COMMUNITY RELATIONS

Use of School Facilities – Procedure
Application for use of school facilities will be made online via the school district website under the tab Facilities and Maintenance. Once applications are received and approved or denied, applications are then forwarded to the appropriate schools for further processing. Submission of the application is to be at least 15 days prior to the date(s) desired and no earlier than 6 months in advance.

PRIORITY AMONGST USERS
Cascade School District recognizes four broad categories for facility use, listed by priority below. After school needs are satisfied, school buildings and grounds will be made available for other uses.

First Priority – Class I – School or District Sanctioned Activities
Second Priority – Class II – Joint Use Partners
Third Priority – Class III and Class IV – All other uses on a first come/first serve basis

Completed applications will not be reviewed until building schedules have been completed after the school year begins. Payment for rental fees and/or custodial fees, if required, will be billed after building usage has been reviewed at the district office and check-out sheet completed. At the District’s discretion, a deposit may be required for one half of the amount of the full reservation. Administration fees may be assessed at the current rate for each change to an approved reservation. Users will be invoiced on a monthly basis, after the event. Invoice payment is due 30 days from date of invoice. An unpaid invoice may result in cancellation or denial of future facility use requests.

The superintendent will determine and recommend 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, illegal drugs, marijuana, tobacco and vapor pens shall not be permitted in school facilities or on school property at any time. It is a violation of district policy for any person, including a renter or lessee, to knowingly carry a firearm or dangerous weapon on district premises. 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 because in any way by such use or occupancy of school facilities. All members of the user group occupying school facilities are responsible for reasonable and proper care of the facility used and any material or equipment found therein. Any loss or damage resulting from activities of the group, or activities of any person present because of the activity booked, will be billed to the leasing organization. Failure to comply with this regulation and to pay any damage charges
that may be assessed will result in denial of further use of school facilities and may result in legal action.

The user agrees to protect, indemnify, and save harmless the district, its officers, directors and employees, from any and all claims, liabilities and damages, or rights of action directly or indirectly growing out of the use of the premises covered by the application for use of facilities. The user further agrees to provide evidence of insurance, in the form of a certificate for limits of not less than $1,000,000 combined single limit. The certificate shall name the Cascade School District #228, its officers, directors and employees as additional insured, and provide not less than ten (10) day notice of cancellation or material change. The superintendent or designee may choose to waive the certificate of insurance requirement if it is determined that there is a low likelihood that the scheduled activity will result in accident, injury, or damage to school facilities.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a written statement of compliance with Policy and Procedure 3422, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

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

Because of the value of the district’s playing fields to the community’s total recreational opportunity, the fields may be used by all residents. For scheduled use of any playfields, parks or playgrounds, a facilities use form must be completed online. Otherwise, use is on a first come, first serve basis with priority given to school and student related sports activities. 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 that 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 any damages. Modifications to any outdoor or indoor areas are strictly prohibited without prior approval from the Superintendent, the Athletic Director or the Facilities Director. This includes, but is not limited to, field painting, taping floors or courts, moving district owned equipment, hanging banners or flags, court net/post removal, etc.

Community use of facilities will be limited to only those who agree to follow school rules. CSD will not allow community members to follow different health guidelines on our campuses than what students need to follow. Community users must present the district with their safety plan prior to approval.

A custodian or other authorized staff member must be in the building when any non-school group is using school facilities. This may be waived at the discretion of the district for use that is less than 2 hours in total with 10 or less participants.

Facility usage requiring a fee does not necessarily include furniture and equipment set-up or clean up by school personnel. The renter must specify their furniture/equipment needs, what
assistance they require and who is responsible for what, prior to the time final fee amounts are established. Furniture and equipment set-up and clean up will be charged by the hour at the custodial rate. Renters who pay no rental fee should not expect assistance from school personnel for set-up or clean up. Renters who pay no rental fee or negotiate out of clean-up charges will be charged for any necessary clean up deemed necessary by the CSD after the event is completed and charged at the custodial rate.

Copies of the completed rental agreements are distributed to the following people:

- Renter
- Building principal
- District Office Facilities Department

The following classifications of use have been developed by the District to designate those uses most closely related to the educational process or those most likely to provide direct benefit to the students of Cascade School District. Any requested use of the school facility will be classified in accordance with the following guidelines, and rental fees will be charged accordingly. The superintendent or his/her designee shall make the final decision regarding classification of proposed uses.

A. **Class I – School/School related**
   School or District Sanctioned Activities-Use by school district, official parent organizations, or other groups directly connected with, or part of, the school district organization.

   - Regular classroom activities (sanctioned)
   - School-sponsored activities for students (e.g. school clubs and dances, intramural sports, etc. – sanctioned).
   - Other school-sponsored activities for parents (e.g. plays, band/choir concerts, musicals, meetings, etc.-sanctioned)
   - School-related groups and organizations (e.g., PTA, PIE, Booster Clubs, etc.)
   - Authorized youth feeder athletic programs in grades K-8 that are not covered through CSD Athletics (e.g. AAU youth basketball, youth volleyball, youth soccer, youth football, youth wrestling, etc.).

