

# Administrative Procedure

## COMMUNITY RELATIONS

### Use of Facilities and Playfields

#### **User Guidelines for Scheduling Facilities and Playfields**

Arrangements for Community Use of District Facilities will be made annually.

1. Representatives of organizations, leagues, groups, etc. may submit a Permit for Use of School Facilities and Playfields form (4260F) for spring and summer activities/sports beginning the first Monday in February and for fall and winter activities/sports beginning the third Monday in August for the purpose of 1) scheduling outside/indoor recreational facilities/playfields at district elementary, middle, or high schools and community use of University Center for the ensuing year and, 2) reviewing and clarifying district policy and procedure regarding community use of school facilities/playfields. Forms are available on the district website at [www.cvsd.org](http://www.cvsd.org), the Learning and Teaching Support Center (LTC), or through school secretaries.

Submit form via email to the Learning and Teaching Support Center (LTC), or the respective school, or in person. Proof of insurance does not need to be submitted with the permit, but will be required before final approval and any use of facility/playfield.

2. The following priority will be used for scheduling activities in facilities:
  1. School use by Central Valley schools for regular or extracurricular activities, whether scheduled in advance or not.
  2. Groups/organizations that directly serve students residing in the school's attendance area.
  3. Groups/organizations that serve K-12 students who reside within Central Valley School District.
  4. Groups/organizations that directly serve Central Valley adults.
  5. Groups/organizations that serve K-12 students in general.
  6. Groups/organizations that serve adult recreation leagues.

If conflicts arise between potential users within the same priority category, the user who demonstrates direct service to the largest number of individuals referenced in the category will prevail. If comparative levels of direct service cannot be determined, and if competing parties cannot agree on the use of available facilities, the

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determination of who may use the facility may be made by chance. Maintenance needs will be considered when scheduling use of facilities.

After submitting your completed permit, the Director of Maintenance (DOM)/designee will review all requests for community use of University Center, make appropriate assignments, and notify applicants. Any requests for use of University Center received after the submission dates will be directed to the DOM/designee and granted on a first come, first serve basis.

Building principal/designee will contact those who requested use of facilities/playfields received after the submission dates use will be granted on a first come, first serve basis.

3. League representatives will send a complete list of practice and game times to the building principal/designee prior to the start of each season. Such lists must be consistent with field use granted by the building principal/designee. For use of University Center, league representatives will send the list of practice and game times to the DOM/designee.

Any time leagues, organizations, groups, etc., are not going to use the facilities at their assigned time, they will notify the facilities coordinator/building administrator in advance.

The building principal/designee will send its appropriate copy of the Permit for Use of School Facilities and Playfields to the district business office, and one copy to the DOM/designee.

A summary report of facilities scheduling will be maintained by the DOM/designee for use in resolving problems when the building principal/facilities coordinator is not available.

4. Sponsoring organizations or teams using the playfields will be responsible to provide district approved portable sanitary facilities and their maintenance on the school site in a location approved by the building principal and DOM during the entire term of the use of the playfield. Sponsoring organization will also 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. The preservation of order is the responsibility of the applicant. Portable sanitary facilities may not be placed outside the fence of school property that is public right-of-way.
5. The playfields may be used by all residents. However, the use must be appropriate and compatible with each playfield 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 forbidden. Should damage to fields and lawns occur, the superintendent/designee will make a

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reasonable effort to obtain restitution for the damage.

On secondary school sites, baseball must be played on baseball diamonds and softball on softball diamonds.

