

COMMUNITY USE OF SCHOOL BUILDINGS, EQUIPMENT AND GROUNDS

The following procedures will be followed for the community use of school facilities.

1.0 General Procedures

- 1.1 The district does not discriminate based on race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy and Girl Scouts of America and other designated youth groups.
- 1.2 A member of the district's custodial staff, principal and/or administratively approved designee must be present whenever a school facility is being used through an approved Application and Permit for Use of School Facilities.
- 1.3 In all instances, sufficient custodial personnel must be on duty to provide adequate custodial care to restore the facility to proper conditions before its next use. The determination as to the number of custodial staff needed for a particular function will be made by the district's Director of Athletics/ Activities in consultation with the district's Supervisor of Building Operations.
- 1.4 Any organization using a school facility will indemnify and hold harmless the board, the individual members thereof and any district officials or employees, free and without harm, from any loss, damage, liability, or expense that may arise during or be caused in any way by, such occupancy or use of school property.
- 1.5 Sponsoring organizations will provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the organization's application for use of school facilities is approved by the district's Director of Athletics/ Activities.
- 1.6 In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments, the Kent School District prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, marijuana, or alcohol in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property at any time. All Kent School District schools and

campuses are weapons free – everyday, all day, by everyone.

- 1.7 Should district property loss be incurred as a result of the use of the facility by an outside organization, the amount of damage to the facility will be determined by the Director of Athletics/ Activities in consultation with the school principal, Executive Director of Operations and Facilities and approved by the Associate Superintendent of Finance. The using organization will be assessed an amount which will cover the damage and related costs. The district requires any organization using district facilities that the organization should, in its own interest, secure appropriate insurance coverage for the period of time the school district facilities are being used.
- 1.8 The district will deny use of school facilities to any organization under any of the following conditions:
 - When unsafe conditions exist, which may lead to injury because of the facility use.
 - When the use of the school facility will interfere with the school's educational program.
 - When the space applied for already has been committed to another organization, except that the Director of Athletics & Activities may preempt use of any facility from other organizations because of a school district, community, state, or national emergency.
 - When the facility space applied for may not be used for the purpose requested, as outlined in the administrative procedure.
- 1.9 Continued use of a school facility by any organization is contingent upon the organization's taking proper steps to protect the school facility and to ensure complete safety, the observances of fire and other safety ordinances and the reimbursement of expenses to the district. If the building principal or building athletic director determines that the facility is being misused by any organization, it is the district's responsibility to point out the misuse to the organization as well as the district's Director of Athletic/ Activities, so that through the organization's cooperation, such misuse will be stopped. If continued misuse occurs, the Director of Athletics/ Activities should be informed of the continued misuse by the building principal. After investigating the misuse of the facility, the Director of Athletics/ Activities may find that the misuse will prohibit the organization from any further use of district facilities.
- 1.10 The district reserves the right to not approve any application for use of a school facility for commercial purposes, private parties & personal use.

- 1.11 The district will not approve the use of school facilities, except performing arts centers and French Field, by commercial, private, or political groups that charge admission or seek to use a school facility to make a profit.
- 1.12 The district will not approve the use of school facilities by potential users who have past due facility use accounts.
- 1.13 The district may authorize the spontaneous “casual use” of playgrounds by small community groups without charge provided the use does not interfere with school or scheduled activities. The term “playground” does not include specialized athletic fields and sports areas. “Casual use” of secondary school baseball, football and soccer game fields is prohibited. A permit for use of school grounds must be secured for scheduled events other than spontaneous “casual use.”
- 1.14 The Board of Directors reserves the right to cancel any permit given, and refund any payment made for use of the Facility, when it deems such action advisable and in the best interest of the school district, or to modify its policy at any time.
- 1.15 Youth sport organizations engaged in sports activities and using school facilities or grounds must complete and submit a signed copy of the Youth Sport Organization HB-1824 Youth Sports-Head Injury and SB 5083 Sudden Cardiac Arrest Awareness Form along with their application for use of school facilities.

