

West Valley School District No. 208

Rules & Regulations for Use of School Facilities and Schedule of Charges

CONDITIONS

1. District facilities may be used for open meetings subject to the policies of the West Valley School District. District functions shall have priority over community requests for facility use.
2. A single application may be made for a series of meetings of the same organization. Facilities used shall be limited to people specified on the approved application. Facilities will not be made available for any use, which might result in undue damage or wear.
3. The District reserves the right to cancel any facility use permission when it deems such action is in the best interest of the District. Refunds will be made of any unused portion of payment.
4. The District reserves the right to reject any application when it believes it would be more appropriate for a commercial facility to be used.
5. Cancellations: The user shall give the principal of the building and the District's Facilities Office at least two (2) days notice of any cancellation of previously scheduled facility use. Failure to do so may result in the District assessing a fee.
6. **Sport Sign-up Dates:** All applications for sporting events will be accepted no earlier than 10:00 a.m. on the following dates:
 - The third Thursday in August (for September through December sporting event/use)
 - The first Thursday in December (for January through March sporting event/use)
 - The third Thursday in February (for April through June sporting event/use)
 - The fourth Thursday in May (for June through August sporting event/use)

Groups with 50% or more participants who are West Valley School District residents will be given priority over groups who have a majority of participants residing outside the District. Date and time of application for Sporting Events will be a factor in scheduling use of District facilities. All sporting event facility use forms will terminate at the end of each sport-season.

7. The Facilities Department Coordinator is responsible for scheduling the space and time of an event.
8. Sign up dates for all other events are not subject to the above sporting event sign up dates.
9. Facility use forms are required for all school activities (events or meetings) held prior to or after normal student hours.
10. All facility use requests must be submitted to the District's facilities office for final approval by the Facilities Director, and/or designee **no less than ten days prior to the scheduled event.**
11. School facilities may not be used until the facility use form has been approved and returned and/or group has been notified.
12. 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.
13. Any abuse of the District's facilities use rules and regulations may result in denial of future facilities use requests and existing approvals.

REQUIREMENTS

1. **Clean Up Required:** Renters/Users are responsible for cleaning and putting areas used back in order prior to leaving the building. The custodian or school employee on duty does not do the cleanup unless the user has requested the service for which they will be charged a fee. Custodians are there solely to unlock spaces, provide equipment that was prearranged to be used by the group, and to generally oversee the facility. The requirement also applies to field use.
2. **Damage:** All users will be held responsible for any expense incurred by the District arising from the use of the facility. In the event of damage, it is expected that the user agrees to pay the District's statement of amount due promptly.
3. **Decorations or Other Materials:** With prior approval from the building principal, decorations may be applied to walls or floor (tape or string only – no nails or screws) Users are required to remove, at their expense, all decorations, materials, equipment, furnishing, or rubbish left after use of the facilities.
4. **Furniture and Equipment:** Special audio-visual equipment at the Junior High and/or High School Auditorium will require hiring a District technician. The user/user may be assessed a fee or deposit if fee is not included on fee schedule.
5. **Gym Shoes:** Are required to be used in any District gymnasium.
6. **Kitchen Use:** Child Nutrition Staff are required to be on site when kitchen use is requested. Contact the Child Nutrition Department at 972-6040 for fee information and staff availability.
7. **Liability Insurance Coverage:** A minimum of \$1,000,000.00 coverage is required for all for-profit groups, governmental agencies, non-profit agencies, private citizens, and school district's holding functions/activities not hosted by WVSD. West Valley School District #208 must be named Certificate Holder on Certificate of Liability Insurance.

8. **Non-Profit Status:** Copy of user's current 501(c) for Non-profit status must be attached to the completed facility use form.
9. **Supervision Required:** Satisfactory sponsorship and adequate adult supervision is a requirement. The user or person named on the form shall supervise the groups or members at all times during the use of the facility. When appropriate the District may require the user/user to provide police and fire protection during an event.

RESTRICTIONS

1. Games of chance and/or lotteries are not allowed in and/or on school facilities. "Amusement games," as defined by State law, are permitted at school and PTA approved functions when licensed as required by law.
2. Smoking, alcohol, illegal substances, and possession of firearms on, in, and/or around school facilities are not permitted.

FEES

An appropriate fee will be charged to users for use of District facilities in accordance with WVSD No. 208 Board Policy 4260. Additional charges may be assessed for facility use beyond the regular weekday work hours. Additional clean up and/or services provided by the WVSD, which is discovered after the activity/event will be billed in accordance with the Schedule of Charges for Facility/Field Use below.

All fees, except for kitchen fees, will be invoiced by the WVSD Facilities Department. Kitchen fees will be invoiced by the WVSD Child Nutrition Department. All payments shall be made directly to the WVSD Central Administration Office.

SCHEDULE OF CHARGES FOR FACILITY/FIELD USE

CATEGORY	REGULAR DAY RATE	SCHOOL CLOSED, HOLIDAY, OR WEEKEND RATE
School Groups	None	None
Elementary - School or Child-related Groups, Other Governmental Agencies, and Non-profit Groups	None	* 4 Hours or Less \$62.00 Each Additional Hour (Utilities Only) \$12/hour
Secondary - School or Child-related Groups, Other Governmental Agencies, and Non-profit Groups	None	* 4 Hours or Less \$74.00 Each Additional Hour (Utilities Only) \$24/hour
Commercial Enterprises	\$25.00/hour	* \$50.00/hour

* A \$25.00 per hour fee will be charged for any additional Custodial time required.

