USE OF SCHOOL FACILITIES

The school 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.

The school district prefers to enter into interlocal or cooperative agreements outside the scope and terms of this procedure when dealing with other government agencies. Such agreements are generally negotiated by the district on an annual basis.

District, district-sponsored or district-affiliated activities (Category I) retain first priority in the use of all school district facilities. Priority is based upon the User Categories I-III. The district, in its sole discretion, may cancel or relocate any authorized use without notice to the user or liability to the district. In the event of an emergency school closure, all events are canceled.

Authorization for use of school facilities shall not be considered endorsement or approval of the activity, group or organization, or for the ideals or beliefs represented. The district may require any user to include a disclaimer of endorsement/approval/ sponsorship in any materials distributed in conjunction with the use of the facility.

General Conditions of Use

The rental of school district facilities will not be available during school breaks and holidays.

The user of school district 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 agrees to protect and indemnify the district and its directors, officers, employees, agents, and contractors from claims, liabilities and suits that may arise or be caused in any way by such use or occupancy of school facilities.

The user agrees to provide evidence of liability insurance, in the form of a Certificate of Insurance for limits of not less than $1,000,000 combined single limit. The certificate shall name the Mount Vernon School District and its directors, officers, employees, agents and contractors as additional insured. This insurance shall be primary, and the user shall provide not less than ten (10) days notice of cancellation or material change in the policy. The user agrees not to use school facilities in the absence of said insurance, as it is a condition of use.

The user agrees to immediately report to the district any injuries, incidents or damage to the school facilities or equipment and shall be responsible for its repair or replacement as the district, in its sole judgment, shall see fit.

The district shall at all times retain unlimited access to all school facilities and may, at any time and without notice, cancel, relocate, or limit the use of school facilities for any reason. The user agrees to immediately follow the directions of district supervisory personnel.

The user agrees to provide adequate, adult supervision at all times immediately prior to, during and immediately following the use of school facilities.

The user agrees to provide any city, county or other governmental agency permits required for the intended use of school facilities, provide copies of any permits to the district prior to use and have the permits on-site and available during use.

The safety of all persons and property is a primary concern of the district. The user agrees to use reasonable and appropriate care during the use of school facilities and shall maintain the use of all safety and security systems provided, keep all accesses and exits clear and operational, observe all parking signs and curb markings, notify proper authorities in the event of an emergency, and immediately follow the direction of police, fire, emergency, or district personnel. Not all locations subject to facility use have telephones readily accessible. The user should bring or have immediate access to a cellular phone for their use, should an emergency arise. In case of fire, activate the fire alarms provided and/or CALL 911 immediately.

School facilities contain special equipment and a number of specialized areas. This equipment and these areas may not be available for use and, if they are, may be subject to special supervision requirements and fees.

School district facility keys and security system codes will not be provided to non-district personnel under any circumstances not approved by the superintendent in advance.

School facilities AND property have special rules, regulations and laws which must be observed at all times and by all users. They are generally more restrictive than those that affect other areas open to the general public or private property and the penalties for violations tend to be greater. For example:

1. Possession or use of firearms or dangerous weapons is prohibited (Law Enforcement Officers excepted).
2. Possession, use, or being under the influence of controlled substances is prohibited.
3. Possession or use of drug paraphernalia is prohibited.
4. Possession, use, or being under the influence of alcohol is prohibited.
5. Possession of tobacco or marijuana products by a minor is prohibited.
6. Use of tobacco or marijuana products is prohibited.
7. Vaping is prohibited.
8. Harassment, intimidation or bullying by any intentional written, verbal or physical act, including, but not limited to one shown to be motivated by a characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability is prohibited.
9. Intimidation of or interference with a district employee in the performance of their duties by force, violence, or the threat of force or violence is prohibited.
10. Gambling is prohibited.
11. Skateboarding, roller blading or skating, indoor soccer over the age of 8, and bicycle riding are prohibited.
12. Unruly, unsafe conduct, and the use of profanity, although not illegal, are prohibited.