## **Community Use of Facilities and Playfields**

- All school facilities are to be left in original condition immediately following each activity.
- Sponsoring organizations will provide sufficient, competent adult(s) and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.
- No team or group is to turn off water, move sprinkler pipes or tamper with irrigation systems in any way.
- For the safety and enjoyment of all persons using school grounds, all pets must be on a leash and the person in control of the pet must clean up after the pet taking it with them. Horseback riding on school grounds is prohibited.
- Alcoholic beverages and illegal drugs are not permitted in school facilities or on school property at any time. Tobacco and cannabis (marijuana) use is prohibited in school facilities and on school property.
- All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in the 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. The applicant shall provide evidence to the district that the insurance remains in effect during the period of the applicant's use.
- Organizations that operate a youth program where there is any reasonable risk that participants might suffer a head injury or concussion must provide the District, prior to receiving access to school facilities, with a statement of compliance acknowledging that the organization and its coaches, volunteers, players, and parent/guardians have taken training on head injuries and concussions and that the organization will fully comply with all requirements for the management of concussion and volunteers, players, and parent/guardians have taken training on head injuries and concussions and that the organization will fully comply with all requirements for the management of concussion and head injuries.

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- 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 determined by the district 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.
- Unless facilities are needed for district purposes, any organization with a signed agreement has priority on use of facilities for the time and date specified.
- The user agrees to accept the playfields or facilities in their present condition, clean up any litter as a result of the activity, and agree that the district will not be responsible for the future condition thereof during the terms of the agreement.
- The user agrees to assume responsibility for inspecting the playfield or facility for any hazardous or unsafe condition prior to its use.
- Vehicles are not to be driven on playfields except with prior approval or for treatment of emergency injury or illness.
- Putting up decorations or scenery, or moving pianos or other furniture, is prohibited unless special permission is granted by the building principal/designee or other responsible administrator. The district does not provide the use of special school furniture or other accessories; however, Category I and Category II renters **only** may have use of equipment when the principal/designee is satisfied that a competent operator is in charge. Responsibility for the care and supervision of such equipment rests upon the applicant. The district assumes no responsibility for property left on the premises by the applicant.
- Nothing will be sold, given, exhibited, or displayed without the permission of the responsible administrator.
- The board of directors or its representatives must have free access to all facilities at all times.
- The right to revoke a permit any time is reserved by the school authorities.
- The "tipping" of custodian or other school personnel is not permitted. Only the board of directors may pay employees for services involving the use of school facilities.

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- District employees may volunteer with organizations using district facilities provided their volunteer efforts are in a field outside their employment category.
- The superintendent has the authority to make the decision on use of school facilities and playfields.

### **Use of School Facilities for the Preparation and Serving of Food or Beverages**

Organizations wishing to use school facilities for the preparation and serving of food or beverages must complete a Permit for Use of School Facilities and Playfields (Form 4620F) that includes a Hold Harmless Agreement. They must also obtain a multi-use food permit from the Spokane Regional Health District. A food handler card is required of the person in charge of the preparation and serving. If the organization does not wish to obtain a multi-use food permit and a food-handler permit for the person in charge and have a Nutrition Services staff member in charge, a fee to cover the district cost for use of the facilities and the services of the Nutrition Services staff member will be made.

The building administrator will submit all permits requesting use of school facilities for the preparation and serving of food and beverage to the supervisor of Nutrition Services at least two weeks prior to the proposed event for approval.

When the organization is approved for use of the facilities with the proper permits and food handler permit for the person in charge, it will be the organization's responsibility to pay the Nutrition Services staff salary and employee benefits, if any.

Permits will not be granted for any meeting which, in the judgment of the superintendent/designee may be in any way prejudicial to the best interest of the schools or educational system or for which satisfactory sponsorship and supervision is not provided. All permits will be revocable and will not be considered as a lease.

The possession, sale, distribution, or use of alcohol, tobacco, cannabis (marijuana), or illicit drugs on school property, including buildings, grounds, and vehicles, is prohibited at all times.

Only that part of the building specifically mentioned in the use application is to be used.

All cancellations should be made through the facilities coordinator/building administrator at least twenty-four (24) hours prior to the scheduled usage, or the using organization may be billed for the entire rental fee, or the actual cost incurred by the Central Valley School District.

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## **Guidelines for Scheduling and Use of Theatre**

- Application for use of the theatre at Central Valley or University High School will be made through the building activities director at least thirty (30) days in advance of the date requested. When the forms, with signatures, have been completed and returned to the building activities director, he/she will review the request in consultation with the building's theatre arts instructors. If the request is approved, it will be entered onto the building's master calendar.

