

Facility Use Request Form
Granger School District No. 204
701 "E" Avenue Granger, WA 98932-9711

4260-F1

Renter: Please sign original and return to Granger School District.
(Requests made by district employees to use school facilities for school purposes do not require signature of the Hold Harmless Agreement. Fill out this first page only).

Date(s) Requested: _____	Facility/Area(s) Requested: _____
_____	_____
_____	_____
_____	_____

Hours of Event: from _____ am/pm to _____ am/pm

Contact Person: _____ Phone: _____

Sponsoring Organization/Affiliation: _____

Mailing Address: _____ Email Address: _____

Purpose of Facility Use: _____

Charge for Admission: Yes _____ No _____ \$ _____
Police/Security Protection Necessary: Yes _____ No _____
Arranged: Yes _____ No _____

Unlock doors at: _____ am/pm Lock doors at: _____ am/pm

District Personnel:

Proof of insurance submitted: Yes _____ No _____
District staff required: Yes _____ No _____

_____ (position) _____ hours @ \$ _____ per hour = _____

Keys issued to: _____ Date: _____

By: _____ Date of Return: _____

Facility Rental Fee: _____ Amount Paid: \$ _____ Receipt Number: _____ Date: _____

By: _____ Building Principal Date	By: _____ Building Principal Date
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By: _____ Athletic Director Date	By: _____ Food Service Director Date
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By: _____ Facilities Director Date	By: _____ Superintendent Date
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**Hold Harmless Agreement
Granger School District No. 204
701 "E" Avenue Granger, WA 98932-9711**

We, the undersigned, having been permitted by the Board of Directors of Granger School District No. 204 to hold scheduled meetings and/or activities that have been previously arranged with the district superintendent, in school buildings or on school property, do hereby agree to the following:

1. Granger School District No. 204 or its board of directors will not be liable for any damages, either to person or property, sustained by us, individually or collectively, either caused by defects occurring on the premises, or caused by defects in any buildings situated on said premises.
2. We, as users of school facilities for non-school related meetings or activities, agree to defend and hold the school district, or its agents, harmless from any and all claims suffered on the premises or arising out of the use of the premises or facilities.
3. We pledge not to use nor allow use of alcoholic beverages, tobacco, or drugs on school property including district owned vehicles.
4. We will be responsible to the School Board for use and care of the building.
5. We will contact the building principal for any specific house rules.
6. The character of the activity will conform with that stated on the application.
7. We will be responsible for keeping persons attending confined to the rooms/areas rented.
8. We will responsible for any outside cleanup necessitated by our group. A custodian charge will be made if such services are needed for said cleanup.
9. Any furniture which is moved by the organization must be replaced before leaving the building.
10. Persons using gyms for basketball, etc., must be in gym shoes.
11. Smoking is not allowed in the building or on any school property, including district owned vehicles.

Contact Person

Name of Organization

Date

in accordance with State Law, Granger School District No. 204 is a tobacco, alcohol, drug, and gun free zone.

<p>Maintenance Office Use Only Heating and Cooling Set: Yes/No Irrigation Schedule Reviewed: Yes/No Custodial Notified & Reviewed: Yes/No</p>
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Distribution: Applicant____ Building Principal(s) ____Maintenance Department ____
Activities Director ____Food Service ____ Date: _____

GRANGER SCHOOL DISTRICT

Compliance Statement for HB 1824, **Youth Sports-Head Injury Polices** and SB 5083, **Sudden Cardiac Arrest Awareness** (attach to any building/facility use request form).

_____ requests the use of the _____ School District facilities for the following dates:

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for, the **Management of Concussions and Head Injuries** as prescribed by HB 1824, section 2 and **Sudden Cardiac Arrest Awareness** as prescribed by SB 5083, section 3.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death or one person and at least \$100,000 due to bodily injury or death to two or more persons.

Signed:

Representative of Private Non-Private Youth Sports Group

_____(Date)

*Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee.