The user agrees to remove debris immediately following use. A minimum of two hours of custodial support will be charged to the user. If it takes longer than two hours to clean the user agrees to pay for the additional time. The expectation is that the facility will be ready for normal, school use upon completion of the facility use.

Use of Outdoor School Grounds

Members of the public may use outside school grounds at Centennial and Jefferson Elementary for recreation (e.g., athletic tracks and fields) after school hours until dark and on weekends until dark. Use by the public is permitted in areas normally used for recreational activity when those facilities are not being used by District students or by outside groups that have reserved the space.

Members of the public who use outside school grounds are subject to the following conditions of use:

1. Outside school grounds are available for public use except:
   - During school hours;
   - When used by District students;
   - When reserved by outside groups;
   - From dusk to dawn; and
   - When locked or otherwise closed to facilitate necessary restrictions on public use and other temporary closures.
2. The Superintendent, or their designee, and school leaders may temporarily close outside school grounds for public use when, in their judgment, conditions on the grounds pose a serious risk of harm to the safety of the public. District staff will work to remedy the unsafe conditions so that the public's use of outside school grounds may be restored.
3. All persons on school grounds must comply with all federal, state, and local laws.
4. All persons on school grounds must comply with all District policies, procedures, and school rules.
5. All District properties are Drug-Free Zones. The use of illegal drugs, marijuana, tobacco, or alcohol is prohibited. Possession of drugs is also generally prohibited except as otherwise allowed under District Policies and Procedures, such as an adult (over the age of 21) possessing an unopened container of alcohol in a locked motor vehicle.
6. All District properties are Weapons-Free Zones. The use or possession of firearms or dangerous weapons is prohibited as provided in Board Policy #3248 Firearms and Dangerous Weapons Prohibition for Students, and Board Policy #4210, Weapons Prohibition for Adults and Visitors.
7. The use of unmanned aircraft systems (drones) is prohibited.
8. The use of any radio, audio speaker, musical instrument, record player, or any other machine or device producing or reproducing sound at a volume that is audible at a distance of 50 feet therefrom is prohibited.
9. Open fires, open flames, fireworks, and cigarettes are prohibited.
10. Overnight parking on school grounds is prohibited unless prior approved by the District facilities department.

User Classifications

Category I:

District, District-Sponsored or District-Affiliated Groups

- Activities conducted by ASB, athletic teams or classes
- Activities conducted by PTA/PTO, district charitable foundation, or booster clubs
- Community ceremonies or memorial services that have widespread community or district interest or involvement and could not be suitably conducted elsewhere
- Public election polling/voting activities (polling places)
- Professional development providers targeting district staff and/or parents whose services have been solicited by the district.
- District solicited partnerships

Non-Profit organizations with a focus on supporting students' academic achievement needs, social emotional needs, or other areas that are aligned with the Mount Vernon School District Strategic Plan, and are only serving students currently enrolled in the Mount Vernon School District, and are serving the students free of charge. Organizations eligible under this category would reimburse the district costs incurred as a result of the facility use including but not limited to utilities, maintenance/ custodial services, monitoring services, and damage incurred during the use of the facility. These arrangements will be approved by the superintendent or designee.

For eligible Non-Profit organizations only:

Use Requires Supervision	
Custodian - Off Hours	$60.00 (2 hr. min)
Facility Monitor	$40.00 (2 hr. min)
Utilities	TBD - Based on actual cost

Category II

Non-Profit Youth Groups, Non-Profit Groups Conducting Community Education, Non-Profit Community Groups, Individual Community Members and Informal Groups, Other Governmental Agencies, Religious Groups and Public Colleges and Universities.

- Activities conducted by Scouts, Campfire, 4-H, youth athletic teams whose team members are predominantly school district youth, the Red Cross and any other groups whose main purpose is to promote the welfare of school district youth or to improve the quality of life in our community through secular education.

