

Use of School Facilities

Other than for school functions and school-related events (e.g., open house, back to school night, parent conferencing, class plays and musicals, etc.), persons (including district employees) or organizations who desire to use facilities will apply for permission, and their request will be processed according to this procedure and in accordance with school district Policy 4260.

I. General Guidelines

- A. Application for use of school facilities shall be made using the process outlined in these procedures. See Section III – Classification and Scheduling for specific information.
- B. An authorized district employee must be present at all times that a school facility is in use. This individual shall be available to unlock and lock doors, know whom to contact should there be any issues with the energy management system, provide for building security, make certain that unauthorized sections of the buildings are not accessed, ensure the safe, proper, and authorized use of district furniture and equipment, and represent the district in case of an emergency.
- C. Insofar as is practical, all meetings shall close in sufficient time to clear the building by the time established by the district. If the event goes beyond the time designated in the contract, additional charges shall apply. If time allows and an event extends more than one (1) hour past its scheduled use, or cleanup takes more than one (1) hour, or a group presents itself for use that is not listed, the custodian on duty shall contact the supervisor on duty for approval of continued coverage or use. All additional use is to be reported by the custodian who worked the event to the Event Services Department as soon as time permits but no later than the following business day.
- D. A minimum of two (2) hours shall be charged for the rental of any facility or space. In addition, any use of facilities necessitating cleanup shall be charged a minimum of forty-five (45) minutes of custodial time past the scheduled ending time of the event, and a minimum of thirty (30) minutes of custodial time prior to the scheduled starting time for the event. Additional time may be billed depending on the total number of spaces used and the cleanliness of the activities taking place therein. The custodian on duty will request approval from the supervisor on-call for coverage requiring more than one (1) hour longer than scheduled through the scheduling system.
- E. School-district-owned furniture and equipment shall not be removed from district facilities for loan to any individuals, groups, or organizations other than inter-district organizations approved by the Associate Superintendent for School Support Services.
- F. Equipment and furniture including, but not limited to, pianos, tables, chairs, podiums, public address (PA) systems, and audio/video equipment shall not be

used or moved without the approval of the building principal or designee, and without the knowledge of the Event Services Department. In accordance with the board approved fee schedule, a reasonable fee will be charged for the use of district furniture and equipment based on the number and type of equipment or furniture used.

- G. District-owned office and school supplies shall not be used.
- H. The site shall report any damage incurred, missing equipment, additional cleanup required, or other related or similar costs to the Event Services Department the following work day after the event. Event Services will invoice the appropriate individual or group for the additional costs of the facility use.
- I. Keys and/or badges with codes to buildings shall not be issued or loaned on any occasion to any individual or group for any purpose. Doors will be unlocked and locked by authorized employees of the school district and the employee will remain on-site at all times during the event.
- J. Keys to access locked fields will be issued upon completion of a Key Receipt and payment of a refundable key deposit. Keys must be returned by the date specified on the Key Receipt, but not later than 10 days after the last scheduled field usage, or the key deposit shall be subject to forfeiture and any costs to change locks for that key number may be assessed.
- K. Rental of portable restroom units is required with all playfield Facility Use Agreements. Non-refundable restroom rental fees will be added to the Facility Use Agreement and included in the invoice. Portable restroom unit rental fees will be prorated between all groups scheduled to utilize the fields during the Facility Use Agreement dates. The number and type of unit will be determined by the Event Services department. Full payment of the restroom rental fees including a refundable key deposit is due upon execution and signing of the Facility Use Agreement.
- L. If a concern regarding the appropriate use of district facilities arises, authorized district employees have authority to order any person, persons, or groups to leave or vacate all or any portion of the school facility or grounds. Concerns regarding the use of district facilities may also be reported to the Security department.
- M. Religious organizations may rent school facilities for religious services. Facility usage for religious organizations is intended as temporary use for groups that are seeking their own permanent quarters, or groups that temporarily have no quarters. Rental charges will be assessed in accordance with the board approved fee schedule for Class III – Commercial Enterprises. High schools will not be available on an ongoing basis due to the priority for district activities.
- N. If a permit has been issued to a group for use of district facilities and the facility is later determined to be unavailable, Event Services shall provide a timely notice of cancellation to the applicant, including the reason for the cancellation.
- O. The maximum number of people permitted in any school facility shall be restricted as indicated by the appropriate fire marshal.

