February 5, 2015

Dear Applicants:

Please note that **Category A** encompasses local youth organization such as AAU, Grid Kids football, and Granger Freestyle Wrestling and philanthropic groups such as Granger Alumni Association and Granger Booster Club. The groups may incur additional costs only if the facilities are not left in the same condition in which they were before the event.

**Category B** includes private district residents utilizing the facilities for family dinners, baby showers or other non-educational activities.

**Category C** is self-explanatory.

The additional charges section will be determined on a case-by-case basis. For example, not all renters will necessitate and additional garbage dumpster pick-up. However, use of the kitchen facilities may require a supervisor for safety reasons.

Please feel free to contact me if you have specific questions regarding this policy and rental fee schedule.

Sincerely,

Margarita C. Lopez
Superintendent

MCL:vp

Granger School District is an Equal Opportunity Employer
Use of School Facilities

The board subscribes to the belief that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including 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 and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities. For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

School or Child-Related Groups or Other Government Agencies
School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps, and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

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 statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

Nonprofit/Private Groups
Nonprofit/Private 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 a service club or other nonprofit group is raising funds for charitable purposes.
To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau. 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**

Commercial enterprises includes profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization nor for the purposes it represents.

**Cross References:**
Policy 3422

**Legal References:**
RCW 4.24.660
RCW 28A.230.180
RCW 28A.320.510
RCW 28A.335.150
RCW 28A.335.155
20 USC Sec. 7905
34 CFR Sec. 108.6
AGO 1973 No. 26

**Management Resources:**
Policy and Legal News, February 2014
Policy and Legal News, June 2013
Policy News, December 2011
Policy News, August 2009

**Student Sports – Concussion and Head Injuries**

Liability of school districts under contracts with youth programs
Access to campus and student information directories by official recruiting representatives — Informing students of educational and career opportunities.
Night schools, summer schools, meetings, use of facilities Permitting use and rental of playgrounds, athletic fields, or athletic facilities.
Use of buildings for youth programs — Limited immunity.
Boy Scout of America Equal Access Act
Equal Access to Public School Facilities For The Boy Scouts of America and Other Designated Youth Groups
School districts — Use of school facilities for presentation of programs — Legislature — Elections

Other Updates/Corrections
Equal Access To K-12 Campuses Law Goes Into Effect
Use Of School Facilities Policy Clarification
Changes In WSSDA'S Policy Reference Manual
Concussion And Head Injuries Legislation
Use of School Facilities

Application for use of school facilities will be made to the facilities coordinator. Professional fund raisers representing charities must provide evidence that the fund raiser:
A. Is recognized by the Philanthropic Division of the Better Business Bureau;
B. Is registered and bonded by the state of Washington; and
C. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent will develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule will be evaluated on a biennial basis.

Sponsoring organizations will 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.

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. 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 decided by the superintendent and approved by the board 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.

All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant’s sponsorship in an amount not less than $50,000 due to bodily injury or death of one person or at least $100,000 due to bodily injury or death of two or more persons in any incident. If use of the district’s facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.

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.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board.

Because of the value of district’s playing fields to the community’s total recreational opportunity, the fields may be used by all residents. The use must be appropriate and compatible with each play field and its surrounding area. Such use will not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent will make reasonable effort to obtain restitution for the damage.

A custodian or other authorized staff member must be on the premises when any non-school group is using school facilities.

Revised: 02.27.12
Facility Use Request Form  
Granger School District No. 204  
701 "E" Avenue Granger, WA 98932-9711

Renter: Please sign original and return to Granger School District.  
(Requests made by district employees to use school facilities for school purposes do not require signature of the Hold Harmless Agreement. Fill out this first page only).

Date(s) Requested: ____________________________  
_________________________  
_________________________  
Facility/Area(s) Requested: ____________________________  
_________________________  
_________________________  
Contact Person: ____________________________  
Phone: ____________________________  
Sponsoring Organization/Affiliation: ____________________________

Mailing Address: ____________________________

Purpose of Facility Use: ____________________________

Charge for Admission: Yes____ No____ $__________  
Police/Security Protection Necessary: Yes____ No____  
Arranged: Yes____ No____

Unlock doors at: __________ am/pm  
Lock doors at: __________ am/pm

District Personnel:

Proof of insurance submitted: Yes____ No____  
District staff required: Yes____ No____

_________________________ (position) _______ hours @ $__________ per hour = _______

Keys issued to: ____________________________ Date: ____________________________

By: ____________________________ Date of Return: ____________________________

Facility Rental Fee: _______ Amount Paid: $_______ Receipt Number: _______ Date: ______

By: ____________________________ By: ____________________________

Building Principal  
Date  Building Principal  
Date

By: ____________________________ By: ____________________________

Athletic Director  
Date  Food Service Director  
Date

By: ____________________________ By: ____________________________

Facilities Director  
Date  Superintendent  
Date

Revised: 06.16.2017  
Page 1 of 3
Hold Harmless Agreement
Granger School District No. 204
701 "E" Avenue Granger, WA 98932-9711

