

Community Use Of District Facilities

This procedure applies exclusively to the rental of Bellevue School District facilities. A Building Use Application Form (Exhibit A) must be filled out for rental of District facilities. For Bellevue School District athletic fields, please refer to Procedure 4260.2P, and for rental of Bellevue School District Performing Arts Centers, please refer to Procedure 4260.4P.

Facilities Use Priority – School facilities primarily serve the educational needs of the students of the Bellevue School District and as such, the District reserves the right of primary use of all facilities to serve the educational needs of students. These procedures provide direction for occasional use of District facilities by the community. Activities directly related to the school program or the support of the school program shall have first priority in the use of District facilities. Some examples include, but are not limited to ASB, curricular and extracurricular student groups, District/school created citizen advisory groups, PTSA/PFO, Boosters and Bellevue Schools Foundation, as well as other staff groups. Consideration for BSD/School priority must meet the following criteria:

- 1) The planning & organization of the activity is District initiated, and
- 2) District staff members who receive compensation for their participation will be paid from District funds at established District rates.

Community activities are permitted so long as they do not conflict with school programs and regular maintenance. To allow adequate time for building maintenance and preparation for the beginning of the school year, high school facilities will be closed four weeks prior to school starting, and for middle and elementary school facilities, will be closed two weeks prior to school starting.

1.0 Facility User Categories – For rental purposes, three categories of users are identified below. They are listed in descending order of priority for use of District facilities. For the purpose of establishing priority within each class, activities where the majority of participants are students in the Bellevue School District will have priority. When a facility is being used for fund raising, a reasonable surcharge, in addition to regular fees, may be charged.

1.1 Category 1 Youth Groups (non-profit) or Other Government Agencies - Organizations whose main purpose is to promote the welfare of youth or students or to provide members of the community access to government programs or opportunities for civic participation. Examples include organizations serving youth, city or county sponsored recreation groups, polling places, political caucuses and governmental groups.

PTSAs, Booster Clubs and School Support Groups are groups that support schools, students, schools and student activities. For PTSA use of buildings, refer to 2.0 PTSA Sponsored Programs below.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the Superintendent, will be charged to recoup those costs.

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Youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by Chapter 28A.600 RCW.

- 1.2 Category 2 – Adult Nonprofit Groups – Adult Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district will charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. To be granted this exception, the charitable organization must be a recognized 501(c)3 organization. Professional fundraisers representing charities must provide evidence that they are registered and bonded by the State of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to facility use approval. Similar treatment may be granted to public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular but temporary basis, may do so under this rental rate, but for no more than two years and may not average more than twelve hours of use per week.
 - 1.3 Category 3 – Commercial Enterprises - These include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities can be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.
- 2.0 PTSA Sponsored Programs:
- 2.1 All PTSA meetings, programs and events require a Building Use Application Form (Exhibit A), a Certificate of Insurance, and an Additional Endorsement Form be submitted. Building use fees will be waived, however, additional custodial costs may be levied, in accordance with the building use fee schedule for extended hours, weekends, holidays and/or risks to District Property.
 - 2.2 PTSA sponsored activities for students involving third party vendors require a Building Use Application Form (Exhibit A), a Certificate of Insurance, and an Additional Endorsement Form be submitted.
 - 2.3 Fees associated with PTSA sponsored activities for students will be collected and managed by PTSAs using PTSA procedures. Building use fees will be waived, however additional custodial costs may be levied in accordance with the building

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use fee schedule for extended hours, weekends, holidays and/or risks to District Property. PTSAs are encouraged to submit all activities for the school year by September 15th each year.

- 2.4 If students participating in PTSA sponsored activities are not under the supervision of District employees at all times, a background check must be completed using the District approved platform by each employee or volunteer of the organization providing the activity. Any fees associated with background checks will be waived. The school will inform the PTSA when the background checks are complete.

