

Camas School District

Use of School Facilities

Application Procedures

Application for use of school facilities shall be made to the district facilities coordinator. Staff members and/or citizens must submit an application whenever a facility is to be used outside the regular school day, except for school district athletic events. Reservations may be terminated when agreement terms are not met or are violated.

Application for use of school facilities shall be made to the community education office, in writing, at least ten (10) days prior to the date for which facility is to be used. Reservation requests will be accepted on an ongoing basis with priority given to Camas residents. Prepayment for all one-time rentals is required two weeks prior to the event. Organizations and/or other individuals that rent on a continuous basis will be required to make a pre-payment monthly. All other monthly rental payments are due in the community education office on or before invoice date. Multiple dates for similar use may be made on one application (i.e. weekly scout meetings). Changes and/or additions must be communicated and approved with facility coordinator.

Use of Facilities are Based on the Following Assumptions

1. School facilities are primarily provided for the education of school students.
2. Schools belong to the community and shall be available for maximum community use provided:
 - a. The activity shall not interfere with normal school district operations.
 - b. The use shall not reflect adversely upon the school district.
 - c. Approved individuals and/or organizations shall assume responsibility for rental fees as required, and the liability for property damage and/or personal injury.

Eligibility and Priority Levels of Use

The priority levels for facility use are as follows:

1. School District (K-12) classes and programs.
2. School district sponsored extra-curricular events (open houses, athletic practices/events, arts and cultural performances, parent meetings).
3. Community Education classes, programs and activities.
4. General community reservations (Group levels 1, 2, 3 priority order)

Insurance Provisions

Facility users are required to provide the Camas School District with a certificate of insurance covering an event, at their own expense, prior to the event. The policy of liability insurance covering said premises in the amount of at least 1,000,000.00 combined single limit, bodily injury and for damages to property, must be received by the central business office prior to the event.

Rules and Regulations

1. All applicants for use of school facilities shall 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. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent 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.
2. Alcoholic beverages, tobacco products, and controlled substances or paraphernalia are not permitted in school facilities or on school property or in district owned vehicles per RCW 28.A210.310
3. The district realizes that unforeseen district uses may occur which will result in the necessity to cancel or reschedule community use of a school facility. The district will make every effort to anticipate potential conflicts prior to approval of applications and will contact the applicants should any conflicts occur
4. All Board of Education regulations will be observed, including compliance with all state, city and county laws and ordinances.

Camas School District Facility and Rental Use Agreement



Facilities/Fields - Return to:
debbie.mcenry@camas.wednet.edu

*Agreements and/or changes must reach office 2 weeks in advance.

For Office Use:			
Date Received: _____	Fees Charged to Group:		
DynaCal Entry: _____	Item	Hours	Hourly Fee Total
Date Invoiced: _____	Facility: _____		
	Monitor:		<u>\$20.00</u>
	Custodian:		<u>\$36.50</u>
	Tech:		<u>\$20.00</u>
	Other:		_____
	TOTAL DUE:		

Organization: _____ Phone: _____ Phone: _____

Type of Activity: _____

Bldg Requested: _____ Area Requested: _____

Day(s) of the week: _____ Date(s): _____

Event Time: _____ to _____ Set-up Time: _____ to _____ Approx. # in attendance: _____

Will admission fees be charged? No Yes Describe: _____

Is food or beverage being served? No Yes Describe: _____

Use of any Camas School District kitchen areas requires Camas School District kitchen staff to be present.