2.0 Types of Organizations Who May Use District Facilities

2.1 Type A Organizations

The following organizations may use district facilities with no rental fees or charges for custodial, security and utilities; however, there could be a charge for nutrition services.

- The Board of Directors
- Committees appointed by the Board of Directors, superintendent, or superintendent’s representative.
- Organizational meetings in emergency situations which affect, or conceivably could affect, the community’s health or welfare – an example

of this would be a special mass inoculation program arising from a special need.

- Kent School District meetings, school events, district events, music performances, sporting events (including NPSL Post-Season), professional development, plays, etc.

2.2 Type B Organizations

The following organizations may use district facilities with no rental fees but with the appropriate charges for custodial, security, nutrition services and utilities.

- PTA, PTSA, PTO and Booster Clubs. All fundraising events are included when 100% of the funds go back to the school and are held at the sponsoring organization's school.
- Political subdivisions of the city, county and state, i.e. hearings covering zoning, road construction, meetings to explain land use, etc.
- Official Kent School District designated *BUSINESS PARTNERS* who provide direct support to district schools.
- Washington State Exempt nonprofit cultural and educational organizations that provide educational support to district schools and do not charge a fee to participate.
- Partisan political groups for their annual caucus meetings or caucus meetings held during a presidential election year.
- Organizations within the Kent School District that the district receives reciprocal services from.
- Girl Scouts & Boy Scouts
- Kent Parks & Covington Parks
- Higher Education institutions that are providing courses and seminars for the District & Kent School District personnel and/or providing courses and seminars on an open-enrollment basis but is holding in reserve a significant number of enrollment spots for KSD personnel.

2.3 Type C Organizations – Youth Non Profit Organizations

2.4 Type D Organizations – Adult Non Profit Organizations

2.5 Type E Organizations - For Profit Organizations

3.0 Application and Approval Process for Use of School Facilities

3.1 **STEP ONE:** An Application and Permit for Use of School Facilities, Performing Arts Centers or Turf should be obtained from (a) the school that the group or organization wishes to use; or (b) downloaded from the district website.

3.1.1 All information requested on the application must be provided by a responsible representative of the group or organization requesting use of the school facility.

3.1.2 Application and certificate of liability insurance must be submitted to the school that the group or organization wants to use ten (10) days prior to the first use of the facility. The KSD requirements are as follows:

- \$1,000,000 of General Liability (non-profit)
- \$5,000,000 of General Liability (for-profit)
- Kent School District listed as Additional Insured
- Kent School District listed as the Certificate Holder

3.1.3 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.

3.2 **STEP TWO:** The Application and Permit for Use of School Facility is submitted to the school that the group or organization wishes to use.

3.2.1 The application will be reviewed by the building principal.

3.2.2 If the application is “**approved**” the school will forward the application to the district’s Athletics/Activities Department for further review.

3.2.3 If the application is “**not approved**” the school will return the application to the group or organization submitting the application with the reason(s) why the application was “not approved.”

3.3 **STEP THREE:** The “**approved**” Application and Permit for Use of School Facility will be reviewed by the district’s Athletics/Activities Department.

3.3.1 The Athletics/Activities Department will review the school “approved” application for policy compliance and determination of the appropriate facility use charges.

- 3.3.2 The department will prepare and forward a facility use quote to the group or organization who submitted the application and give final authorization for the application.
- 3.3.3 With final authorization for the application, the Athletics/ Activities Department will email the “approved” application back to the school custodial and office staff.
- 3.3.4 Facilities utilized shall be limited to those facilities specified on the groups or organization’s application.
- 3.3.5 Only “approved” applications constitute permits for use of school facilities.

3.4 The school has the responsibility to arrange for any ancillary services required for a facility permit.

3.5 Applications for use of facilities for a series of like meetings will, if approved, shall not be approved for more than the current district fiscal year – September 1 to August 31.