B. **Class II-Joint Use Partners**
   Entities that promote activities and participation of our students (e.g., City of Leavenworth, Parks & Recreation Department).

   - Chartered youth groups (e.g. Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, etc.)
   - Authorized youth sports leagues that are already offered by CSD Athletics (e.g. club volleyball (7-12), club soccer (9-12), AAU basketball (7-12), youth wrestling (6-12), etc.

C. **Class III-Civic/Non-Profit**
Services and Educational Organizations-User groups that provide direct benefits to the district, students, or the community.

Education related organizations: Educational service districts (e.g., meetings and special events), State educational association meetings (e.g., music educators, WASA, WASBO, etc.) and education related state agencies.

Non-Profits must show proof of 501-C-3) Recreational and Community Use-Community organization meetings (e.g. neighborhood or citizen concern groups, political rallies and caucuses, etc.)

- Out-of-District school groups (e.g., bands, students’ extracurricular groups, overnight student visitors, etc.)
- Community education activities (e.g. government sponsored and other free educational events), civic and service organizations providing direct support or service to children (Neighborhood Watch, etc.)
- Non-profit organizations conducting fund raising activities for charitable purposes (e.g. United Way Agencies, Empty Bowls, etc.)
- Authorized adult recreational clubs, teams and activities.
- City, county, and state agencies (other than educational)
- Non-profit organizations conducting non-charitable fund raising activities
- Non-profit organizations, civic and service groups who do not provide direct support or service to children.
- Groups that enhance the community by offering arts and entertainment (Leavenworth Summer Theater, Amberleaf Theater).

D. Class IV-Private Interest Groups

- Private interest group (e.g. Trout Unlimited, non-District labor unions, Village Voices, etc.)
- Fee based events (e.g., recitals, lectures, sports, and musical entertainment, Edelwiess Dance, Sinclair Studios, etc.)
- Profit-making activities (e.g., financial seminars, sale organization meetings, etc.)
- Religious organizations (for religious Sabbath services or other church-related activities)
Rental Fee Schedule - This fee schedule is based on a one-time use or a maximum of eight (8) hours. Fee will double after eight hours. Rental fees do not include set-up, clean up or personnel costs.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Class I, II</th>
<th>Class III</th>
<th>Class IV*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High school gym</td>
<td>No charge, except for fee-based events</td>
<td>$60</td>
<td>$125</td>
</tr>
<tr>
<td>HS varsity fields</td>
<td>$100</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Commons Classroom (no labs)</td>
<td>$60</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>Classroom w/Lab</strong></td>
<td>$30</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>*Kitchen</td>
<td>$60</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>IRMS</strong></td>
<td>No charge, except for fee-based events</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Gym Field</td>
<td>$50</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Commons</td>
<td>$50</td>
<td>$70</td>
<td></td>
</tr>
<tr>
<td>Classroom (no labs)</td>
<td>$30</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td><strong>Classroom w/lab</strong></td>
<td>$60</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>*Kitchen</td>
<td>$60</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>ELEMENTARY</strong></td>
<td>No charge, except for fee-based events</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Gym</td>
<td>$50</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td>$30</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>$50</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>Renter must pick up and return</td>
<td>$0.50 each</td>
<td>$1.00 each</td>
</tr>
<tr>
<td>Athletic Field w/Field Lights</td>
<td>$100</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Indoor or Outdoor Tennis/Pickleball Courts</td>
<td>$170</td>
<td>$210</td>
<td></td>
</tr>
<tr>
<td>Parking Lots</td>
<td>No charge, except for fee-based events</td>
<td>$5 p/hr, p/court</td>
<td>$5 p/hr, p/court</td>
</tr>
<tr>
<td>Score Clock</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td></td>
</tr>
<tr>
<td>Portable Stage Risers</td>
<td>$20 each piece</td>
<td>$20 each piece</td>
<td></td>
</tr>
</tbody>
</table>

Class III & IV – multiple day use fees will be negotiated in advance with the district. If more than one cancellation occurs during a long-term agreement, the cost of use will revert back to the current Fee Schedule.
Non School Days/Nights
Appropriate school personnel must be present at all times when indoor facilities are in use. If such service is voluntary, no fee for that service will be assessed. Custodial fees (including supervision if necessary) will be assessed at the rate of $35 per hour (overtime and benefits). Any exceptions to this must have approval from the Superintendent, the Athletic Director, or the Facilities Director. If more than one area is used in a building, there will be no custodial fee charged for supervision in additional areas separate from the clean-up fee.

*A food service staff person must be present during use of the kitchen and a fee of $30 per hour will be charged. Any exceptions to this must be approved by the Food Service Supervisor.

**Classrooms with labs include, but are not limited to, computer labs, science labs and home economic kitchen labs. A CSD technology technician must be present during the use of any computer labs and/or mobile computer labs and a fee of $30 per hour will be charged. Any exceptions to this must be approved by the technology director or the superintendent.

Where administrative fees are applicable, the rate is $50 per occurrence.

Revised: October 12, 2015, June 28, 2021, October 7, 2021