Equipment requested (chairs, tables, etc.): _____

Heat and/or Lights needed? No Yes

Name of organizer's supervisor in attendance: _____

Address: _____ City/State: _____

Email Address: _____ Phone: _____ Phone: _____

Camas School District Staff Monitor (if required): _____

Contract Agreement:

1. I (We) have read the rules relating to the use of the school facilities and agree to abide by same.
2. I (We) understand that if, for any reason, a school function is scheduled or re-scheduled to conflict with the requested usage date, the school use shall have precedence.
3. All Board of Education regulations will be observed, including compliance with all State, City and County laws and ordinances.
4. The above organization assumes full responsibility for the condition of those portions of the building during the time of use.
5. All applicants for use of school facilities shall 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 or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent 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.
6. I (We) will provide the Camas School District with a certificate of insurance covering an event, at their own expense, prior to the event. The policy of liability insurance covering said premises in the amount of at least 1,000,000.00 combined single limit, bodily injury and for damages to property, must be received by the central business office prior to the event
7. Alcoholic beverages, tobacco products, and controlled substances or paraphernalia are not permitted in school facilities or on school property or in district owned vehicles per RCW 28.A210.310
8. Any advertising must state the following: "The Camas School District does not sponsor or endorse this event."

*Additional costs could be charged for additional services required following the event.

Signature of Representative: _____

Send invoice to: _____

Address: _____ City/State/Zip: _____

Date: _____ Phone: _____ Phone: _____

Facility Coordinator Signature

Date

Administrator Signature

Date

**Camas School District
Facility / Field Rate**

- User Group A: Non-profit community groups involving at least 80% Camas School District residents
User Group B: Non-profit community groups involving less than 80% Camas School District residents
User Group C: Non-profit groups charging for attendance
User Group D: Commercial and profit making groups

<u>Facility – Hourly Rate</u>	<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>
Classroom/Library	\$30.00	\$60.00	\$75.00	\$100.00
Elementary/Middle School Cafeteria	\$30.00	\$60.00	\$75.00	\$100.00
CHS Main Commons/North Commons	\$50.00	\$75.00	\$100.00	\$200.00
*Kitchen (CSD kitchen staff required)	\$30.00	\$60.00	\$100.00	\$150.00
Camas High School Theater	\$75.00	\$100.00	\$200.00	\$250.00
CHS Theater Extension (per event)	\$250.00	\$250.00	\$250.00	\$250.00
Gymnasium	\$25.00	\$50.00	\$100.00	\$150.00

***Kitchen Usage**

A Camas School District kitchen employee is required to supervise by frequently monitoring the kitchen area and be responsible for all operations, health requirements and equipment use in the food service areas. An individual with a current food handler's permit is required to be present in the preparation and operations of the food service areas at all times.

<u>Field and Stadium – Hourly Rate</u>	<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>
Grass Field	\$10.00	\$20.00	\$100.00	\$165.00
Baseball / Softball Field	\$15.00	\$25.00	\$100.00	\$165.00
Cardon Stadium (turf)	\$65.00	\$100.00	\$150.00	\$280.00
Doc Harris Stadium (turf)	\$100.00	\$150.00	\$175.00	\$280.00
Field Lights	\$35.00	\$35.00	\$35.00	\$35.00
Locker Room (per event)	\$15.00	\$20.00	\$40.00	\$50.00
Large Restrooms (per event)	\$30.00	\$60.00	\$70.00	\$80.00
Press Box (per event)	\$25.00	\$35.00	\$50.00	\$100.00
Scoreboard (per hour)	\$10.00	\$15.00	\$20.00	\$25.00
Ticket Booth (per event)	\$10.00	\$15.00	\$30.00	\$60.00

Custodial or Personnel Fees

The use of facilities beyond the scheduled working hours of the custodian, use on a Saturday, Sunday or holiday and use for fund-raising activities requires the services of district personnel. The district reserves the right to assign designated employees to be present during the hours the facility is in use, base on a two (2) hour minimum.

<u>Facility Personnel (2 hour minimum)</u>	<u>Hourly Rate</u>
Stadium Manager	\$36.50
Stadium Personnel	\$20.00
Building Supervisor	\$20.00
Technology Staff	\$20.00
Kitchen Staff	\$36.50
Custodian	\$36.50

***Full payment must be received 48 hour prior to the event**

***Some events may require a 30 day prepaid non-refundable deposit**