate of \$10.00 per hour

**FACILITY FEE SCHEDULE  
Granite Falls School District #332**

**Classification**

	I	II	III	IV
Turf Field* w/o lights	NC	\$200.00/ Event + \$25.00/Hour	\$300.00/ Event + \$25.00/Hour	\$500.00/ Event + \$25.00/Hour
Turf Field w/ lights	\$10.00/Hour	\$200.00/ Event + \$35.00/Hour	\$300.00/ Event + \$35.00/Hour	\$500.00/ Event + \$35.00/Hour
Tennis Courts	NC	\$100.00/event	\$200.00/event	\$400.00/event
Football Field* Without Lights	NC	\$100.00/ event	\$200.00/ event	\$400.00/ event
With Lights*	\$100/event	\$200.00/event	\$300.00/event	\$500.00/event
Lining Field	Staff rate plus materials	Staff rate plus materials	Staff rate plus materials	Staff rate plus materials
Restroom	NC	\$40.00/event	\$80.00/event	\$100.00/event
Concession Stand	NC	\$50.00/ event	\$75.00/ event	\$150.00/ event
Locker/ Shower Room	NC	\$50.00/event	\$75.00/event	\$150.00/event
Public Address System	NC	\$50.00/event	\$75.00/event	\$100.00/event
Press Box	NC	\$25.00/event	\$35.00/event	\$60.00/ event
Scoreboard	NC	\$50.00/event + Operator	\$75.00/event + Operator	\$100.00/event + Operator
Hurdles	NC	\$75.00/event	\$150.00/event	\$200.00/event
Track Only	NC	\$100.00/event	\$200.00/event	\$400.00/event
Stands Only	NC	\$50.00/event	\$75.00/event	\$150.00/event
Softball Field*	NC	\$50.00/event	\$100.00/event	\$200.00/event
Soccer Field*	NC	\$50.00/event	\$100.00/event	\$200.00/event
Baseball Field*	NC	\$50.00/event	\$100.00/event	\$200.00/event
Elementary Fields*	NC	\$25.00/ event	\$75.00/ event	\$150.00/ event
PE Equipment (balls/mats, volleyball standards, etc)	NC	\$20.00/event	\$50.00/event	\$100.00/event

\* Ball fields may be closed at the discretion of the District for any reason, such as excessive wear and tear, maintenance, or weather conditions.

**SPECIAL NOTE:** Costs of custodian will be incurred on any/all facility use as outlined on page 2, "Restrictions". Custodian cost of \$35.00 per hour will be assessed with a two-hour minimum.

**UTILITY FEE:** Note that a utility fee is charged at a rate of \$10.00 per hour.

**SOUND/LIGHTS TECHNICIAN FEE:** Technician for the High School Performing Arts Center for full lights/sound system is \$40.00 per hour with a two-hour minimum.

Procedures Updated 09-2017