3.0 Payment of Facility Fees

- 3.1 BSD groups using District facilities outside scheduled custodial hours, will be charged for STAFFING FEES for which the groups are responsible. Due to the technical nature of the District's Performing Arts Centers, potential supervisory and/or technical staffing fees may be incurred. Further, when the activity will result in an additional expense to the District, a charge equal to the additional cost will be made. Examples: arrangements for additional custodial coverage, use of special equipment and/or trained District employees, lunchroom staffing, etc.
- 3.2 Nonprofit groups are required to provide the Bellevue School District with a Unified Business Identifier (UBI) Number so the District can check an organization's nonprofit status. The UBI number must be indicated on the Building Use Application form.
- 3.3 A non-refundable processing fee is required at the time of request from all user groups except Bellevue School District programs and District/School oriented groups.
- 3.4 Fees will be calculated based on user category, space requested, and amount of time to be used. Should district costs exceed the estimate given on the application, an adjustment will be made. No adjustment will be made for time requested and not utilized unless written notification of the change is received as specified in paragraph 2.10 and 2.11. Fees schedules may be updated annually and available on-line or at District Offices.
- 3.5 Applications will not be considered approved until a written use agreement has been signed by the applicant (user), the designated site representative, and the District's designated administrator. Applicants may be required to provide a copy of their approved Building Use Application at the time of their use of the facility.
- 3.6 Fees for commercial enterprises will be comparable with community private sector charges for similar facilities.

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- 3.7 For facility or room use not specifically identified on the fees schedule, the Director of Facilities or designee will establish a fee based on the intent of policy and comparable to like uses.
 - 3.8 All fees will be paid upon receipt of invoice of an approved Building Use Application. Only groups with approved applications will be admitted to District facilities.
 - 3.9 If user fees exceeds \$200.00, the planned facility use will extend over more than one date, and the user group can demonstrate an ongoing source of revenue (Boys/Girls Club of Bellevue, Bellevue Community College, YMCA, Bellevue Parks and Recreation, Little League, and Soccer Associations), the District's accounting department may allow an extended payment schedule.
 - 3.10 If a scheduled facility use is changed and/or cancelled, the user shall notify the building principal or designee in writing seventy-two (72) hours in advance of the scheduled use.
 - 3.11 To be eligible for a refund or fee adjustment the user must comply with paragraph 2.10 above and submit a statement of non-use and/or schedule change (along with a copy of their "72-hour written use cancellation") to the Facilities Use office within three business days following the scheduled use.
 - 3.12 No fees will be charged for the use of the District's tennis courts, nor will courts be reserved for other than District uses. In no event will tennis courts be used for other than recreational purposes. Commercial and/or instruction for fee activities are prohibited.
- 4.0 Special Arrangements
- 4.1 BSD equipment is not available to community users.
 - 4.2 Requests for extra service such as chair setup, floor covering, or extensive cleanup will result in a special charge based on actual cost to the District.
- 5.0 Staffing/Equipment - For use of a school facility when a custodian is not routinely scheduled, an additional charge will be made to cover the custodial and/or special arrangement costs.
- 5.1 A Bellevue School District employee who is neither a participant nor affiliated with the activity in progress shall be present and in direct charge of the building or facility at the time of the use.
 - 5.2 Minimum custodial fees shall be for four (4) hours. The cost will be the current overtime hourly rate for custodians.

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5.3 A lunchroom employee must be in attendance when any kitchen facility is used. The fee shall be the contracted hourly fee of a lunchroom employee, with a minimum of two (2) hours.

5.4 BSD equipment is not available to community users.

6.0 Application

6.1 Applications for building use can be obtained from the District web site, a school or the Facilities Department Office.

6.2 Completed applications should be submitted for processing to the school or the Facilities Use Office, a minimum of fourteen (14) calendar days before first requested use.

6.3 Multiple uses of a school facility can be arranged when submitting one application. It must be acknowledged by the applicant that if rescheduling of a facility becomes necessary, refusal to cooperate will result in cancellation of the further use of facilities. This stipulation is not to be construed that the District intends to unnecessarily disrupt an applicant's use of facilities.

6.4 Multiple use applications will not be accepted for years other than the current school year.

7.0 Sport Season Scheduling (See Procedure 4260.2 for scheduling of synthetic turf fields.)

7.1 Prior to scheduling a facility for a sport season, e.g., football, baseball, basketball, soccer, track, all school activities and functions will maintain first priority. After completion, all remaining available dates will be made public.