- Activities that are religious in nature, such as religious services or ceremonies, religious study or education and prayer meetings.
- Non-profit 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 procedure. However, such use is limited to no more than two years and may not be more than twelve hours per week. The district prefers that these groups use commercial or private facilities available in the community.

Fees:

Facility	**Fee**
District Training Room	$10.00/hr.
Elementary and Middle School Facilities	
Auditorium	$20.00
Classroom / Library	$20.00
Cafeteria / Multipurpose Room	$20.00
Cafeteria with Kitchen *(add supervision)	$30.00
Gymnasium / Auxiliary Gym	$10.00
Gymnasium w/Wood Floor	$15.00
Large Group Instruction Area	$20.00
Stage w/Cafeteria /MP Room	$25.00
Stage w/Sound/Lighting *(add supervision)	$35.00
Playfield (does not include restrooms)	$10.00
High School Facilities	
*Auditorium (Add Supervision TBD @ time of Rental)	$30.00
Classroom/Library	$20.00
Cafeteria	$30.00
Cafeteria w/Kitchen *(add supervision)	$40.00
Gym/Field House	$15.00
Mat Room	$10.00

Baseball	$20.00
Stadium *(add supervision)/Track	$30.00
Stadium *(add supervision)/Track w/Field Light	$30.00
Stadium *(add supervision)/Track w/Scoreboard	$10.00
Stadium *(add supervision)/Track w/Press Box & PA	$10.00
Tennis Courts	$20.00
Use Requires Special Supervision	
Kitchen	$40.00 (2 hr. min)
Sound/Lighting (TBD Per Event and Facility)	$55.00 (2 hr. min)
MVHS Stadium	$40.00 (2 hr. min)
Cancellation/Change fee	$35.00
Use Requires Supervision	
Custodian - Off Hours	$60.00 (2 hr. min)
Facility Monitor	$40.00 (2 hr. min)
School Use Fee*	$35.00 Per day
*During normal school hours on school days	
Frequent Users	
Rates for groups that meet at least 3 times each week for several consecutive months will be discounted 25% on facility cost only, so long as they can demonstrate that at least 85% of their participants live within the Mount Vernon School District.	

Category III

For-Profit Groups, Private Colleges and Universities, Informal Groups and Individuals from Outside the Community

- Activities conducted in order to yield a financial return or other benefit to the promoters, sponsors or other individuals or groups, such as professional or semi-professional sports, concerts, shows, flea or farmer's markets, swap meets and garage sales.

Fees:

Facility	**Fee**
District Training Room	$60.00/hr
Elementary and Middle School Facilities	
Auditorium	$120.00
Classroom / Library	$60.00
Cafeteria / Multipurpose Room	$120.00
Cafeteria with Kitchen *(add supervision)	$180.00
Gymnasium / Auxiliary Gym	$60.00
Gymnasium w/Wood Floor	$90.00
Large Group Instruction Area	$120.00
Stage w/Cafeteria / MP Room	$150.00
Stage w/Sound/Lighting *(add supervision)	$210.00
Playfield (does not include restrooms)	$80.00
High School Facilities	
*Auditorium (Add Supervision TBD @ time of Rental)	$180.00
Classroom/Library	$60.00
Cafeteria	$180.00
Cafeteria w/Kitchen *(add supervision)	$240.00
Gym/Field House	$180.00
Mat Room	$120.00
Baseball	$120.00
Stadium *(add supervision)/Track	$360.00
Stadium *(add supervision)/Track w/Field Light	$80.00
Stadium *(add supervision)/Track w/Scoreboard	$40.00
Stadium *(add supervision)/Track w/Press Box & PA	$40.00

