

WASHINGTON-CALDWELL FACILITIES USE POLICY

PURPOSE

The primary purpose of the Washington School facilities is for educational needs. Certain school areas are available for use by various organizations in the community. This policy will define the responsibilities and expenses associated with the Use of the school facility.

FACILITIES USE FORM

This form must be filled out two weeks prior to the scheduled activity. The Facilities Use Form must be filled out completely, signed by the organization's "person in charge" and in the school office before the facility can be used.

GROUND, FACILITY AND EQUIPMENT USEAGE (s. 120(17))

1. ONLY ONE BASEBALL/SOFTBALL ACTIVITY IS ALLOWED PER DAY, NIGHT, MAXIMUM OF TWO (2) HOURS PLAYING TIME. ABSOLUTELY NO CLEATS OF ANY KIND ARE ALLOWED IN THE GYM. ABSOLUTELY NO HARDBALLS, BASEBALLS OR SOFTBALLS ARE ALLOWED IN THE GYM. Only Tennis, Whiffel, Rag, Nerf or Incrediballs are allowed. When using a bat use a mat. Do not hit with or swing bats without a mat on the gym floor under the area that the bat is being used. Do not hit or throw anything against the walls or at any items on the walls. The custodian will be responsible for documenting any damage(s) that he/she finds and will record the damages on the Check List Form, which is required at the end of each day and/or after each activity. If damages are found, it will be the responsibility of the organization to pay for any and all necessary repairs and/or purchases at the cost that is invoiced to the District.
2. Rooms available for outside use are the Gymnasium, the Multi-Purpose room and the Kitchen. These facilities shall be limited to normal use. All facilities and equipment are to be left in the same condition as the organization found them. Any damage must be listed on the Check List Form. Failure to list any any damage(s) will result in additional fee(s) assessed to the organization.
3. Classrooms will NEVER be available on Saturday or Sunday.
4. Classrooms will only be considered during the week **if and only if** permission is given by the District Administrator in advance and only because of scheduling conflicts. The use of ANY class related materials are prohibited. Classrooms are not available for activities until after 4:00p.m.
5. Access to the office area is **OFF LIMITS** to all organizations.
6. Use of the facility will not be permitted unless a custodian is present to check out the condition of the facilities and/or equipment before and after each activity whether it is a weekday or a weekend. If more than one organization is using the facilities on Saturday or Sunday, the custodial charges will be split between them.
7. The custodian will not be responsible for the actions or behavior of participants associated with any organization.
8. There will be a charge for a custodian during the week for the gym only. See Exhibit A. If an organization does not leave the building by nine o'clock (9:00 p.m.) a minimum charge will be incurred (See Exhibit A).
9. The facilities will NOT be available during **Thanksgiving Break, Winter Break and Spring Break.** All scheduled events will be cancelled if school is closed due to inclement weather or any other unforeseen circumstance, Scheduling for outside organizations can begin on August 1st and will end the last day of school.
10. In the event that a school related activity is scheduled at the same time as a non-school activity, **the school activity will prevail.** The school office will contact the "person in charge" for the non-school activity as soon as possible regarding the situation.
11. Each organization needs to provide a cell phone for emergency purposes. The school does not have an accessible phone available.
12. Organizations using the facility shall not violate any federal, state or local laws. The "person in charge" will be responsible for the conduct and control of both patrons and participants and the "person in charge" must be on the premises at all times during the use of the facility.
13. The organization and all persons associated with the organization are required to stay in the areas listed on the Facilities Use Form and **NOWHERE ELSE IN THE BUILDING.**
14. Equipment that can be rented includes the Scoreboard, PA system, the Warmer, Oven/Stove, the Steamer, and all other electrical devices. See Exhibit A for costing.
15. The use of profanity, and/or derogatory, racial, and/or ethnic language or materials is prohibited.
16. Failure to meet the above rules will result in the denial of future use of the facilities.
17. **All Invoices must be paid in full by August 1st of the next school year or the organization will be denied use of the facilities.**
18. **Organizations must cancel their scheduled use of the gym twelve (12) hours prior to the gym use or a Cancellation Fee will be assessed.**

KEY CARDS

1. A key card will be given to one person from each organization. This person must be the “person in charge” on the Facilities Use Form. Only one key card will be issued to each organization and this key card should not be passed around.
2. Key cards can be picked up in the office on Fridays after 9:00 a.m. for all weekend activities and must be returned by 4:00p.m. on Monday. However, organizations that use the facilities every weekend for two months or more may keep the key card until the end of their season. **All key cards MUST be turned in by the end of each season.**
3. If key cards are abused by any organization, one warning will be issued. If the key card is still abused after one warning, privileges will be suspended until further notice.
4. If key cards are not returned, the key card will be deleted from the system and access to the facility will be futile. You must have a key card in order to enter the building.

FALSE ALARMS

1. When a false alarm occurs, the organization responsible for the facility will be charged any and all fees levied to the District.

FOOD AND DRINK

1. Smoking of any kind, drugs, drug paraphernalia and/or alcoholic beverages are not permitted in school or on the premises at any time.
2. Food (including gum) and Drink, with the exception of water, are not allowed in the gym during school hours and school activities unless the Administrator has granted permission one week in advance.
3. **All food and drink (with the exception of water) MUST be consumed in the Multi-Purpose Room.**
4. Administrator approval must be given two weeks in advance for all non school activities that require food in the gym.

STORAGE CAPABILITIES

All organizations will need to bring in and take out all of their equipment after each activity. The District does not have any extra storage and will not be liable for missing equipment. PTO is the only exception.

