



Marysville
School District

Facilities Scheduling Department
4220 80th Street NE - Marysville, WA 98270
360-965-0147 office | 360-965-0154 fax
facilities_scheduling@msvl.k12.wa.us

FACILITY USE PROCEDURES and GUIDELINES

Thank you for your interest in using the Marysville School District's facilities. Marysville School District desires to make school facilities equally available for after-school, evening, and weekend use by the citizens of our community.

The following procedures govern the use and rental of school facilities, outdoor grounds and stadiums. They were developed in order to: protect the regular instructional program, those who use the facilities, and the taxpayer that has provided the facilities.

I. GENERAL PROCEDURES

The use of the district's buildings and fields is done through an application process. A facility/field application packet must be completed, submitted and approved for each event or activity scheduled on all non-school days, or for after-school activities/business. A Reservation Permit is issued via email as approval confirmation and when applicable; staffs the building with the necessary personnel required.

All applicants will be required to provide proof of general liability insurance coverage in the form of a Certificate of Insurance. This certificate must show that the insurance coverage will be in effect during the event date(s) and show minimum general liability coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 in aggregate liability coverage. The School District must be named as additionally insured on said policy and a copy of the endorsement is to be included with the insurance certificate. Coverage cannot be cancelled or reduced without thirty-(30) day's written notice to the district.

Youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance, with the policies described in RCW 28A.600.190, for the management of concussion and head injury in youth sports.

The district has the right to deny or withdraw facility use privileges at any time. The use of facilities shall be restricted to those spaces and times specifically covered in the Facility Use Application. If rental fee have been paid, a refund will be issued, less any expenses incurred by the District in connection therewith.

The responsibilities of users will be as follows:

- A. Noncompliance with Facility Use Procedures may cause loss of facility use privileges. All users of the school district's facilities agree to comply with all applicable laws and local ordinances as well as the following regulations:
 1. No alcoholic beverages or drugs (including tobacco or marijuana) are permitted in or around any school building or on any school district property at any time.
 2. Smoking is not allowed in school buildings or on school property at any time.
 3. Guns, weapons or guard dogs are not allowed in any school building or on any school property without prior written permission from the Superintendent/designee. (Governmental law enforcement officers are exempt, private security guards are not exempt.)
References: District Policy 4210 | RCW 9.41.250-280 | RCW 28A.600.420
 4. Fire and Safety regulations of the Marysville School District, the City of Marysville and the State of Washington must be observed at all times.
 - a) Fire doors may not be blocked, and no one may tamper with any fire protection apparatuses.
 - b) The District prohibits the use of open flames, candles, and fires of any type inside the facilities.
- B. To protect the community's investment, the District requires the following:
 1. Return furniture to original locations (chairs atop desks if found that way.)
 2. Leave school writing on white/chalkboards undisturbed.
 3. Erase whiteboards if vacant sections are used.
 4. Many district rooms have Promethean Boards (technology smart boards) and this surface is not to be written on. All technology equipment requires prior approval for use.
 5. Be respectful of a teacher's desk and materials.
 6. Materials and equipment in the area should be left undamaged.
 7. Clean up the area after use, including table tops and floors.
 8. Close windows and turn off lights upon leaving.
 9. Place all waste in the proper receptacle.
 10. User/Attendees are required to park in designated areas. Vehicles improperly parked shall be towed at the owner's expense. Large events may require district security parking attendants.
- C. All facilities will be unlocked and locked by authorized district personnel

- D. Under the discretion of the Facility Scheduling Department, keys may be issued to non-district employees. Keys will require a \$50.00 per key security deposit; refunds will be processed through the district operating procedure upon return of the keys.
- E. User is responsible for special set-up requirements as well as clean-up unless specifically requested in the application. If it is necessary for the district personnel to return a facility to original set-up or clean the premises, the user will incur additional costs to restore the facility to its original state.
- F. The district prohibits applicants from making any alterations to the facility or field without prior approval. This may include, but not limited to: hanging signs, erecting backstops, placing goal posts, field work, using masking tape on walls or floors, removing or moving school equipment, etc.
- G. Special floor coverings must be used to protect gym floors for use outside of team sports. Sports participants must wear rubber (non-black) soles on gym floors. All furniture used in gyms must have glides or mats under the legs to protect from scratching the floors. Tape cannot be used on gym floors.
- H. User is to report any maintenance problem or concern that may impact their activity to district personnel on duty or to the Facilities Scheduling Department. Electrical, heating, lighting or plumbing problems are to be repaired by authorized district personnel only.
- I. All activity must be confined to the room/area assigned. The user is not to enter any area other than those identified in the contract and restrooms in the designated area. Use of other areas is only granted with prior written consent and subject to a user fee.
- J. . In Washington State all persons working in food handling area must now have a Food Handler Permit
- K. All individuals, groups, staff and professional organizations authorized to use school facilities for activities which are school related, shall be responsible for providing adequate supervision, and for complying with all of the district's rules and regulations.
- L. While residents, staff members and community groups shall be encouraged to use district facilities, no person may enter or remain in any school building or site except when engaged in an approved or scheduled activity. Furthermore, no individual shall willfully or maliciously make or cause any noise or disturbance, or diversion in or near the facility.
- M. The user is not to use or operate any school equipment other than that specified in the permit.
- N. The user is responsible for providing all supplies and materials necessary.
- O. In case of medical or other emergency situations, please notify the personnel on duty who will take a report of the incident or call 911.
- P. Facility use that extends beyond a district employees regularly scheduled contract time, the user will be billed at the union contract overtime hourly wage for the extra time incurred.
- Q. Fees are charged in accordance with the school board adopted fee schedule. Schedules are attached. Rates are subject to change without notice.
- R. Upon approval, a confirmation reservation permit is sent to each user via e-mail.