The building activities director is responsible for all bookings: school, community, or commercial. **Bookings will normally not be made for the upcoming school year until school district events have been scheduled.** Once a non-school group is scheduled, a new school district booking will not supersede it.

Permits for use of the theatre will be issued when the application has been approved.

- Groups renting the theatre/music rooms will be charged for services of district personnel required for supervision and/or custodial services. These charges will be based on the rates indicated in the fee schedule.

The theatre (including backstage area, and restrooms), band room, choir room, or other building restrooms will always need to be cleaned by district personnel after the rental group leaves. The rental group will be charged for the cost of the cleaning.

If walls, floors, or carpets in the theatre, band room, choir room, or main building restrooms are damaged or stained, the renting group will be charged for professional cleaning or replacement.

**Absolutely no food or drink will be allowed in the theatre or backstage areas.**

No organization and/or individual requesting use of the Central Valley High School or University High School Theatre will discriminate based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, 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. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated groups listed in Title 36 of the United States Code as a patriotic society.

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- The theatre manager/designee must be on the premises when any group is using the theatre.

The superintendent/designee reserves the right to reject rental or use of the Central Valley High School or University High School Theatre to any organization or individual.

- The user organization will be responsible for the enforcement of all regulations pertaining to Central Valley School District, Central Valley High School or University High School, and all theatre guidelines that pertain to use of the facility. They will also be responsible for all participants, spectators, and affiliated personnel.
- Organizations and/or individuals that do not abide by the regulations for use of the theatre will be denied use of the theatre.

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## Rental Fee Schedule for Community Use of School Facilities and Playfields Category I

School or Child-Related Groups or Other Government Agencies In every instance, the responsible administrator has the authority to decide whether custodial or grounds keeping services are required.

Facility	WEEKDAYS/NIGHTS School in Session	WEEKDAYS/NIGHTS No School	WEEKENDS Saturday	WEEKENDS Sunday
Auditorium and/or Multipurpose Room	1 No Charge	8 \$32.00/hour for custodial service (2-hr. minimum)	15 \$48.00/hour for custodial service (2-hr. minimum)	22 \$80.00/hour custodial service (2-hr. minimum)
Gymnasium	2 No Charge	9 \$32.00/hour for custodial service (2 hr. minimum)	16 \$48.00/hour for custodial service (2 hr. minimum)	23 \$80.00/hour for custodial service (2 hr. minimum)
Classroom(s)	3 No charge	10 \$30.00/hour for custodial service (2 hr. minimum)	17 \$45.00/hour for custodial service (2 hr. minimum)	24 \$75.00/hour for custodial service (2 hr. minimum)
Kitchen	4 \$34.00/hour per kitchen employee (2 hr. minimum)	11 \$34.00/hour per kitchen employee (2 hr. minimum)	18 \$51.00/hour per kitchen employee (2 hr. minimum)	25 \$85.00/hour per kitchen employee (2 hr. minimum)
Playfields	5 \$27.50/hour for groundskeeper if required	12 \$27.50/hour for groundskeeper if required	19 \$41.25/hour for groundskeeper if required	26 \$68.75/hour for groundskeeper if required