- P. The district reserves the right to require police supervision, security, or fire protection at any event whenever the building principal, the Director of Safety/Security//Transportation, the Director of Maintenance and Custodial Operations, or the superintendent's office deems such protection necessary. The cost for this additional supervision shall be borne by the user.
- Q. Organizations renting school district facilities are required (at their expense) to include the following statement in any and all advertising associated with the event: "This is not a Spokane Public School District sanctioned or sponsored event."
- R. Students, and employees, have the same rights - and must comply with the same procedures - for the use of district facilities as any citizen. Students must have teacher or parent/guardian supervision when using district facilities.
- S. It is the sole responsibility of the users of district property to comply with federal, state, and municipal laws and to obtain any permits necessary to conduct a particular activity including, but not limited to, zoning permits and approvals.

II. Fees and Payment

- A. Facility use fees will be assessed in accordance with the board approved fee schedule (link on final page of this procedure). Payment of all fees shall be remitted by mail, in person, or online payable to Spokane Public Schools:
 - 1. By mail: Spokane Public Schools, Attn: Accounting Department Cashier, 200 N. Bernard Street, Spokane, WA 99201;
 - 2. In person: Accounting Department Cashier, 2nd Floor, Central Administration Building, 200 N. Bernard Street; or
 - 3. Online: www.spokaneschools.org/onlinepayments. Online payments by debit or credit card are charged a board authorized convenience fee (procedure 3340).
- B. A \$5.00 application fee per location will be assessed upon submission of a request / application to use a school facility. Payment of the application fee is required by the requesting group, individual or organization prior to any processing of the request / application by Event Services.
- C. A thirty percent (30%) deposit - or \$25.00 (whichever is greater) - is required in order to hold a space or room once it has been approved for use. The district will hold facility requests for ten (10) days pending receipt of deposit and a signed copy of the Facility Usage Agreement. If the deposit is not received within this period, the district will release the hold and offer the space to the next person or organization on the applicable waiting list.

For groups renting on an ongoing basis, payment for the first month is due within ten (10) days for the first month of use and monthly in advance of the use thereafter.

- D. Full payment is due ten (10) working days in advance of the event. If the full payment is not received ten (10) working days prior to the scheduled event, the district reserves the option of contacting the next group or organization on the

waiting list and selling the space to them. The original group will be canceled and the deposit forfeited.

- E. Individual date cancellations shall result in a \$5.00 cancellation fee that must be paid upon receipt of invoice and prior to any future usage.

Cancellations thirty (30) calendar days or more prior to first usage shall result in a refund of the deposit and any balance paid, less the \$5.00 cancellation fee.

Cancellations ten (10) to twenty-nine (29) calendar days prior to first usage shall result in forfeiture of any deposit. Should the 29th calendar day fall on a Saturday, Sunday or legal holiday, notification of cancellation must be received in writing the prior school business day.

Cancellations nine (9) calendar days prior to first usage shall result in forfeiture of the deposit and balance paid. Should the 9th calendar day fall on a Saturday, Sunday or legal holiday, notification of cancellation must be received in writing the prior school business day.

- F. A \$5.00 Change Fee will be assessed for each change of either the date or time, or reduction in the number of spaces or quantities and types of equipment reserved, for any event for which a contract has been executed.

- G. For ongoing use, using party shall notify the Event Services Department a minimum of two (2) school business days prior to using party's scheduled use any time the using party will not be using the facility/room(s). If timely notice is given, using party shall be entitled to a credit, or refund, less the \$5.00 cancellation fee, for up to four (4) individual scheduled use cancellations. After cancellation of four (4) individual scheduled uses, regardless of notification, using party shall not be entitled to any credit or refund for scheduled use cancellations. Cancellation fee not to exceed two months of scheduled usage.

