

GUIDELINES FOR USE OF SCHOOL FACILITIES

In accordance with School Board Policy #4260, it is the belief of the Peninsula School District Board of Directors that Peninsula schools should be an integral part of the development and betterment of the community. It is also their belief that the public use of school facilities should not detract from school programs. With these beliefs in mind, the following guidelines for use of school facilities have been developed.

RULES & REGULATIONS

1. All applications/requests for community facility use should be submitted to the Community Facility Use Office (7520 Soundview Drive). Organizations or user groups should not approach building administration or coaches regarding potential rental availability. Any questions regarding community facility use can be answered by dropping by or calling the Community Facility Use Office (530-3941) M-F (7:30am-4pm).
2. Sponsoring organizations shall provide sufficient adult and/or special supervision. The amount of adequate supervision will be agreed upon at the time the authorization is issued. The renting group or organization must provide adult leadership. An adult must accompany each group at every session. Under no circumstance will a group be admitted before the adult leader arrives. The adult leader should be the first to arrive and last one to leave following each session.
3. All applicants for use of school district facilities shall hold the district free and without harm from loss or any damage, liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be determined by the Superintendent or designee and a bill for damages will be presented to the user group responsible for such damage. A Certificate of Insurance evidencing coverage for the event shall be on file with the community use office prior to the event. The Certificate of Insurance is to show the user has at least \$1 million combined single limit in liability insurance and evidence that the Peninsula School District is named as an additional insured on the facility user's policy.
4. When large crowds are anticipated, it is the responsibility of the user group to notify local law enforcement agencies for assistance in traffic and crowd control.
5. User groups are responsible for obtaining any fire department or other permits and for satisfying all city, county, state, or federal codes and regulations associated with the proposed activities.
6. In the event of a fire alarm, the user group should exit the facility. The group should not re-enter the facility until they are informed it is safe to do so by the fire department or PSD personnel. In addition, special care should be taken to ensure that there is no parking in the fire lanes.
7. The use organization is responsible for the enforcement of all rules & regulations, spectators, participants & personnel.
8. It is the responsibility of the user group to coordinate sani-can arrangements for their events, except on turf fields where sani-cans are provided.
9. If the user requires the use of food services areas within the facility, they are required to contact the District Food Services Department @ (253) 530-1014 to coordinate this use. Additional costs for supervision and/or food service personnel will be invoiced separately.
10. Custodial charges will be required for most weekend, holiday & after-hours building use. Cost for custodial is \$40/hour, with a minimum charge of 2 hours (during weekend & holiday rentals) including ½ hour before, duration of the event, and the ½ hour after. During weekend & holiday rentals where an organization is paying for custodial support, the custodian assigned to that rental should make themselves available to the group for garbage removal, spills, etc. Upon the rental groups arrival they will be given a radio that they can use to contact the custodian if needed. Note: In most cases custodial charges are not required for athletic field rentals.
11. Plans for decorating must be approved in advance. Decorations which permanently alter or cause damage to the facility are prohibited. All decorations must be removed and properly disposed of immediately upon completion of the event.

12. All facilities are to be left in appropriate condition immediately following each activity. The district may require the user to dispose of garbage, which is generated at their event or assess the user a garbage disposal fee. Any damage to facilities or equipment will be charged back to the user group.
13. Use is restricted to the pre-approved area(s) and time scheduled.
14. Custodians should not be asked to set up PE or other equipment or to provide equipment that is not indicated on the application or use permit with the exception of cleaning equipment (a broom & dustpan or vacuum should be made available when needed). Other school equipment may be used if pre-approved and listed on the application/rental permit (there may be fees associated with such use).
15. The school district shall not assume responsibility for the maintenance, repair or replacement of privately owned property or equipment that is utilized in connection with rental of school facilities. In addition the school district is not responsible for loss, theft or damage to vehicles.
16. The use of tobacco, alcohol, other narcotics, or firearms are not permitted in school district facilities or on school district property at any time.
17. Animals are not allowed in school district facilities or on school district property at any time, with the only exception being service animals i.e. Seeing Eye dogs.
18. All school buildings will be closed to community use during emergency schedules (late starts) & snow days.
19. School related programs are given priority over community use.
20. For facility rental applications that total less than \$300, payment is due in full at time of application approval. For facility rental applications that total more than \$300, ½ payment is due upon application approval with the balance due upon the final date of the rental request.
21. Upon application approval, the organization or rental group is responsible to pay for all facilities reserved. Cancellations must be received 5 business days prior to scheduled use to receive a refund or credit. Any cancellations received less than 5 days prior to scheduled activity will not be refunded. Rainouts are the only exception to this rule. If a reservation is “rained out” the user group must notify the community use office within 48 hours to receive credit or refund. If the community use office is not notified of a “rainout” with 48 hours the user group will be responsible for payment.
22. When renting one of the school district’s synthetic turf facilities user groups must adhere to all the posted signs, the on-site Field Supervisor’s instructions and the following special rules:
 - i. No food or drink allowed on the field (water only).
 - ii. No heating or cooking apparatuses allowed on the field.
23. The Board of Directors reserves the right to establish special use conditions when a facility is requested for an extended period of time.
24. Organizations or groups who do not abide by the above rules & regulations may be denied future use of school facilities.

I have read and understand the above Guidelines for Use of School Facilities. I also agree to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW if applicable. I also agree that all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed in HB 1824, Section 2.

Signature

Date