

## COMMUNITY RELATIONS

### Use of School Facilities

A “Request for Facilities Use” form must be submitted to the building principal/office prior to facility use.

Professional fund raisers representing charities must provide evidence that the fund raiser:

- A. Is registered and bonded by the state of Washington; and
- B. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent shall develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule shall be evaluated on an annual basis.

Sponsoring organizations shall provide sufficient, competent adult and/ or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued. The person listed as the on-site supervisor must be present during the entire duration of the event.

Alcoholic beverages and illegal drugs shall not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property.

All applicants for use of school facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. The user shall procure, at their own expense, a Comprehensive General Liability insurance policy, naming the District as an additional insured. This policy shall be primary and written with a minimum of \$1,000,000 Combined Single Limit per occurrence.

Coverage shall include but not be limited to:

- 1. Broad Form Property Damage
- 2. Products/Completed Operations
- 3. Blanket Contractual

Coverage can not be cancelled or reduced in coverage without 30 days written notice to the district.

A Certificate of Insurance evidencing coverage and a copy of the endorsement naming the District as an additional insured must be submitted to the district central office prior to the event.

Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board.

A custodian or other authorized staff member must be on the premises when any non-school group is using school facilities.

Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities that endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage.

**Date: 9/24/79; 1/19/89; 12/20/99; 4/23/01; 9/10/01; 1/13/03; 10/25/04; 1/23/06; 10/15/08; 12/18/12.**

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**