COSTS FOR FACILITIES USE

1. See Exhibit A for all costing.
2. Donations will not be used as leverage for any fees that are incurred. The items that organizations donate to the District will become the property of the District.
3. See Exhibit A for the breakdown of all costs associated with the usage of the facility.

DAMAGES

1. If damages are found, it will be the responsibility of the organization to pay for any and all necessary repairs and/or purchases. The organization will be invoiced for the exact amount of the damage/repair (s. 120(17)).
2. To prevent damage to the gym floor, make sure tables and chairs and all movable equipment have the proper functioning glides to minimize indentations. Keep dust and grit off the floor (use mats at the entrances to gym). Avoid use of low quality footwear (black soled shoes) that causes excessive scuffing. **ABSOLUTELY NO CLEATS OF ANY KIND ARE ALLOWED IN THE GYM.** DON'T allow water or liquids to stand on the floor. Avoid phosphates, solvents and all moderate-to-high sudsing products.

INSURANCE DISCLAIMER

Each organization must include a Certificate of Insurance stipulating the Washington-Caldwell School District as a secondary insured, with the exception of the Washington PTO. The organization must assume responsibility for any legal liability for injury or damage to the person or property of the group or others and for any uninsured injury or damage to school personnel or property in connection with the use of the school facilities and must agree to hold the School District harmless in the event of any injury or damage and must reimburse the School District for damage. This certificate must be filed at the District office with the Facilities Use Form. Any circumstance not covered by the above statement will be presented to the administrator for approval.

All conditions/situations not covered in this policy will be brought to the attention of the Administrator and handled on an individual basis. **The School Board will review this policy, as needed.**

Adopted on June 21, 2004
Revised on 05/22/2012

EXHIBIT A

FACILITY USE FEES

On Saturday and Sunday, a Facility Use Fee of \$50.00 per day is required for residents and a Facility Use Fee of \$100.00 per day is required for all non-residents. Any organization using the gym more than three times per week will be charged a Facility Use Fee of \$20.00 per day.

On Monday through Friday, there is no Facility Use Fee required.

CUSTODIAL COSTS

SATURDAY AND SUNDAY: Custodial fees are \$25.00 per hour, minimum of two (2) hours. If any organization uses the gym three times or more per week, the custodial fee will be \$25.00 per day.

MONDAY THROUGH FRIDAY: There is a custodial fee for gym use only. A custodial fee of \$10.00 per day for residents or \$20.00 per day for non-residents is required. If an organization used the gym more than three times per week, a custodial fee of \$5.00 per day for resident and \$15.00 for non-residents will be charged

AFTER HOURS COST

Any organization that stays past 9:00p.m., Monday through Friday, will be charged \$25.00 for each half hour past 9:00p.m.

CANCELLATION FEE

A Cancellation Fee of \$20.00 for Saturday and Sunday or \$10.00 for Monday-Friday will be assessed when the gym is scheduled for use and not used unless the organization calls the District office twelve (12) hours prior to the scheduled usage. District office hours are 8:00am to 4:30pm, Monday through Friday.

EQUIPMENT FEES

All electrical equipment will be billed at \$10.00 per each item used.

Facilities Use Fee _____
Custodian Fees _____
Equipment Fees _____

TOTAL COST \$ _____

EXHIBIT B

WASHINGTON-CALDWELL SCHOOL FACILITIES USE AGREEMENT

All school related activities prevail

Date of Application: _____
Name of "Person in Charge" _____
Address: _____
Phone Number: _____
Cell Phone Number: _____
Organization Name: _____
Type of Activities: _____
Activity Date(s): _____

Set-Up Time _____ a.m. _____ p.m. Activity Time: _____ a.m. _____ p.m.

Rooms To Be Used: _____ Gym _____ Multi-Purpose _____ Kitchen
_____ Library (Mon-Fri) _____ Art Room (Mon-Fri)

Equipment To Be Used: _____ Speaker (PA) System _____ Warmer _____ Oven/Stove
_____ Steamer _____ Scoreboard _____ Other _____

List other equipment _____

COSTS TO USE THE FACILITIES

Monday through Friday

There are costs, associated with using the gym only, during the week. Organizations that are not out of the building by 9:00p.m will be charged a fee. (See Exhibit A for after hours costs)

Weekends

- Any damages that occur between Friday night and Monday morning will be charged to the organization that used the facilities on the weekend.
- Any and all damages that have been found by the custodian after each event will be charged to the organization that last used the facilities. The damages will be charged at the exact amount invoiced to the District

* **Each organization needs to provide a cell phone for emergency purposes. The school does not have an accessible phone available.**

_____, the "person in charge" of the _____ has read and understands and agrees to adhere to all conditions of the Facilities Use Policy.

EXHIBIT C

Custodial Check List

The custodian on duty will be responsible for checking out the condition of the facilities and equipment. If any damage or missing equipment is discovered, please list below and be specific.

Date: _____

Time Facility was checked: _____

Custodian on Duty _____

Signature of Custodian on Duty _____

Facilities and Condition

Gym Good _____
Poor _____
Needs clean-up _____ Clean-up time needed _____
Damage to facility _____
List facility damage _____
Custodial overtime needed _____

Multi Purpose Room
Good _____
Poor _____
Needs clean up _____ Clean up Time Needed _____
Damage to facility _____
List facility damage _____
Custodial overtime _____

Kitchen
Good _____
Poor _____
Needs clean-up _____ Clean up time needed _____
Damage to facility _____
List facility damage _____
Custodial overtime needed _____

Library or Art Room (Mon-Fri only)
Good _____
Poor _____
Needs clean-up _____ Clean up time needed _____
Damage to facility _____
List facility damage _____
Custodial overtime needed _____

Equipment and Condition

Please list the equipment being used and the condition of the equipment before and after Use. Be specific.