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Facility	WEEKDAYS/NIGHTS School in Session	WEEKDAYS/NIGHTS No School	WEEKENDS Saturday	WEEKENDS Sunday
CV High/ U-High All-Weather Track	6 \$30.00/hour for custodial service (2 hr. minimum) \$35.00/hour for staff member supervision \$50/1 <sup>st</sup> hour, \$35/each add'l hour (\$300/day maximum for use of facilities.)	13 \$30.00/hour for custodial service (2 hr. minimum) \$35.00/hour for staff member supervision \$50/1 <sup>st</sup> hour, \$35/each add'l hour (\$300/day maximum for use of facilities.)	20 \$45.00/hour for custodial service (2 hr. minimum) \$35.00/hour for staff member supervision \$50/1 <sup>st</sup> hour, \$35/each add'l hour (\$300/day maximum for use of facilities.)	27 \$75.00/hour for custodial service 2 hr. minimum) \$35.00/hour for staff member supervision \$50/1 <sup>st</sup> hour, \$35/each add'l hour (\$300/day maximum for use of facilities.)
CV High/ U-High Football Stadium	7 \$30.00/hour for custodial service (2 hr. minimum) \$35.00/hour for staff member supervision. \$500/event for use of facilities.	14 \$30.00/hour for custodial service (2 hr. minimum) \$35.00 /hour for staff member supervision. \$500/event for use of facilities.	21 \$45.00/hour for custodial service (2 hr. minimum) \$35.00/hour for staff member supervision. \$500/event for use of facilities.	28 \$75.00/hour for custodial service (2 hr. minimum) \$35.00/hour for staff member supervision \$500/ event for use of facilities.
Athletic Field Lighting	\$ 8.00/hour	\$8.00/hour	\$8.00/hour	\$8.00/hour

Examples are: Scouts, Camp Fire, PTA/PTO, 4-H, city, or county sponsored recreation groups, polling places, political caucuses, and governmental groups.

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## Rental Fee Schedule for Community Use of School Facilities and Playfields Category II Nonprofit Groups

In every instance, the responsible administrator has the authority to decide whether custodial or grounds keeping services are required.

Facility	WEEKDAYS/NIGHTS School in Session	WEEKDAYS/NIGHTS No School	WEEKENDS Saturday	WEEKENDS Sunday
Auditorium and/or Multipurpose Room	29 \$32.00/hour for custodial service (no minimum). \$8/hour for use of facility.	36 \$32.00/hour for custodial service (2 hr. minimum). \$8/hour for use of facility.	43 \$48.00/hour for custodial service (2/hr. minimum). \$8/hour for use of facility.	50 \$80.00/hour for custodial service (2/hr. minimum). \$8/hour for use of facility.
Gymnasium	30 \$32.00/hour for custodial service (no minimum). \$8/hour for use of facility.	37 \$32.00/hour for custodial service (2/hr. minimum). \$8/hour for use of facility.	44 \$48.00/hour for custodial service (2 hr. minimum). \$4/hour for use of facility.	51 \$80.00/hour for custodial service (2/hr. minimum). \$8/hour for use of facility.
Classroom(s)	31 \$30.00/hour for custodial service (no minimum). \$4/hour for use of facility.	38 \$30.00/hour for custodial service (2/hr. minimum). \$4/hr. for use of facility.	45 \$45.00/hour for custodial service (2/hr. minimum). \$4/hour for use of facility.	52 \$75.00/hour for custodial service (2/hr. minimum). \$4/hr. for use of facility.
Kitchen	32 \$34.00/hour per kitchen employee (2/hr minimum). \$5/hour for use of facility	39 \$34.00/hour per kitchen employee (2/hr. minimum). \$5/hour for use of facility.	46 \$51.00/hour per kitchen employee (2/hr. minimum). 5/hour for use of facility.	53 \$85.00/hour per kitchen employee (2/hr. minimum). \$5/hour for use of facility.
Playfields	33 \$27.50/hour for groundskeeper if required	40 \$27.50/hour for groundskeeper, if required (2/hr. minimum)	47 \$41.25/hour for groundskeeper, if required (2/hr. minimum)	54 \$68.75/hour for groundskeeper, if required (2/hr. minimum)

