

COMMUNITY RELATIONS

Non School Use of Buildings, Grounds and Equipment

Requests for use of district facilities will be honored on a space available basis according to the priorities established in the facility use fee and prioritization schedules located on the district's website. If there are competing requests for the same facility, the request by the highest priority group shall take precedence. If there is a scheduling conflict within a user group classification, the user with the greater longevity with the district and most in-district participants will receive first consideration.

If a request is made to use a facility that does not appear on the fee schedule (e.g., racquetball courts, weight rooms, covered play areas, etc.), the district will determine an appropriate user fee on a case-by-case basis. Community groups that repeatedly schedule school facilities but do not use them will lose priority for use of those facilities and, in the future, their use of those facilities may be reduced, or their requests may be denied.

The district will establish deadlines for requesting seasonal use of athletic facilities, usually for fall, winter, spring and summer sports. Due to high demand, the district may not be able to accommodate requests received after established deadlines. District staff will have unrestricted use of facilities for district purposes until 5:00 p.m. on regularly scheduled workdays. Community requests to utilize school facilities, including classrooms, prior to 5:00 p.m. on regularly scheduled workdays require the approval of the building administrator.

Community groups requesting use of district facilities must:

- A. Submit requests using the districts online facility use scheduling program.
- B. Provide proof of insurance and a certificate naming Everett Public Schools as additional insured at least two weeks prior to first date of use.
- C. Indicate compliance with the head injury requirements verifying that all coaches, athletes and their parents/guardians have complied with mandated policies for the management of concussions and head injuries and have sufficient insurance (applies to non-profit youth groups only.)
- D. Submit payment for use of the Civic Auditorium including any custodial fees at least sixty (60) days prior to such use; and submit payment for all other facility use including any custodial fees at least fourteen (14) days prior to such use. Facility use agreements will be cancelled if payments are not received within required timelines.
- E. Provide information verifying classification of user as requested by the district, including non-profit status, youth participation, in-district participation, etc.

Refunds will be provided if requested for fees already paid for use of the Civic Auditorium if cancellations are made at least thirty (30) days prior to scheduled use. Refunds for fees paid for use of all other facilities will be provided if requested if cancellations are made at least two (2) days prior to scheduled use.

Community users of district facilities may place signage at the site announcing the activity, the name of the sponsoring group, and the time and location of the event. Signage at the site is allowed during the event and up to two hours before and after the event. Signage is not allowed during school hours if at a school location. Signage is limited to two (2) signs or sandwich-style reader boards with a maximum size of ten (10) square feet each. Any exceptions to these requirements must be pre-approved by the community services department.

Costs of all repairs for damage to facilities, except for normal wear and tear, will be charged to the responsible party. Abuse or misuse of facilities or non-payment of required repairs will result in a loss of facility-use privileges for the responsible party. When a larger organization sponsors an individual or team, the larger organization is considered to be the responsible party. All facilities will be monitored for risk of damage due to high impact activities or weather-related wear. The condition of high school and middle school athletic facilities used for competition is especially important to district athletic programs and will be monitored closely.

The district reserves the right to assign priorities and reduce fees based on equity and diversity in accordance with federal and state law, and district policy. The district reserves the right to cancel or revise any facility use request at its sole discretion and retains all rights to the operations and proceeds of parking, radio and television programs, and concession stands.

Youth-oriented groups may request a reduction in facility-use fees in return for payment-in-kind (i.e., labor/materials to maintain or upgrade playfields, donations of equipment, etc.). Payment-in-kind must be received by the district prior to the requested use, and improvements that benefit only the requesting user group will not be considered. The district retains sole discretion to establish the value and appropriateness of the proposed payment-in-kind.

The district will implement and annually review a program of monitoring use of district facilities by community groups, including allocation of appropriate staff and use of computerized-scheduling software to schedule and track facility use.

Facility Use for Filming and Photography Purposes

Requests to use district facilities for filming or photography require submittal of a separate [Filming and Photography Facility Use Request form](#), in addition to a request to use district facilities through School Dude, the [district's online facility use system](#). These requests must be approved prior to use. Fees for use of district facilities for filming or photography shall be the hourly rates established in Schedule 3A, 3B and 3C for the applicable user group category with a four-hour minimum charge per day. Seasonal rates for youth groups shall not apply. Please contact the Community Services Department to make arrangements for filming or photography on district sites or facilities not listed in Schedules 3A, 3B or 3C, and note that a minimum filming and photography facility use fee of \$1,165.50 will apply for such unlisted facilities.

Cross references:

[Board Policy 4333](#)

[Board Policy 6115](#)
[Schedule 6115S](#)

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Fees, Fines and Charges
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