

COMMUNITY RELATIONS

Use of School Facilities

The board subscribes to the belief that public schools are owned and operated by and for its patrons. The public is encouraged to use school facilities but shall be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board shall set the rental rate schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, security and maintenance. Those using school facilities shall maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization. Community athletics programs that use district facilities shall not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs.

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

For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

I. Group A

Educational/support groups sponsored by or associated with Port Townsend School District, including parent/teacher associations. Community-related or child-related groups or other government agencies include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, 4-H, city or county sponsored recreation groups, governmental groups and other school districts.

II. Group B

Nonprofit groups include those organizations which might wish to use school facilities for lectures, promotional activities, rallies, entertainment, college courses, political caucuses, private parties or other activities for which public halls or commercial facilities generally are rented or owned. The district shall charge a rental rate in excess of costs incurred, except that such 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 offer proof of tax-exempt status under Section 501(c) (3) of the Internal Revenue Code. Professional fundraisers representing charities must provide evidence that they are registered and bonded by the State of Washington. Such fundraisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

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.

III. Group C

Revenue producing community organizations/groups and commercial ventures include political groups seeking donations and community performance groups.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents.

Legal References:	AGO 1973 No. 26	Initiative No. 276 – School districts – Use of school facilities for presentations of programs - Legislature – Elections
	RCW 28A.320.510	Night Schools, summer schools, meetings, use of facilities
	RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	RCW 28A.335.155	Use of buildings for youth programs – Limited Immunity
Management Resources	<i>Policy News</i> , August 2009	Concussion and Head Injuries Legislation

Date: 4/9/84; 1/1/97; 12/20/99; 4/23/01; 1/13/03; 12/13/04; 1/23/06; 5/29/12