II. RIGHTS and RESPONSIBILITIES

- A. No person shall be denied the full enjoyment of facilities because of race, creed, color, sex, or national origin. For safety purposes, children are to be accompanied by an adult (21 years of age or older), at all times. If the applicant is a youth organization, children are to be closely supervised by adults and are restricted to those specific areas rented by the applicant. Regular monitoring of halls, rest rooms, and outside areas is mandatory whenever children are present. Unsupervised children may result in barred use of facility. Supervision of participants, children and crowd control is the responsibility of the applicant.
- B. Promotion of activities subversive to the laws of the United States or any subdivision therefore, or to overthrow the government of the United States, or supporting doctrines of violence, hatred, or discrimination are prohibited.
- C. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the staff, participants, buildings, grounds or equipment is prohibited.
- D. Commercial advertising is prohibited.
- E. Sub-leasing or shared use is prohibited.
- F. The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

- G. Notification of cancellation must be submitted to the Facility Scheduler at least 48 hours (10 days for special events) before the scheduled time of use, or the full rental fee and personnel fees are charged.
- H. The applicant is responsible for the safety and conduct of its participants and spectators. Use of alcohol, tobacco, and/or drugs is prohibited on school premises, including parking lots. Profane language, use of alcohol or drugs, and other objectionable conduct may result in barred future use of facilities as well as law enforcement involvement.
References: District Policy 4215 | RCW 28A.210.310
- I. The applicant (or designated representative) should identify him/herself to the district employee at the facility upon arriving. All communication with the district employee shall be through that individual.
- J. The applicant agrees to immediately notify the district employee of any accidents or injuries suffered by individual(s) during the use of school district facilities. It shall also be the responsibility of the applicant to report such incident(s) in writing to the Facilities Scheduling Department Supervisor.
- K. This Agreement does not include the right of posting activity or event notices on school premises other than the posting of a sign two hours in advance (up to twenty-four hours with prior permission) of an event for the purpose of directing people to the facility.
- L. Games of chance, lotteries, and the giving of door prizes are not allowed except as permitted by law and then only with proper clearances, if applicable, from the State Gambling Commission. It is the sole responsibility of the applicant to comply with federal, state, and municipal laws and to obtain any permits necessary to conduct a particular activity.
- M. Applicant also agrees to notify district employees immediately of any property loss or damage arising from use of the facility.
- N. The 2001 state legislature passed House Bill 1451 that requires school districts to notify the public of our pest control and herbicide use. An interested person can register with the school district to receive notification of pesticide application or can contact the district for any information on our Integrated Pest Management (IPM). The district plan is available for review through our Maintenance Office | 4220 80th St. NE | 360-653-0847.

