

Walla Walla Public Schools
FACILITY USE Procedure and Fees
WALLA WALLA SCHOOL DISTRICT PROCEDURE

TO ACCOMPANY BOARD POLICY (4260) FOR USE OF SCHOOL FACILITIES

A. PROCEDURES

1. Approval for the use of facilities must be obtained from the building principal.
2. Use of alcoholic beverages and/or tobacco is not permitted in school facilities or on school property. School facilities are gun-free and weapon-free zones.
3. A responsible representative of the user group must be on the premises during after-school use of facilities.
4. A cafeteria employee is required to be on duty for all activities involving kitchen use for events such as PTSA meetings, banquets, dinners, carnivals, festivals, bazaars, or other special events requiring kitchen facilities.
5. The user group shall adhere to the reasonable rules and regulations developed by the building principal for the use of the facility.
6. Keys to school facilities shall not be issued or loaned to any user. Doors will be opened and locked by authorized district employees.
7. All applicants for use of district facilities shall hold the school 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 of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be determined by the district and a bill presented to the group using the facilities.
8. The district reserves the right to deny or cancel any application for use when such use, or meeting, may in anyway be prejudicial to the best interest of the schools, or in violation of Washington Interscholastic Activities Association's rules and regulations, or for which satisfactory sponsorship is not provided.
9. Cooperative arrangements with the city parks department and other public agencies which facilitate public use of the facilities at minimum cost may be developed and approved by the superintendent and or designee.

B. FEE SCHEDULE

1. Guidelines
 - a. **GROUP A (Activities by a school support organization, including PTSA groups)**
 - (1) Use should be allowed free whenever possible (actual personnel costs will be charged if outside normal hours of business for that location).
 - b. **GROUP B (Youth groups and organizations conducting a community educational activity)**
 - (1) No facility use fee shall be charged; however, the costs of custodial and cafeteria personnel and lab costs necessitated by the use shall be paid by the USING PARTY.
 - c. **GROUP C (Local non-profit groups and organizations)**
 - (1) A fee for the use of the facilities shall be charged based upon the established schedule below. In addition, custodial and other necessary personnel costs shall be included in the USING PARTY 's fees. If these groups charge admission, collect an offering, or sell merchandise (other than to offset meeting costs), rental fees as described for Group D shall be charged.
 - d. **GROUP D (Commercial, profit making organizations)**
 - (1) These groups shall be charged a fee based upon the comparative rate charged for other local facilities. The fee will need to be determined on a case by case basis by the superintendent or designee.
2. Rental rates for use of school district facilities

<u>Facility Fee Schedule</u>		<u>Personnel Costs</u>	
Gymnasiums	\$23 per hour	Custodian/cafeteria worker	\$25 per hour
Kitchen/Cafeteria	\$23 per hour	(regular hours)	
Other areas	\$17 per hour	Custodian/cafeteria worker	\$40 per hour
Gym/Commons- Wa-Hi	\$40 per hour	(after 40 hours and/or weekends)	
Fields- Wa-Hi	Negotiated	Custodian/cafeteria worker	\$50 per hour
Labs- Wa-Hi	Negotiated	(Sunday)	
Auditoriums- Wa-Hi	Use Auditorium Fee Schedule		

Base Fee (From Fee Schedule & Group Type)	_____ hrs.	X \$	_____ = \$	
Personnel fee Custodial Employee	_____ hrs.	X \$	_____ = \$	
Cafeteria Employee	_____ hrs.	X \$	_____ = \$	
Performance Mngr	_____ hrs.	X \$	_____ = \$	
 Additional Fees:				
_____ Fee	_____ hrs.	X \$	_____ = \$	
_____ Fee	_____ hrs.	X \$	_____ = \$	
_____ Fee	_____ hrs.	X \$	_____ = \$	
_____ Fee	_____ hrs.	X \$	_____ = \$	
_____ Fee	_____ hrs.	X \$	_____ = \$	
Total fees			= \$	_____