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Facility	WEEKDAYS/NIGHTS School in Session	WEEKDAYS/NIGHTS No School	WEEKENDS Saturday	WEEKENDS Sunday
CV High/U-High All-Weather Track	34 \$30.00/hour for custodial service (2/hr. minimum) \$35.00/hr. for staff member supervision \$50/1st hour, \$35/ea add'l hour, \$300/day maximum for use of facilities.	40 \$30.00/hour for custodial service (2 hr. minimum). \$35.00/hr. for staff member supervision \$50/1st hour, \$35/ea add'l hour, \$300/day maximum for use of facilities.	48 \$45.00/hour for custodial service (2/hr. minimum). \$35.00/hr. for staff member supervision \$50/1st hour, \$35/ea add'l hour, \$300/day maximum for use of facilities.	54 \$75.00/hour for custodial service (2 hr. minimum). \$35.00/hr. for staff member supervision \$50/1st hour, \$35/ea add'l hour, \$300/day maximum for use of facilities.
CV High/U-High Football Stadium	35 \$30.00/hour for custodial service (2/hr. minimum) \$35.00/ hr. for staff member supervision. \$500/event for use of facilities.	42 \$30.00/hour for custodial service (2/hr. minimum). \$35.00/hr. for staff member supervision. \$500/event for use of facilities.	49 \$45.00/hour for custodial service (2/hr. minimum) \$35.00/hr. for staff member supervision. \$500/event for use of facilities.	56 \$75.00/hour for custodial service (2/hr. minimum) \$35.00/hr. for staff member supervision. \$500/event for use of facilities.
Athletic Field Lighting	\$8.00/hour	\$8.00/hour	\$8.00/hour	\$8.00/hour

Example of Nonprofit groups - Club sports (gymnastics, karate, etc.), grange, church groups (other than recreation activities), etc.

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## **Rental Fee Schedule for Community Use of School Facilities and Playfields Category III**

### **Commercial Enterprises**

Commercial enterprises include profit-making organizations and business-related enterprises

The Executive Director of Finance will set the rate at the prevailing rate in the community.

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## Rental Fee Schedule

### CENTRAL VALLEY HIGH SCHOOL THEATRE UNIVERSITY HIGH SCHOOL THEATRE

	<b>CVSD Activities</b>	<b>Category I</b> <i>School or Child-Related Groups or Other Government Agencies</i>	<b>Category II</b> <i>Nonprofit Groups</i>	<b>Category III</b> <i>Commercial Enterprises</i>
Theatre	\$35.00 per hr. (May count against H.S. allocation)	\$59.00 per hr.*	\$100.00 per hr. * \$129.00 after 11:00 p.m.	The Executive Director of Finance will set the rate at the prevailing rate in the community.
Custodial Fee (if needed)	N/C	Charges apply only if custodians are not regularly scheduled or additional custodian time is required*	See CUSTODIAL RATES below*	See CUSTODIAL RATES below*
Band Room, Choir Room Choir Risers Acoustical Shell/clouds Rehearsal Piano Rehearsal Piano Tuning Grand Piano Tuning Grand Piano use Technicians/Crew	N/C N/C N/C N/C N/C \$110.00 if needed \$110.00 if needed N/C N/C	CUSTODIAL RATES* CUSTODIAL RATES* \$30.00 per set-up/take-down \$30.00 per set-up/take-down N/C \$110.00 if needed \$110.00 if needed \$50.00 per use \$30.00 per hr. per person	CUSTODIAL RATES* CUSTODIAL RATES* \$30.00 per set-up/take-down \$30.00 per set-up/take-down \$50.00 per use \$110.00 if needed \$110.00 if needed \$50.00 per use \$30.00 per hr. per person	CUSTODIAL RATES * CUSTODIAL RATES * \$30.00 per set-up/take-down \$30.00 per set-up/take-down \$50.00 per use \$110.00 if needed \$110.00 if needed \$50.00 per use \$30.00 per hr. per person

CUSTODIAL RATES:      Weekday rate school in session is \$32.00 per hr. per person 2 hr. minimum  
                                  Weekday rate no school in session is \$32.00 per hr. per person 2 hr. minimum  
                                  Weekend Saturday \$48.00 per person per hr. 2 hr. minimum  
                                  Weekend Sunday \$80.00 per person per hr. 2 hr. minimum

\*Regular hours are M-F 5:00 p.m. to 11:00 p.m. when school is in session

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