We, the undersigned, having been permitted by the Board of Directors of Granger School District No. 204 to hold scheduled meetings and/or activities that have been previously arranged with the district superintendent, in school buildings or on school property, do hereby agree to the following:

1. Granger School District No. 204 or its board of directors will not be liable for any damages, either to person or property, sustained by us, individually or collectively, either caused by defects occurring on the premises, or caused by defects in any buildings situated on said premises.
2. We, as users of school facilities for non-school related meetings or activities, agree to defend and hold the school district, or its agents, harmless from any and all claims suffered on the premises or arising out of the use of the premises or facilities.
3. We pledge not to use nor allow use of alcoholic beverages, tobacco, or drugs on school property including district owned vehicles.
4. We will be responsible to the School Board for use and care of the building.
5. We will contact the building principal for any specific house rules.
6. The character of the activity will conform with that stated on the application.
7. We will be responsible for keeping persons attending confined to the rooms/areas rented.
8. We will be responsible for any outside cleanup necessitated by our group. A custodian charge will be made if such services are needed for said cleanup.
9. Any furniture which is moved by the organization must be replaced before leaving the building.
10. Persons using gyms for basketball, etc., must be in gym shoes.
11. Smoking is not allowed in the building or on any school property, including district owned vehicles.

__________________________
Contact Person

__________________________
Name of Organization

__________________________
Date

in accordance with State Law, Granger School District No. 204 is a tobacco, alcohol, drug, and gun free zone.

| Maintenance Office Use Only |
| Heating and Cooling Set: Yes/No | Irrigation Schedule Reviewed: Yes/No |
| Custodial Notified & Reviewed: Yes/No |

Distribution: Applicant ____ Building Principal(s) ____ Maintenance Department ____
Activities Director ____ Food Service ____ Date: ________

Revised: 02.05.15
GRANGER SCHOOL DISTRICT

Compliance Statement for HB 1824, Youth Sports-Head Injury Policies and SB 5083, Sudden Cardiac Arrest Awareness (attach to any building/facility use request form).

requests the use of the School District facilities for the following dates:

, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for, the Management of Concussions and Head Injuries as prescribed by HB 1824, section 2 and Sudden Cardiac Arrest Awareness as prescribed by SB 5083, section 3.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least $50,000 due to bodily injury or death or one person and at least $100,000 due to bodily injury or death to two or more persons.

Signed:

Representative of Private Non-Private Youth Sports Group

(Date)

*Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee.
## Granger School District School Facilities Use Rental Rates

### Form 4260 B

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please refer to Procedure 4260P for definitions</td>
<td>District Sponsored Educational Activities; Local youth organizations; Philanthropic groups; and Government agencies</td>
<td>Other Nonprofit Noncommunity Groups; Noncommunity Adult Recreation Programs; Noncommunity Youth Groups; Private District</td>
<td>Profit Generating/Commercial Enterprises and Noncommunity Adult Groups; Private Non-district Resident</td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafeteria/Commons GMS</td>
<td>$20.00</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Cafeteria/Commons GHS</td>
<td>$20.00</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Multipurpose GHS</td>
<td>$20.00</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td>$10.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Computer Lab (requires technician)</td>
<td>$30.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Gym - High School/Middle School</td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Gym - Elementary</td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Gym - High School Competition Gym (in-district only)</td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>High School Concessions</td>
<td>$30.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Home Economic Classroom</td>
<td>$15.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Kitchen RES/GMS (requires supervision)</td>
<td>$30.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Kitchen GHS (requires supervision)</td>
<td>$30.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Library or Conference Room</td>
<td>$15.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Parking Lot</td>
<td>$8.00</td>
<td>$16.00</td>
<td></td>
</tr>
<tr>
<td><strong>Outdoor Facilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RES, GMS, GHS Fields</td>
<td></td>
<td></td>
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<tr>
<td>High School Stadium (includes lights &amp; scoreboard)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Staffing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial/Attendant Service</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen Supervision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Lab Supervision</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Garbage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Dumpster pick-up</td>
<td>$100.00 per dumpster</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Costs May Be Charged

<table>
<thead>
<tr>
<th>**On Site Equipment Use (Daily Rates unless otherwise specified) <em>For on-site use only</em></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Systems (Sound/Stereo/TVI/VCR/DVD)</td>
<td>$15.00/hr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball Hoops</td>
<td>free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleachers</td>
<td>free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>free</td>
<td>Video Projector</td>
<td>$15.00/hr.</td>
</tr>
<tr>
<td>Microphone</td>
<td>$10.00</td>
<td>Volleyball Standards</td>
<td>$15.00</td>
</tr>
<tr>
<td>Overhead Screen</td>
<td>free</td>
<td>Whiteboard</td>
<td>free</td>
</tr>
<tr>
<td>Piano</td>
<td>$25.00</td>
<td>Other</td>
<td>TBD</td>
</tr>
<tr>
<td>Podium</td>
<td>free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risers (band or choir)</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*others not listed at Superintendent's discretion.

Adopted: 04.23.2012
Revised: 09.10.2014, 06.14.2017