4.0 City of Kent and City of Covington Parks and Recreation Departments

- 4.1 Programs and activities sponsored by these two organizations shall have second priority in scheduling athletic and recreational facilities as per the agreement between the City of Kent and the City of Covington with the Kent School District.
- 4.2 Kent and/or Covington Parks and Recreation Departments will submit requests to the Kent School District Director of Athletics/ Activities for the use of Kent School District facilities on the mutually agreed upon form.
- 4.3 Kent and/or Covington Parks and Recreation Departments requests shall specify times and dates in a manner that makes it possible for the district to schedule groups or agencies that have third priority.
- 4.4 Kent and/or Covington Parks and Recreation Departments, as per the agreement between the City of Kent and the City of Covington with the Kent School District, shall bear their proportional costs of maintaining any improved area or field for their use and further shall pay their proportionate cost of maintaining areas or equipment in good condition during the times of their respective responsibility. These costs shall be established by the Business

Services Department of the Kent School District within a reasonable time of their occurrence.

- 4.5 Problems associated with the Kent and/or Covington Parks and Recreation Departments use of school facilities or grounds are to be referred to the Kent School District Director of Athletics/Activities.
- 4.6 Kent and/or Covington Parks & Recreation Departments requesting use of recreational and athletic facilities will submit applications in accordance with the following schedule:

- **Fall Season** (September 1 through November 30)
Submit requests by June 1 to district athletic/activities office.
- **Winter Season** (December 1 through February 28)
Submit requests by October 1 to district athletic/activities office.
- **Spring Season** (March 1 through May 30)
Submit requests by January 1 to the district athletic/activities office.
- **Summer Season** (June 1 through August 30)
Submit requests by April 1 to district athletic/activities office.

- 4.7 All other groups, agencies and individuals requesting use of district recreational and athletic facilities are to submit applications in accordance with the following schedule unless prior arrangements are made with the District Director of Athletics/Activities:

- **Fall Season** (September 1 through November 30)
Submit requests directly to the respective school no earlier than August 1.
- **Winter Season** (December 1 through February 28)
Submit requests directly to the respective school no earlier than November 1.
- **Spring Season** (March 1 through May 30)
Submit requests directly to the respective school no earlier than February 1.
- **Summer Season** (June 1 through August 30)
Submit requests directly to the respective school no earlier than May 1.

5.0 French Field Stadium and High School Synthetic Surface Fields

- 5.1 Use of the French Field Stadium and other high school synthetic surface fields will be scheduled according to the following priorities:

- Priority 1: Kent School District activities

- Priority 2: Kent and/or Covington Parks and Recreation Departments
- Priority 3: Community youth activities
- Priority 4: Community adult activities
- Priority 5: Non-community and commercial activities

5.2 Washington Interscholastic Activities Association (WIAA) events are classified as Kent School District school activities and included in Priority 1 stadium scheduling. The Kent School District Director of Athletics/Activities will determine the appropriate charges for WIAA events.

5.3 The Kent School District reserves the right to cancel and reschedule events if necessary, with regards to French Field Stadium and the high school synthetic surface fields.

6.0 Performing Arts Centers

6.1 Use of the PAC's will be scheduled according to the following priorities:

- Priority 1: Category A - Kent School District Activities
- Priority 2: Category B - Kent Parks & Rec, City of Kent, KSD Partners
- Priority 3: Category C-D - Non-Profit Organizations
- Priority 4: Category E - All other For-Profit groups and organizations, including appropriate commercial and private individuals.

7.0 Restrictions

7.1 Applications will not be approved for any use which, in the judgment of the Kent School District, may be contrary to the best interest of the schools or the district's educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided.

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

7.3 The District's Director of Athletics/Activities has the authority to require that a district security officer(s) shall be assigned to a facility use permit.

8.0 Applicants' Responsibility

8.1 Application for a school facility or grounds shall constitute acceptance by the applicant of the responsibility for any damage done as a result of its use and willingness to comply with all rules and regulations regarding the use of school facilities as prescribed by the Kent School District Board of Directors. In the event of damages, applicants shall accept the Business Services Department estimate of the amount of same.