Granger School District School Facilities Use Rental Rates

Form 4260 B

CATEGORY	A	B	C	
Please refer to Procedure 4260P for definitions	District Sponsored Educational Activities; Local youth organizations; Philanthropic groups; and Government agencies	Other Nonprofit Noncommunity Groups; Noncommunity Adult Recreation Programs; Noncommunity Youth Groups; Private District resident	Profit Generating/Commercial Enterprises and Noncommunity Adult Groups, Private Non-district Resident	
Facilities	Additional Costs May Be Charged	Hr. Rate Max/Day	Hr. Rate Max/Day	
Cafeteria/Commons GMS		\$ 20.00 \$ 100.00	\$ 40.00 \$ 200.00	
Cafeteria/Commons GHS		\$ 20.00 \$ 100.00	\$ 40.00 \$ 200.00	
Multipurpose GHS		\$ 20.00 \$ 100.00	\$ 40.00 \$ 200.00	
Classrooms		\$ 10.00 \$ 50.00	\$ 20.00 \$ 100.00	
Computer Lab (requires technician)		\$ 30.00 \$ 150.00	\$ 60.00 \$ 300.00	
Gym - High School/Middle School		\$ 25.00 \$ 125.00	\$ 50.00 \$ 250.00	
Gym - Elementary		\$ 25.00 \$ 125.00	\$ 50.00 \$ 250.00	
Gym - High School Competition Gym (in-district only)		\$ 25.00 \$ 125.00	\$ 50.00 \$ 250.00	
High School Concessions		\$ 30.00 \$ 150.00	\$ 60.00 \$ 300.00	
Home Economic Classroom		\$ 15.00 \$ 75.00	\$ 30.00 \$ 150.00	
Kitchen RES/GMS (requires supervision)		\$ 30.00 \$ 150.00	\$ 60.00 \$ 300.00	
Kitchen GHS (requires supervision)		\$ 30.00 \$ 150.00	\$ 60.00 \$ 300.00	
Library or Conference Room		\$ 15.00 \$ 75.00	\$ 30.00 \$ 150.00	
Parking Lot		\$ 8.00 \$ 40.00	\$ 16.00 \$ 80.00	
Outdoor Facilities				
RES, GMS, GHS Fields			Case by case basis	Case by case basis
High School Stadium (includes lights & scoreboard)		\$ 100.00 \$ 500.00	\$ 200.00 \$ 1,000.00	
Staffing	Additional Charges			
Custodial/Attendant Service	\$30 per hour flat rate (minimum 2 hours)			
Kitchen Supervision	\$30 per hour flat rate (minimum 2 hours)			
Computer Lab Supervision	\$45 per hour flat rate (minimum 2 hours)			
Garbage				
Additional Dumpster pick-up	\$100.00 per dumpster			
On Site Equipment Use (Daily Rates unless otherwise specified) *FOR ON-SITE USE ONLY*				
AV Systems (Sound/Stereo/TV/CR/DVD)	\$ 15.00/ hr.	Score Board/Clock	\$ 15.00/ hr.	
Basketball Hoops	free	Soccer Goal Posts	free	
Bleachers	free	Tables	free	
Chairs	free	Video Projector	\$ 15.00/ hr.	
Microphone	\$10.00	Volleyball Standards	\$15.00	
Overhead Screen	free	Whiteboard	free	
Piano	\$25.00	Other	TBD	
Podium	free			
Risers (band or choir)	\$20.00			

*others not listed at Superintendent's discretion.

Adopted: 04.23.2012

Revised: 09.10.2014; 06.26.2017

GRANGER SCHOOL DISTRICT NO.204

701 E. Avenue Granger, WA 98932 Phone (509) 854-1515 | Fax (509) 854-1126

SUPERINTENDENT Dr. Brian Hart



BOARD OF DIRECTORS

Ron L. Fleming
Paul D. Golob
Richard Russell
Kyle E. Shinn
Dalia Chavez-Isiordia

FACILITIES USE RENTAL RATES – CATEGORY DETAIL

Dear Applicants,

Please note that **CATEGORY A** encompasses local youth organization such as AAU, Grid Kids football, and Granger Freestyle Wrestling and philanthropic groups such as Granger Alumni Association and Granger Booster Club. The groups may incur additional costs only if the facilities are not left in the same condition in which they were before the event.

CATEGORY B includes private district residents utilizing the facilities for family dinners, baby showers, or other non-educational activities.

CATEGORY C is self-explanatory.

The additional charges section will be determined on a case-by-case basis. For example, not all renters will necessitate an additional garbage dumpster pick-up. However, use of the kitchen facilities may require a supervisor for safety reasons.

Please feel free to contact me if you have specific questions regarding this policy and rental fee schedule.

Cordially,

Brian Hart

Brian Hart
Superintendent

Use of School Facilities

The board subscribes to the belief that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will 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 will set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

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 Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities. For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

School or Child-Related Groups or Other Government Agencies

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps, and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

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. Additionally, 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 RCW 28A.600.

Nonprofit/Private Groups

Nonprofit/Private 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 may 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.

**Policy No. 4260
Community Relations**

To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau. Professional fund raisers 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 approval to use the facilities.

Similar treatment may be granted 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.

Commercial Enterprises

Commercial enterprises includes profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

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

Cross References:

Policy 3422

Student Sports – Concussion and Head Injuries

Legal References:

RCW 4.24.660

Liability of school districts under contracts with youth programs

RCW 28A.230.180

Access to campus and student information directories by official recruiting representatives — Informing students of educational and career opportunities.

RCW 28A.320.510

Night schools, summer schools, meetings, use of facilities Permitting use and rental of playgrounds, athletic fields, or athletic facilities.

RCW 28A.335.150

RCW 28A.335.155

Use of buildings for youth programs — Limited immunity.

20 USC Sec. 7905

Boys Scout of America Equal Access Act

34 CFR Sec. 108.6

Equal Access to Public School Facilities For The Boy

Scouts of America and Other Designated Youth Groups

School districts — Use of school facilities for presentation

of programs — Legislature — Elections

AGO 1973 No. 26

Management Resources:

Policy and Legal News, February 2014

Policy And Legal News, July, 2013

Policy And Legal News, June 2013

Policy News, December 2011

Policy News, August 2009

Other Updates/Corrections

Equal Access To K-12 Campuses Law Goes Into Effect

Use Of School Facilities Policy Clarification

Changes In WSSDA'S Policy Reference Manual

Concussion And Head Injuries Legislation

Use of School Facilities

Application for use of school facilities will be made to the facilities coordinator. Professional fund raisers representing charities must provide evidence that the fund raiser:

- A. Is recognized by the Philanthropic Division of the Better Business Bureau;
- B. Is registered and bonded by the state of Washington; and
- C. Will give the charity at least sixty (60) percent of the gross revenues.

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

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 authorization is issued.

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

All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.

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.

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 will not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent will make reasonable effort to obtain restitution for the damage.

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