7.2 After the closing date, all applications received will be processed, and if found in order, an attempt will be made to distribute facilities in a fair and equitable way among all applicants.

8.0 District Cancellations

8.1 At its sole discretion, the District may cancel an approved facility use application if such action is deemed to be advisable or necessary.

8.2 In the event of a District cancellation, the District may refund any advance payment, except the non-refundable processing fee, and the user shall have no claim or right to damages or expenses. The District will not be liable for damages or losses by the user.

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- 8.3 A reasonable effort will be made to reschedule any activity disrupted by an emergency condition, e.g., snow, ice, power outage, etc. The District is under no obligation to reschedule facility use that has been disrupted and/or cancelled because of an emergency condition.
- 8.4 In the event an energy crisis initiates power blackouts or “rolling blackouts,” the District will not be available for use to community users. The District will refund advance payment, except the non-refundable processing fee, to the user.

9.0 Hours

- 9.1 Access to facilities will be granted in accordance with the time specified on the facilities application form.
- 9.2 Community use of school classrooms may commence no earlier than one hour from the end of the teacher’s contract day.
- 9.3 Unless otherwise arranged, evening use of school facilities will conclude no later than 10:30 p.m.

10.0 Fields, Grounds, and Other Outdoor Facilities (Playgrounds, practice fields, baseball diamonds, soccer/football, tennis courts, and tracks.) See Procedure 4260.2P regarding use of synthetic turf fields.

High-school athletic directors schedule stadiums.

School fields, grounds, and other outdoor facilities may be used at other than regular school hours in accordance with the following conditions:

- 10.1 The use will not interfere in any way with school activities or functions.
- 10.2 Use that subjects the grounds to undue damage or wear will not be allowed.
- 10.3 Use of fields that creates a hazard or unreasonable restriction of use by others will not be permitted.
- 10.4 All organized use of School District fields must be in accordance with an approved field use application.
- 10.5 All organized use of School District fields must have adult supervision during the activity.
- 10.6 All markings and pre-game preparation will be the responsibility of the organization scheduled for use of the field.

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- 10.7 Continued use of a field by an organization will be dependent upon said organization leaving the field and spectator area in good order after the activity.
- 10.8 The use of baseball diamonds, tracks, or other athletic fields for golf practice, flying motorized model airplanes, operating vehicles or exercising animals is prohibited.
- 10.9 There is to be no access to a building by persons using the fields unless special arrangements have been made to use the building facilities. A charge may be assessed if a building is used.
- 11.0 Commercialism - The Bellevue School District does not wish to compete unfairly with private enterprise. The District reserves the right to reject any application for use of a school facility when it believes a commercial facility should be patronized.
- 12.0 Governmental Agencies - Use of school facilities by another governmental agency for meetings or activities, determined by the District to support the mission of the District, may be granted without charge.
- 13.0 Person Responsible/Adult Supervision
- 13.1 The individual named on the application as the "person in charge" and the organization whose name appears on the application will be held jointly responsible for use of the facility and will accept responsibility for any damage done to school property.
- 13.2 All organizations using school facilities shall provide an adult supervisor who must remain with the group during all activities and be responsible for the group's compliance with all District rules and regulations.
- 14.0 Nondiscrimination -To the extent consistent with applicable law in order to assure nondiscrimination in the use of all facilities, the Bellevue School District requires a one-time response from groups applying to use its facilities. This response includes:
- 14.1 A signed statement of nondiscrimination (statement included in application form).
- 14.2 And/or a copy or explanation of the organization's membership policies and practices. (If membership policies are changed, the District shall be informed of the revision.)
- 15.0 Fire and Safety Regulations - Fire and safety regulations of the District, local municipality and State of Washington shall be observed at all times.
- 16.0 Hold Harmless Agreement - User shall agree to defend, protect, and indemnify for costs, legal and any and all other expenses or damages and to hold harmless the District, its

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officers, employees, agents, and directors from any and all claims, liabilities, or suits arising directly or indirectly out of user's use of the school facilities.