III. SCHEDULING PROCEDURES

- A. Because school facilities exist primarily for the benefit of the educational programs, school activities have priority in the scheduling of facilities. Although every attempt will be made to avoid these conflicts, it may be necessary to reschedule an applicant's use of a facility in the event the school schedules an activity for the same time. Applications are processed on a first come, first serve basis. No user group will have exclusive use of any of the district facilities.
- B. District and Community Users apply for use of facilities through the Facilities Scheduling Office. When applications are received the department shall process and coordinate the use of the facilities. Upon approval, a confirmation reservation permit is emailed to each user, via e-mail. Applications must be submitted at least 15 working days prior to of the event/activity.
 - 1. Procedure Guidelines and Applications are available online at www.msvl.k12.wa.us or at the district Service Center; 4220 80th St NE, Marysville, WA 98270
 - 2. Questions or concerns please contact the Facilities Scheduling Department; facilities_scheduling@msvl.k12.wa.us or 360-653-0816
- C. Outdoor Sites Available for Rental
 - 1. All Weather Turf Fields: (Quil Ceda Stadium and Marysville Getchell HS)
 - a. Unless otherwise agreed upon, all weather turf field rental price includes use of the stadium restrooms and the following equipment: 2NHFS sized goals, 4 corner flags, end zone pylons, down box, chains and benches. After approval, a confirmation/estimate of all associated fees will be provided via email.
 - b. Concession Service - Available upon request. If a customer requests to have the concession stand open, Booster Club personnel will be assigned, if available. All proceeds from sales will be given back to said booster club. If the customer chooses not to use concession service they will be allowed to set up a tent/table to sell their own goods. The concession stand is not available for public rental.
 - 2. Natural Grass Fields:
 - a. Football, Soccer, Baseball and Softball fields are available at multiple district sites and can be reserved through the district's facility use application process.
- D. Indoor Spaces Available for Rental
 - 1. Auditoriums, Gyms, Classrooms, Cafeterias, Multipurpose Rooms and other ancillary rooms, are available at multiple locations throughout the school district.
 - 2. Pool Rental:
 - a. Please call 360-653-0609.

IV. PAYMENT

- A. The applicant is responsible for payment of all charges associated with the group's use of facilities/sites. Customers receive a reservation confirmation which includes an estimate of charges. Checks are to be made payable to: Marysville School District.
- B. Customers are billed at the conclusion of the event (generally the first week of the following month) or quarterly if the reservation is a year-long recurring event.
- C. A 50% deposit is required for all reservations exceeding \$500.00, due 48 hours prior to the scheduled event.
- D. Any other special payment considerations must be submitted and approved by the Supervisor of Facilities Scheduling.
- E. Non-payment of fees within thirty (30) calendar days after invoice will result in the loss of facility use privileges.
- F. Payments outstanding at the close of the school year are subject to referral to a collection agency.

VI. INCLEMENT WEATHER EMERGENCIES

If schools are closed due to bad weather, all scheduled building activities and outdoor facility use are cancelled. Information is shared with local broadcast services, and also listed on the district website: www.marysville.k12.wa.us.

VII. FEES

In addition to the hourly rental rates, some areas and events will have personnel costs associated with the facility use. As such, the following will apply:

- A. Stadium/All Weather Field Personnel Fees - An Event Manager must be present during stadium events, unless otherwise agreed upon. The personnel fees are in addition to the stadium rental fee. Additional personnel fees may be assessed for custodians, maintenance personnel, or others, where applicable. All personnel fees are a minimum two (2) hours per staff member.
- B. Auditorium Rental Fees - Auditorium pricing is for basic use of the space and general room lighting and includes a podium with one microphone (groups such as seminars, group speakers, school assemblies, etc.).
Commercial or production activities requiring the use of additional audio, video or lighting systems are assessed additional fees. Once a reservation request has been received, the Facility Scheduler reviews the request and provides a confirmation/estimate of all associated fees via email.
- C. Auditorium Personnel – Fees will be assessed for a Facility Monitor and/or other assigned personnel. Additional personnel fees may be assessed for custodians, maintenance, or other personnel, where applicable. All personnel fees are a minimum two (2) hours per staff member.
- D. Equipment Rental Fees
- E. Other Personnel Fees
Personnel fees are assessed with a two (2) hour minimum per staff member assigned based on required use and or day/time of week (including Saturday, Sunday, Holidays, after-hours or when school is not in session) for the following personnel:
 1. Custodians – personnel fees are charged to the user when activity occurs beyond regular custodial work shift. Fees may be assessed beginning 30 minutes before the scheduled activity, and end at the conclusion of clean up and securing of the building.
 2. Facility Monitor – personnel fees are charged to the user when the district deems overseeing an event or activity is required by district need or standard. Fees are assessed beginning 15-30 minutes before and 15-30 minutes following the scheduled use.
 3. Maintenance and/or Grounds – personnel fees are charged to the user when additional services are necessary. Fees will also be assessed for the preparation of all field lining requests. Fees may also apply when the transfer of equipment from one building to another is requested.
 4. Security Supervision – personnel fees are charged to the user when the district deems security supervision of an event or activity is required by district need or standard. Fees are assessed beginning 15-30 minutes before and 15-30 minutes following the scheduled use.
 5. Media & Technology/Equipment Operators – personnel fees are assessed when special technology services or equipment is used. Staff is assigned based on availability.
 6. Kitchen Supervisor – personnel fees are assessed when kitchen use is requested. All kitchen use will require supervision by a member of the Food Service Department.

The Districts designee may waive facility use fee in special circumstances at their discretion.