

FACILITY USE AND RENTAL POLICY

Allied Organizations

There shall be no charge for uses of school facilities that are closely related to instruction or school-home cooperation. Staff meetings, meetings of professional organizations, booster clubs and PTSA meetings are in this category. The school district reserves the right to determine which organizations qualify as allied organizations. Commercial enterprises will not be included in this user group.

Community Use

It is the policy of the Tenino School District to encourage use of school facilities by the entire school district community insofar as it does not interfere with the school program. The district's only intention shall be to recover actual costs of building use to insure that funds intended for education are not used for other purposes.

School or Child-Related Groups

School or Child-related Groups include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to programs or opportunities for civic participation.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a proof of liability insurance and a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by [RCW 28A.600](#).

Non-Profit Organizations

Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district may charge a rental rate in excess of costs incurred. Excess charges may be waived when the organization directly serves the Tenino School District community or the nonprofit group is raising funds for charitable purposes.

Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit 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 rental rate.

Commercial Enterprises

The Tenino School District would prefer that for profit organizations and business enterprises use commercial theatres and other privately owned facilities for meeting places. It is recognized, however, that school auditoriums, ball fields, (excluding the varsity football and baseball fields), and other rooms are sometimes the most logical facilities for such commercial use. When school facilities shall not be in unfair competition with privately owned companies in the business of renting such space.

Banquets

Any group using the school lunch facilities must employ a member of the District Food Service staff.

Religious Meetings

Permission for the use of school facilities by religious groups shall be administered on the basis of equal opportunity to all faiths, with the following limitations:

- A. School facilities will not be made available for religious meetings during a time when schools are in session.
- B. School district facilities will be made available on a short-term basis and shall not be rented as a permanent place of worship.
- C. Rental for facilities shall be charged to insure the recovery of all costs to the District.

College Courses

- A. Facilities shall be made available for college extension courses to tax-supported colleges and universities at a rate based on actual cost.
- B. Private universities and colleges using school facilities shall be charged a modified commercial rate.

General Conditions

- A. School District facilities shall be rented only to those organizations which can assume responsibility for all financial obligations and assure that facilities will be used in compliance with all applicable rules and regulations
- B. A custodian or other authorized school district employee must be on the premises when any non-school group is using a district facility. However, when the group is reasonably small, a designated person can be responsible for clean-up and closing the facility.
- C. The use of school facilities does not include the use of equipment – projectors, screens, athletic supplies, etc...
- D. The Tenino School District #402 is not in the rental business. However, the district may sometimes find that it has plant facilities available, and it could be economically

- advantageous to rent limited space. Plant facilities being available, priority shall be given to tax-supported organizations.
- E. Use of plant facilities may be granted on a 90 day basis to non-profit organizations, subject to the approval of the Tenino School Board.
 - F. An advanced deposit will be required for any rental of facilities by a non-school group on the first rental by that organization or for any organization whose headquarters are outside the school district. The Superintendent may deny a request for use of facility or require an advanced deposit if previous use by the requesting organization resulted in damage, inappropriate use, or failure to follow applicable district rules and regulations. A decision to deny use is subject to review by the Board of Directors.
 - G. Upon notification by utility company, it may become necessary to cancel already scheduled school facilities usage.
 - H. Applications and agreements should be submitted to the building principal 10 days prior to the event to ensure availability of facility and to allow for proper set up and orientation by the district.
 - I. Sponsoring organizations shall provide proof of liability insurance and sufficient, competent adult supervision as determined by the district.
 - J. Alcohol and tobacco products in any form are not allowed on school property at any time. Failure to adhere to this rule can result in termination of rights to continue using school facilities.
 - K. The Tenino School District requires that all appropriate renting parties provide the district with proof of dissemination of information and forms regarding the nature and risk of concussion and head injury. The District will require a statement of compliance from anyone using school facilities for sports programs.
 - L. The Tenino School District will update the fee schedule for facility usage annually.

Legal References:

RCW 28A.320.510	Night schools, summer schools
RCW 28A.335.150	Permitting use and rental of playgrounds, Athletic fields or athletic facilities
RCW 28A.335.155	Use of building for youth programs-Limited Immunity
RCW 28A.600.190	Youth sports -- Concussion and head injury guidelines -- Injured athlete restrictions
AGO 1973 No. 2 6, Initiative No. 276	School District – Use of school facilities for Presentation of programs -Legislature-Elections

Approved by the Board	3/19/1990
Revised	3/22/2010,
Revised	9/29/2014