For ongoing use, three (3) consecutive missed uses, without notification to the Event Services Department as required by paragraphs above shall permit the district to terminate this Agreement and using party shall be subject to all applicable cancellation fees described in this Agreement.

III. Classification and Scheduling

Public school facilities are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. Any requested use of the school facility will be classified in accordance with the following guidelines, and rental fees will be charged accordingly (unless waived by the superintendent). The superintendent or designee shall make the final decision regarding classification of proposed uses.

- A. Class I - School or Child-Related Groups or Other Government Agencies

- 1. General Guidelines – Scheduling

- a. Regular district classroom activities, school-sponsored activities, and school-related groups and organizations shall be scheduled through the principal or building administrator or designee who shall be responsible

for ensuring that the school events are entered in the scheduling system by the second week after the first day of school or, for unforeseen events, a minimum of two (2) weeks prior to the event. This does not include the entry of community youth groups by the schools.

- b. All other Class I activities shall be scheduled through the Event Services Department. A Facility Usage Agreement and Rules for Facility Usage shall be executed by the Event Services Department who will coordinate with appropriate School District Support Services departments and Stage Crews when applicable.
- c. Class I activities will not be charged for use of district facilities during normal custodial hours of operation; provided that sufficient time is available for cleanup and security tasks after the group has vacated the premises. Should the use require overtime or otherwise increase personnel costs, the school or department using the facility shall be charged in accordance with the board approved fee schedule.

2. Class I Organizations – General categories

- a. Sanctioned School-sponsored activities for students and parents (e.g., school clubs and dances, intramural sports, after school programs, plays, musicals, meetings, etc.)
- b. School-related groups and organizations (e.g., PTA, PTO, PTG, Booster Clubs, etc.)
- c. Chartered youth groups (e.g., Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, youth commissions, youth support groups, etc.)
- d. Joint Use Organizations who have Joint Use Agreements with the school district (e.g., City of Spokane Parks and Recreation Department, Community Colleges of Spokane, YMCA, etc.)
- e. Other school district groups (e.g., meetings and special events)
- f. Community organization meetings (e.g., neighborhood or citizen concern groups, political caucuses, etc.)
- g. Community education activities (e.g., government sponsored and other free educational events) and civic and service organizations (e.g., Neighborhood Block Watch, McGruff, etc.)
- h. Community groups sponsoring fundraising activities that directly benefit the schools or district students (e.g., community development groups).

B. Class II – Nonprofit Groups

1. General Guidelines – Scheduling

- a. Class II activities shall be scheduled through the Event Services Department. A Facility Usage Agreement and Rules for Facility Usage shall be executed by the Event Services Department who will coordinate

with appropriate School District Support Services departments and Stage Crews when applicable.

- b. Class II activities will be charged in accordance with the board approved fee schedule to cover the direct and indirect costs incurred by the district (e.g., salaries, benefits, utilities, maintenance, supplies, insurance, etc.) for the facility and/or room type used.
- c. Class II youth sports, activities, and athletic groups will receive discounts from the board approved fee schedule as follows:

0% to 25% SPS Students	No discount
26% to 50% SPS Students	15% per hour discount
51% to 75% SPS Students	30% per hour discount
76% to 99% SPS Students	45% per hour discount
100% SPS Students	60% per hour discount

2. Class II Organizations – General categories

- a. College classes and activities (e.g., evening degree programs, etc.)
- b. City, county, and state agencies (other than educational)
- c. Non-profit organizations conducting non-charitable fund-raising activities
- d. Authorized youth sports leagues (NOTE: discounts will be offered to youth sports groups whose members include students of Spokane Public Schools per chart above)
- e. Authorized adult recreational clubs and teams (e.g., city recreational leagues, etc.)
- f. Non-profit organizations, civic and service groups who do not provide direct support or service to children and non-profit organizations conducting non-charitable fund-raising activities (local sports club fundraising events)