17.0 Liability Insurance

17.1 User will be required to obtain liability insurance for no less than \$1,000,000 combined single limit bodily injury and property damage. In addition, users will be required to supply a Certificate of Insurance, and an Additional Endorsement form with the following requirements: Bellevue School District, its directors, officials, employees, and volunteers are to be covered and named as an additional insured, on the Commercial General Liability policy with respect to liability arising out of the operations of the insured. The insurance requirement shall be provided to the District thirty (30) days prior to the date of the event.

The General Liability coverage **must be** provided in the form of an endorsement to the insurance. The address to be noted on the certificate of insurance should be 12111 NE 1st St., Bellevue, WA 98005.

Failure to provide this certificate and endorsement, thirty (30) days prior to the date of event, (note: blanket endorsement will not be accepted) shall result in cancellation of the facility use and forfeiture of deposit. Individuals and groups involved in certain moderate and high-risk uses (e.g., sports clinics, weight lifting, shop and laboratories) and especially when involving students from the Bellevue School District are required to supply a certificate of insurance indicating full liability coverage. No high risk activities are allowed on District property. A list of high risk activities can be provided by the District upon request.

17.2 In an exceptional circumstance, a liability insurance waiver may be acquired from the Facility Department of the Bellevue School District for groups who are unable to obtain the required liability insurance as described in paragraph 16.1 above. It is at the sole discretion of the District, at any time and for any reason, or no reason, to cancel such use and/or discontinue the allowance of users who cannot meet the usual insurance requirements. This exceptional waiver may be allowed only for those activities such as "pick-up" basketball/volleyball games by adults and other similar non-official and non-profit groups for whom obtaining their own insurance is not feasible, and which are engaged in activities that do pose an unacceptable limit of risks.

17.3 The District is not now, nor will it be in the future, required to provide or approve a liability insurance waiver. It is understood all participants expressly waive and forever release any claim against the Bellevue School District, its officers, directors, employees, agents, or representatives, which may exist or in the future arise that in any manner occur or are related to the use of the District's facilities. A person participating in an event with a liability waiver, regardless of the

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participant signing said waiver, does hereby personally assumes any and all risk of any nature of any injury, death or other damage to person or property for each participant's family, heirs, or assigns arising out of the use(s) of the District facilities.

18.0 Damage and Loss of District Property

In the event that property loss or damage occurs during use or occupancy of District facilities, the amount of damage shall be decided by the Superintendent or his/her designee, and an invoice for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

19.0 Gambling

Games of chance, lotteries, raffles, etc., are not allowed on District property, the exception to this rule being the limited use of such games as entertainment in fund raising events sponsored by the parent and student groups comprising District/School Oriented Groups.

20.0 Conduct - Profane language, possession of or use of intoxicating liquors, drugs or narcotics, or disruptive conduct shall not be permitted on school premises.

21.0 Use of Tobacco, Alcohol, Firearms or Controlled Substance Products - The use of all tobacco, alcohol, firearms or controlled substance products is prohibited by state law on school property, including buildings and grounds.

22.0 Open Meetings - Attendance at an activity held at a school facility by a Class 1 group shall be open to anyone whose interest is consistent with the purpose for which the group is assembled.

23.0 Building Keys - Under no circumstances should facility keys or alarm access codes be loaned or issued to any building use applicant in accordance with District Policy/Procedures.

24.0 Furniture

24.1 Tables, chairs, desks, pianos and other furniture and equipment shall not be moved from one room to another unless specifically called for in the application and under the direct supervision of a District employee.

24.2 Folding chairs and tables are to be erected and stored by the group using the school facilities.

25.0 Decorations

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- 25.1 No decorations or application of material to walls or floors shall be allowed without the permission of the building principal, the Facilities Use Office or site supervisor.
- 25.2 Applicants are required to remove at their expense any materials, equipment, furnishings, or rubbish left after use of school facilities.
- 26.0 Non-endorsement - Nothing contained in these regulations or the granting of permission to use school facilities shall be construed as an endorsement of an organization or an activity.
- 27.0 Other Rules - Individual schools may compile and post in a conspicuous location other supplemental special rules that are applicable to specific situations and location.

Date: 9.81, 6.14, 9.18