

COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES

Application for use of school facilities will be made to the principal. Principals may deny requests based on school need, school condition, staffing shortages, lack of appropriate supervision for event, or other facility concerns. When applications are received by principals, they will coordinate the use of the facilities.

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

- A. Is recognized by the Philanthropic Division of the Better Business Bureau; or 501-(c)(3) non-profit designation.
- 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.
- D. Maintain and show evidence of private (outside of district) million dollar liability coverage insurance for event, or organization.

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. Sponsoring organizations must demonstrate adequate adult supervision for all areas under use (classroom, gyms, locker rooms, theatres, cafeterias etc.) at all times.

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 \$1,000,000 due to bodily injury or death of one person or at least \$2,000,000 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.

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 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 nonschool group is using school facilities.

See attached fee schedule (Page 3)

Adoption Date 2/23/99

Revision: 11/23/99, 04/14/09 (fee schedule only), 11/23/10, 02/28/12

Omak School District Fee Schedule

4260 BP

Approved 11.23.10

	1985 Fee Schedule	Group 1 Omak Community Youth Profit	Group 2 Omak Community Adult Programs	Group 3 Non-District Youth Non-Profit	Group 4 For Profit
<i>Hourly fees rounded up to nearest hour</i>					
Classroom (Excludes all shop, computer labs, Art rooms)	\$ 7.50	No Fee	\$ 15.00	\$ 25.00	\$30/hr
School Library	-	No Fee	\$ 20.00	\$ 30.00	\$35/hr
School Cafeteria	\$ 25.00	No Fee	\$ 25.00	\$ 35.00	\$40/hr
School Kitchen	\$ 25.00	No Fee	\$ 25.00	\$ 35.00	\$40/hr
District Board Room	-	No Fee	\$ 20.00	\$ 30.00	\$35/hr
Performing Arts Center-See PAC Fee Schedule					
Chair (non-refundable, must stay on site)	\$ 0.30	No Fee	\$ 0.30	\$ 0.30	\$ 0.50
Table (non-refundable, must stay on site)	\$ 0.50	No Fee	\$ 1.00	\$ 0.75	\$ 1.00
District Tennis Courts	-	No Fee	\$ 30.00	\$ 40.00	\$45/hr
Camp Desautel		No Fee	\$ 100.00	\$150 day	\$300 day
Shop Classes-Welding, Auto, Wood, Computer Labs		No Fee	\$ 35.00	\$ 50.00	\$40/hr

High School Facilities

Wrestling Room	\$ -	No Fee	\$ 20.00	\$ 30.00	\$35/hr
HS Weight room	\$ 10.00	No Fee	\$ 25.00	\$ 35.00	\$40/hr
Student Commons	\$ 10.00	No Fee	\$ 20.00	\$ 30.00	\$35/hr
HS Locker Rooms	-	Custodial Fee Minimum 2 hours if outside normal contractual hours			
Gym	\$ 25.00	No Fee	\$ 50.00	\$ 75.00	\$50/hr
		No Fee	\$ 100.00	\$ 125.00	\$ 50.00
		No Fee	\$ 150.00	\$ 175.00	\$ 100.00
		Custodial Fee Minimum 2 hours if outside normal contractual hours, or paper products fee			
Football Field & Stadium	-	No Fee	\$ 25.00	\$ 30.00	\$40/hr
Football Field Concessions	-	No Fee	\$ 10.00	\$ 20.00	\$40/hr
Bathroom Use (1seat) (paper products, custodial time)		Custodial Fee Minimum 2 hours if outside normal contractual hours, or paper products fee			

Middle School Facilities

Student Activity Center (PAC Foyer)	\$ 10.00	No Fee	\$ 10.00	\$ 10.00	\$20/hr
PAC Dressing Rooms (not utilizing PAC)	-	No Fee	\$ 10.00	\$ 10.00	\$20/hr
Stevens Gym	\$ 10.00	No Fee	\$ 25.00	\$ 25.00	\$40/hr
Locker Room	\$ 2.50	Custodial Fee Minimum 2 hours if outside normal contractual hours			
Multipurpose Room/Cafeteria	\$ 25.00	No Fee	\$ 20.00	\$ 20.00	\$40/hr
Bathroom Use (1seat) (paper products, custodial time)		Custodial Fee Minimum 2 hours if outside normal contractual hours, or paper products fee			

East Facilities

East Gym (No non-school sales events)	\$ 10.00	No Fee	\$ 20.00	\$ 25.00	\$30/hr
Bathroom Use (1seat) (paper products, custodial time)		Custodial Fee Minimum 2 hours if outside normal contractual hours, or paper products fee			

North Facilities

Polaris Room (No non-school sales events)	\$ -	No Fee	\$ 20.00	\$ 25.00	\$30/hr
North Gym (No non-school sales events)	\$ 10.00	No Fee	\$ 20.00	\$ 25.00	\$30/hr
Bathroom Use (1seat) (paper products, custodial time)		Custodial Fee Minimum 2 hours if outside normal contractual hours, or paper products fee			

Additional Fees

* Additional charges may be assessed for bathroom use that consumes paper product use, or utility use outside of normal business or hours
 **Any user of High School Football Stadium or tennis courts that requires use of stadium lights a \$20 fee will be imposed
 ***District personnel fees will be applied if outside of typical contractual day for Omak Employees, or events that require frequent cleaning-Bathrooms etc.
 ****If school facility key checked out, \$50 deposit required