3. Class II Organizations – SPS Staff Members

- a. SPS staff members have the same rights and must comply with the same procedures for the use of district facilities as any citizen and may be eligible for an employee discount based on the following criteria and conditions of use:
 - 1. The staff member must be full-time in their district position as confirmed by Human Resources;
 - 2. Apply for the use of facilities at a rate in accordance with the board approved fee schedule. Staff members receive a sixty-percent (60%) discount on the approved Class II Regular Hourly Rate. The discount is not available outside of regular scheduled custodial hours. The staff member must be in attendance and supervise the activity for the duration of each event in order to qualify for the staff member discounted rate;

3. Use is for staff and their immediate family member(s), have a child / children who participate on a team, or coach a youth team. Facility use by staff members is for small youth groups and not for large organizational events.
 4. Submit a request / application to the Event Services department with their employee ID number. Event Services staff will confirm that the staff member is actively employed full time for their district position.
- b. Unauthorized use of school district facilities is prohibited (e.g. gym for personal recreational use, using a classroom or staff room for a private fund-raiser, or personal business, sales, etc.) Unauthorized use of a district facility will be invoiced in accordance with this procedure.

C. Class III – Commercial Enterprises

1. General Guidelines – Scheduling

- a. Class III events shall be scheduled through the Event Services Department. The Event Services Department will complete and distribute the Facility Usage Agreements and Rules for Facility Usage as required, and shall communicate and coordinate with the Custodial Services Department, Maintenance Department, Nutrition Services, Safety, Security, Technology Services, and the Stage Crews, when applicable, through the scheduling system.
- b. Class III activities will be charged a rate to cover direct and indirect costs of operation. The board approved fee schedule lists these charges according to the portion or type of facility used.

2. Class III Organizations – General categories

- a. Non-District Fee based events (e.g., recitals, lectures, sports and musical entertainment, etc.)
- b. Profit-making activities (e.g., financial seminars, sales organization meetings, etc.)
- c. Religious organizations (for religious Sabbath services or other church-related activities)

IV. Special Considerations

A. Ticket or Seat Sales

If fees are charged for events taking place in or on district-owned facilities, and if said fees are intended to make a profit and not just cover the expenses of the event, the district may, at its discretion, assess an additional percentage-based fee on ticket or seat sales.

- B. Chapter 08.03 of the Municipal Code of the City of Spokane requires payment of an admissions tax if an admissions charge or ticket purchase is levied upon persons

attending an event. It is the responsibility of the renting organization to comply with the Municipal Code requirements. All questions should be directed to the City of Spokane Treasurer's Office at (509)625-6070.

C. Games of Amusement

1. Games of amusement as approved by Washington State Gambling Commission and the district are allowed only at charitable and fundraising events of nonprofit educational, civic, and service organizations. Such organizations shall be permitted to conduct games of amusement for charitable fundraising purposes only.
2. Individuals or groups will submit an Activity Plan to the Event Services Department which may also need review and approval by the district Safety office.
3. It shall be the sole responsibility of the organization(s) operating such games of amusement to conduct such games in accordance with the provisions of all existing state and local laws and ordinances, and such organizations shall accept full responsibility for any violations, intentional or unintentional, of such statutes and ordinances.

D. Sanitation and Food Permits

District cafeterias and kitchens are considered public eating-places; as such, compliance with applicable health department rules and regulations is required. Organizations shall observe the following rules when using School District cafeterias and kitchens:

1. Use of Kitchen Facilities

- a. To prevent food borne illnesses and to ensure public safety, access to district kitchens, and/or the use of food service equipment, dishes, or utensils is not allowed without prior approval from the Nutrition Services Director or designee.
- b. Access to district kitchens and use of food service equipment, dishes, or utensils will require the presence of a qualified Nutrition Services staff member to supervise the use and cleaning of the kitchen and associated equipment. Therefore, access to district kitchens is subject to the availability of a qualified Nutrition Service worker.
- c. Any group or organization using a district kitchen shall be charged a reasonable fee to cover direct and/or indirect costs of operation, and shall also be responsible for the additional cost of the supervision required. Fees are assessed in accordance with the board approved fee schedule.