West Valley School District #208 Application for Use of School Facilities

Instructions: Please Print – Application must be complete and signed or it will not be processed.

FACILITY REQUESTED: (circle one) Ahtanum; Apple Valley; Cottonwood; Mountainview; Summitview; Wide Hollow
Middle School; Junior High; Freshman Campus; High School

Team Name: _____

Name of Association/Organization: _____
(i.e. AAU, GYGSA, CYO, Boy/Girl Scouts, PTSA, WVSD)

Contact Person: _____ Daytime Phone #1: _____

Mailing Address: _____ Daytime Phone #2: _____

_____ Email Address: _____

Circle All That Apply: For Kitchen Use – Contact Child Nutrition Office at 972-6040.

Building Facility: Auditorium (JH) or (HS) Cafeteria/Multi-Purpose Rm. Classroom(s)#____, _____, _____ Library
Main Gym/Aux Gym Parking Lot Locker Rms. (Boys) or (Girls) Other _____

Fields: Baseball Football Softball Soccer Other _____

District: Athletic Game Athletic Practice Conference/Meeting/Seminar Performance
Senior Project (Advisor's Name _____) Professional Development
Other _____

Public: Athletic Game Athletic Practice Conference/Meeting/Seminar Performance Other _____

Number of People Expected: _____ **Describe Specific Event:** _____

Check Only One:

Circle Day(s):

For a Single Event Monday Tuesday Wednesday Thursday Friday Saturday Sunday _____, 20____
(Month) (Day)

For a Series of Weekly Events Circle Day of Week: M, T, W, Th, F, S, S List Dates: _____

For a Series of Monthly Events Circle Day of Week: M, T, W, Th, F, S, S List Dates: _____

Date of First Event: _____ **Date of Last Event:** _____

Time Duration: From _____ A.M./P.M. to _____ A.M./P.M. **Time Main Doors to be Open:** From _____ A.M./P.M. to _____ A.M./P.M.

Insurance Certificate on File with District:
Yes _____ No _____ Attached _____

Lystedt Law (2011-12 Certification) on File with District:
Yes _____ No _____ Attached _____

I have read and understand the hold harmless agreement (located on reverse side of this form) and rules and regulations in accordance to WVSD Policy and Procedures 4260. The District may revoke, for appropriate cause, any application at any time.

Signature of Applicant: _____ **Date of Application:** _____

WVSD USE ONLY			
Bldg Approval: _____	Facilities Dept. Approval: _____	Date: _____	
District Rental Fee: _____	Technician Fee: _____	Custodial Fee: _____	Additional Fees: _____
Certificate of Insurance Expiration Date _____	HVAC _____	Applicant Copy Sent _____	

WEST VALLEY SCHOOL DISTRICT #208
LYSTEDT LAW CONCUSSION EDUCATION/COMPLIANCE REQUIREMENTS
FOR ALL YOUTH SPORTS GROUP
2011-12 Annual Certification

The Zachery Lystedt Law (HB1824), was signed into law on May 14, 2009 (amending RCW 4.24.660 and adding a new section to chapter 28A.600 RCW). It requires, as of July 26, 2009, that additional steps be taken regarding concussions in school athletic programs and private non-profit youth athletic programs using school district facilities.

This bill requires training and documentation which schools must adhere to. This pertains to private non-profit youth sports groups using school district facilities as well as school teams. As of July 26, 2009 all school AND non-profit youth athletic coaches, players, and their parents/guardians must meet these minimum requirements:

1. All coaches must be trained on the symptoms and risks of concussions and head injuries, including return-to-play protocol.
2. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and their parent(s)/guardian(s) prior to the first practice, without which they may not participate.
3. All athletes suspected of suffering a concussion or brain injury will be removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner, Physicians Assistants, and **Certified & Licensed** Athletic Trainers).
4. All private non-profit youth sports groups using school facilities shall:
 - a. Provide schools with written proof of insurance covering their youth athletes with limits required by the law {The West School District requires a minimum of \$1,000,000.00 coverage with the West Valley School District #208 to be named Certificate Holder on Certificate of Liability Insurance} and,
 - b. All coaches, players and parents of private non-profit youth teams shall have similar training yearly as outlined for school coaches, players, and parents prior to the start of any practice and,
 - c. The private, non-profit youth sports groups shall submit this statement of compliance along with their proof of insurance coverage prior to receiving access to school facilities.

WEST VALLEY SCHOOL DISTRICT
Compliance Statement for LYSTEDT LAW (RCW 4.24.660/chapter 28A.600 RCW).
Youth Sports-Head Injury Policies

This page must be on file in the Facilities Department Office (ANNUALLY) or accompany the WVSD Application for Use of School Facilities. Access to school facilities will not be granted until this page is returned and requirements of this application are complete and approved by the WVSD Facilities Department.

_____, a private non-profit sports organization, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by the Lystedt Law (RCW 4.24.660/chapter 28A.600 RCW).

Proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State is on file with the West Valley School District of not less than one million dollars (\$1,000,000).

Signed:

Representative of Private Non-Profit Organization

Position with organization

Date signed