
FACILITY USE AND RENTAL

APPLICATION PROCEDURE

- 1) The applicant is encouraged to contact the school's administrative offices to check the availability of space.
- 2) Applications for the use of facilities by non-district groups may be obtained on the District website or at the District's Facilities Office located in Room 300, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington, 98501, phone (360) 596-8562.
- 3) Facility Use Application Form. Provide all of the requested information to avoid possible delays in processing the application. Attach a copy of the certificate of insurance (if required). Applications will be returned to the applicant along with a supplemental form.
- 4) Applications shall be submitted to the District Facilities Office at least seven (7) days prior to the requested use.
- 5) The Facilities office shall verify the availability of the facilities desired and make arrangements with the building administration and custodial staff. If necessary, the Director will acquaint the applicant with the Board policy, rules and regulations, and rental charges.
- 6) If the application is consistent with Board policy and the space requested is available, the Facilities office will approve the application. Copies will be sent to the school's administrative office, the building custodian, filed at the Facilities Office, and returned to the applicant. A copy of a signed application shall be the applicant's permit for use.
- 7) Following the receipt of a signed application, the applicant is encouraged to contact the school secretary to verify that the event has been posted on the school use calendar.

Multiple Uses:

A single application may be made for a series of meetings of like character located at the same school; however, separate applications must be submitted for each building requested for use.

Cancellation:

The applicant will give at least 24 hours' notice to the Facilities Office of any cancellation of previously scheduled facility use. In case of failure to do so, the District may charge for any expenses incurred.

Cross School Use:

If a school or school-related group wishes to use the facilities of another school, a facility use application is required. Custodial costs may be assessed if custodians are used to directly serve the activity including set-up, restoration and clean-up work.

Permits (if necessary):

Applicants are responsible for obtaining any required permits and for satisfying all city, county, state and federal codes and regulations associated with the proposed activities.

POLICY SECTION 4000 - COMMUNITY RELATIONS

Appeals:

The Assistant Superintendent possesses the authority to make the final decision on the use of school facilities and the appropriate charges; however, the applicant may appeal such decision to the Superintendent or designee.

BILLING PROCEDURE

The Facilities Office will forward bills to user groups after the tenth of the month for use of District facilities during the preceding month. Payment is due thirty (30) days following receipt of billing.

The cost figures on the application will be an estimation of costs based on information provided by the user. Charges may be levied to cover the cost of additional services not covered in the original agreement. Additional charges may also be levied for damages and/or permit violations.

Checks will be payable to "Olympia School District – General Fund."

Failure to pay in a timely fashion may result in cancellation of the use permit.

RULES AND REGULATIONS

- 1) Unless otherwise noted, District or school organization functions and activities have priority over other requests for use of facilities, regardless of prior approvals or the date of application.
- 2) The District reserves the right to refuse any application or cancel a previously authorized use permit and refund the unearned portion of any payment made, when it deems such action is in the best interest of the District.
- 3) Sponsoring organizations must have sufficient, competent adult and/or special supervision, and the amount of adequate supervision is to be agreed upon at the time a use permit is granted.
- 4) All people are to be in the area specified in the agreement for facility use. Users failing to comply may have their use permit terminated.
- 5) The purpose of the use must be as stated on the application; deviation will be considered a breach of contract and may result in the permit being terminated.
- 6) The District reserves the right to reject any application when it believes a commercial facility would be more appropriate.
- 7) Organizations granted a waiver of fees are responsible to fully restore those areas used by them before leaving the building.
- 8) All applicants may be held responsible for any expenses incurred by the District arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay the District's statement for the amounts due. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required.
- 9) Facilities will not be made available for any use which might result in undue hazards, undue wear, or result in damage to District property.
- 10) Per RCW 28A.210.310, the use of tobacco products are prohibited in school buildings and on school grounds.

POLICY SECTION 4000 - COMMUNITY RELATIONS

- 11) The possession of weapons, alcoholic beverages and other narcotics are prohibited in school buildings and on school grounds.
- 12) Boisterous conduct, betting, or other forms of gambling are prohibited in school buildings and on school grounds.
- 13) The building custodian or other authorized District employee must be in the building when a District facility is in use by any non-district group. The custodian will remain in the building during the entire event and will be responsible for cleaning and securing the building after the use. Keys to the buildings or facilities will not be issued to any non-district individual or group.
- 14) The use of decorations or the application of materials to walls or floors shall be at the discretion of the Assistant Superintendent and the school principal.
- 15) All uses will end and spaces be vacated by 10:00 p.m. on weekdays during the school year, unless approved by the Assistant Superintendent.
- 16) School equipment (projectors, screens, televisions, VCRs, sound systems, etc.) cannot be used by any non-district group. Use of school computers, gymnasium scoreboards, and shot clocks must be approved by the school principal and/or District technology staff.
- 17) The use of school kitchens and food services equipment will be limited to school-related activities only unless otherwise approved by the Supervisor of Food Services and the Assistant Superintendent. Kitchen equipment will be operated by Food Services personnel only.
- 18) The District will have the right to monitor all user events and may require termination of any event that does not comply with District guidelines or is contrary to the law.

RATE SCHEDULE

The rate schedule may change due to Board and/or District administrative review, as costs to the District change, or as conditions of use change.

The rental cost for District facilities does not include personnel costs. Personnel costs may include custodial, food service and technology support staff time directly attributable to each event/activity.

Additional custodial costs will be charged when facilities are requested on weekend days, holidays, or past 5:00 p.m. on weekdays during winter, mid-winter and spring breaks, or past 2:30 p.m. during summer break.



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