2. Serving of Food Products

- a. Food sold, served, and/or consumed by groups or organizations using Spokane Public School district facilities must comply with the Spokane Regional Health District (SRHD) rules, regulations, and permitting process.

- b. Permit Required: If the general public is invited to an event where food is served, a food permit from the SRHD is required, and food handler cards are required for all persons preparing and serving the food. Groups and organizations selling food, or serving food when the general public is allowed to attend, shall be responsible for contacting the Spokane Regional Health District (509-324-1560) and arranging for the appropriate permit. If a Spokane Public Schools Nutrition Services staff member is paid to supervise the foods served at the event, a permit may not be required. Contact the Nutrition Service department at 509-354-7270, or visit the Nutrition Services web pages <http://www.spokaneschools.org> for further details.
- c. Permit not required: If the event is a non-public event there are no required permits for food handling. A non-public event involves only a specific or limited group of people, and does not allow the general public access to the event. An example would be a soccer team or Boy Scout potluck. However, the group should still comply with basic food sanitation procedures to ensure the safety of participants. Procedure 8130 describes some of the basic sanitation procedures.
- d. Low-risk foods are items that do not pose a significant health risk, and therefore, do not require a health department permit or food handler's card. The Spokane Regional Health District provides a list of approved low-risk foods. For convenience, a copy of the most recent SRHD low-risk foods list that we are aware of can be provided by the Facilities Department, or the Nutrition Services department, of the Spokane Public School District. The Spokane Public School District does not, however, warrant that the list is up to date and complete, and it is the responsibility of the group or organization serving food products to make sure they have the most current SRHD low-risk food list.

E. Stage Supervision and Crew

At each secondary school, a supervisor and / or one or more stage crew students will be required for the operation of auditorium stage lighting or built-in audio/video equipment or systems. Non-district lighting operators or audio/video persons will not be allowed to operate this equipment without district supervision. This section does not typically apply to portable or "hand held" audio/video equipment. Rental fees will be assessed in accordance with the board approved fee schedule. Use of equipment is not allowed without prior approval from the location Stage Manager.

F. Technology Services

At each school, a Technology Service staff member will be required to supervise the scheduled use of any computer lab. Fees will be assessed in accordance with the board approved fee schedule. Use of equipment is not allowed without prior approval from the Technology Services Director or designee.

G. School Playgrounds and Playfields

School playgrounds and playfields are intended for the use of students during and after school and under the supervision of the principal. The use of playgrounds and playfields by responsible organized groups for recreational purposes is encouraged at times when school is not in session, provided it does not damage the playground or interfere with the school program(s) or Joint-Use Partner activities. Organizations

holding Joint Use Agreements with the school district, such as the City Department of Parks and Recreation, have priority usage for these facilities.

1. Playgrounds and playfields are available for use when school is not in session, on an as-available basis. Parties interested in using outdoor district facilities should contact the City of Spokane Department of Parks and Recreation to schedule elementary school playfields or the school district's Event Services for middle and high school playfields.
2. Golf practice, flying motorized model airplanes, operating vehicles, or exercising animals are prohibited on school grounds. Activities must be limited so as to conform to the available space and the basic intent of the use of that area.
3. For reasons of security, use of school playgrounds or playfields by individuals or groups is not authorized during the hours of darkness.
4. Private vehicles are not permitted on any school grounds except in designated driveways and parking lots. Such vehicles as may legally be permitted must be operated with extreme caution and their speed shall not exceed five (5) miles per hour on any school property.

H. Liability

Any user of school district property shall sign a statement that indemnifies and holds harmless the district from and against all insurable losses, including claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought and recovered against the district by reason of any act or omission of the user. Such statement shall be made on a standard form provided by the Event Services Department unless otherwise waived by Security Services.

[Link to fee schedule](#)

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Superintendent:	Dr. Shelley K. Redinger