Tennis Courts	$120.00
Use Requires Special Supervision	
Kitchen	$40.00 (2 hr min)
Sound/Lighting (TBD Per Event and Facility)	$55.00 (2 hr min)
MVHS Stadium	$40.00 (2 hr min)
Cancellation/Change fee	$35.00
Use Requires Supervision	
Custodian - Off Hours	$60.00 (2 hr min)
Facility Monitor	$40.00 (2 hr min)
School Use Fee*	$35.00 Per day
*During normal school hours on school days	
Frequent Users	
Rates for groups that meet at least 3 times each week for several consecutive months will be discounted 25% on facility cost only, so long as they can demonstrate that at least 85% of their participants live within the Mount Vernon School District	

Application Process

Users interested in renting school facilities must make their request at least 10 business days in advance of their rental date. This can be done by a phone call to the Maintenance/ Facilities Office at (360) 428- 6145, by email, or in person. The Maintenance/Facilities Office is responsible for determining the availability of the facility desired and making this Policy and Procedure available to the user. Both the Policy and Procedure are available on the district's website. The building will also be responsible for providing the necessary access, setup/teardown, general site supervision and closure of the facility upon completion of the facility use if that use occurs during normal operating hours. Facility use is not available during holidays and school breaks, i.e. Summer Break, Winter Break, Spring Break. The building is responsible for notifying the facility use office if, at a later date, the facility becomes unavailable due to a school need. This will require the cancellation, relocation or rescheduling of the approved use.

The Maintenance/Facilities Office will be responsible for receipt of appropriate insurance and/or non-profit status documentation, determination of the appropriate fees, final approval of the use, issuance of a Facility Use Agreement, and inclusion of the use in the district's master facility use calendar. Distribution of the executed agreement is as follows:

- Maintenance/Facilities
- Office Building (Facility) Administrator
- Business Office
- User

Supervision-Special Circumstances
School facilities contain special equipment and a number of specialized areas. This equipment and these areas are not always available for use and, if they are, may be subject to special supervision requirements and fees. Such equipment and areas are listed in the Facility Use Fee Schedule. They include all computer labs and equipment, audio/ visual equipment, stage lighting and sound systems, scoreboards, some other athletic equipment, and the MVHS stadium complex. In all cases, the user must provide appropriate and reasonable adult supervision. The district **requires** the presence of a district employee(s) to directly supervise the use, operate special equipment, assist the user with the operation of the event and ensure that the facility is ready for use immediately following the activity. The district may require the presence of police, fire or emergency medical personnel during the facility use.

The district uses a variety of personnel to provide facility use supervision. Indirect supervision is normally provided by the building custodian scheduled to be on-site during the use. Direct supervision may be provided by a custodian, a facility use monitor, an instructor or coach, a teacher or para-professional regularly assigned to a computer lab or other special area, technology department staff, an employee regularly assigned to an auditorium to operate stage, sound and/or lighting systems, or MVHS athletic or grounds staff. Assignment of such staff is almost always on an overtime basis and as such, appropriate overtime rates will be charged.

Facility Use Fees

Fees are calculated on the basis of the approved Facility Use Agreement. Therefore, all facilities, equipment, times and dates must be accurately listed on the application. Facility use will be strictly limited to the details listed on the approved agreement.

Single use rentals require payment in full prior to the date of the rental. Multi-use rentals require payment of a 25% deposit for Category II renters and 75% deposit for Category III renters prior to the first rental date. Subsequent payments will be due within 30 days of the invoice date.

The Mount Vernon School District may work with other governmental agencies to determine facility rental fees through the interlocal agreement process.

Payments for facility use fees are to be made in the Mount Vernon School District Business Office located at 124 E. Lawrence Street, Mount Vernon, WA. All checks for payment of facility use fees are to be made payable to Mount Vernon School District. Users should expect to receive a receipt from the district for all payments and have both the Facility Use Agreement and receipts on-site and available during the facility use if possible.

Any refunds will be determined on a case-by-case basis. Cancellations caused by district action or weather will normally result in waiver or refund of the facility use fee. However, untimely user cancellations will result in assessment of related staff time costs.

The superintendent has the right to modify facility use fees in those cases where a user or user group provides an in-kind benefit to the district.