- 8.2 The applicant must exercise the proper care in the use of school facilities and agree to protect, indemnify and save the Kent School District harmless from all liability resulting from use of the requested facilities.
- 8.3 The applicant group must wear appropriate shoes for activities on gymnasium floors and outdoor turf fields.
- 8.4 Boisterous conduct, profane or improper language, use of alcoholic beverages, and other objectionable practices will not be allowed and must be controlled by the using organizations. Smoking and vaping will **not** be permitted by adults or students. Alcoholic beverages, illegal drugs and narcotics are prohibited for possession or consumption on school premises and school grounds. Possession of weapons is prohibited on all district or school property.
- 8.5 Before leaving the building or grounds, all groups will pick up, clean and put in order the facility used by them for their activity. The district reserves the right to charge for cleanup, damages, etc.
- 8.6 The applicant will notify both the building administrator and the district Athletic/ Activities office of any cancellation of previously scheduled facilities at least 48 hours prior to the event in order to notify custodial, security, etc. of the cancellation. In case of failure to do so, the district may bill for expenses incurred in preparation for use of the facilities requested and/or for lost revenue because of not being able to rent the facility.

9.0 Right Reserved to Revoke Permits

- 9.1 The school district reserves the right to cancel any permit given and to refund any payment made for the use of school buildings or grounds where it deems such action advisable and for the best interests of the school district.

10.0 Payments

- 10.1 An Invoice will be emailed to the customer from the district's accounting department. Statements will be provided electronically at the end of each month.
- 10.2 All charges for district buildings, grounds, or services performed by school district employees shall be arranged by and paid to the school district's Business Office. Organizations, groups, or individuals shall not make any payment directly to any school employee or make any individual arrangements with employees as to service charges.
- 10.3 All basic or service charges or damages shall be billed from the Business Office directly to the permit holder immediately following the month during which

facilities were used.

- 10.4 Should a request for a facility permit be determined by the Director of Athletics/ Activities to be a major event, a deposit of the facility use quote may be required to be paid prior to the facility permit being issued. The deposit will be calculated based on the facility use quote.
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- 11.0 Inclement Weather and School Closures
 - 11.1 Should district schools be closed during the week because of weather conditions or other reason(s), all scheduled activities, including approved school facility permits, will be canceled. Should the weather condition that caused the cancellation of school during the week extend into the weekend, all approved facility permits will also be canceled.
 - 11.2 Should it be necessary to cancel a school facility permit, and the organization holding the permit has pre-paid the district a portion or all of their facility use fee(s), the district will reimburse the organization their payment(s).
 - 11.3 Should it be necessary to cancel a school facility permit, and the organization holding the permit wishes to reschedule their permit use, the organization should, as soon as possible, contact the district's Director of Athletics/ Activities office to reschedule their facilities use.
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- 12.0 Fees, Charges and Supporting Form/Templates:
 - 12.1 All fees and charges will be evaluated annually in June by the Athletics Department and Accounting Department.
 - 12.2 The following forms will be made available to customers on the Kent School District Facility Use Page of the Kent School District Website:
 - Facility Use Rate Sheet (RATES-FAC)
 - Application and Permit for Use of School Facilities (APP-FAC)
 - Community Use Applicant's Responsibilities (FAC-RESP)
 - Turf Field Rate Sheet (RATES-TURF)
 - Application for Use of Turf Fields (APP-TURF)
 - Application for Use of Kent-Meridian Turf Baseball Field (APP-BB)
 - Synthetic Surface Fields General Rules and Regulations (TF-RESP)
 - Performing Arts Center Use Application (APP-PAC)
 - Facility Use Cancellation Policy (FAC-CP)
 - Head Injury & Sudden Cardiac Arrest Compliance Form (FAC-HBSB)

12.3 The following forms as well as those posted on the Kent School District Website will be made available to Kent School District internal staff in StaffLink (Intranet):

- Facility Use Quote (FAC-QUOTE)
- PAC Expense Worksheet (PAC-EXP)
- Designee Responsibility Form (FAC-DESIGNEE)

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