

USE OF FACILITIES

Community

Use of Buildings, Grounds and Equipment

Community Users/Groups must register with the software (FSDirect - School Dude) by going to www.wvdsd208.org - Departments (tab) - Facilities - Facility Use Online (link). A tutorial is available on the same web page giving step by step instructions on how to register to use Facility Use Online.

After successful registration (E-mail notification will be sent to requester indicating successful registration), users can return to the above website to request District Facility Use. A tutorial is available on the same web page giving step by step instructions on how to make a request using FSDirect. A video tutorial is also available on the same web page.

District functions shall have priority over community requests for facility use. Requests for use of district facilities will be honored on a space available basis.

Community groups requesting use of District facilities must:

- A. Complete and submit an Electronic Application for Use of School Facilities no less than ten business days prior to the requested date of use.
- B. Provide the Facilities Department Offices a current Certificate of Liability Insurance naming West Valley School District #208; 8902 Zier Rd. Yakima, WA 98908 as "Certificate Holder".
- C. Provide the Facilities Department Offices "annually" a Lysted Law Agreement Form for all non-school youth sports activities.
- D. Invoices will be generated after the event. Payment is due 30 days after the invoice date. West Valley School District #208 reserves the right to require payment in advance at District's discretion.
- E. Provide a written or e-mail cancellation to the Facilities Department Coordinator at least three business days prior to use in order to avoid a fee.

In District Employees

Use of Buildings, Grounds and Equipment

District Employees requesting use of building, grounds, equipment must submit their requests to the Building Coordinator (Secretary/Principal/Athletic Director). Requests to be submitted via e-mail and must include detailed information for Building Coordinator to submit electronic facility use request.

District employees requesting use of District facilities for personal use must submit their requests to the Building Coordinator (Secretary/Principal/Athletic Director). Employees will be required to provide Certificate of Liability Insurance Coverage and will be charged according to Addendum B - Category II & III and IV of the Facility Fee Schedule.

Addendum A

**FACILITIES USER CLASSIFICATIONS
CATEGORY DESCRIPTIONS/DEFINITIONS & FEE SCHEDULES FOR
FACILITY/FIELD USE**

CATEGORY	DESCRIPTION	DEFINITION	REGULAR DAY RATE	SCHOOL CLOSED RATE	HOLIDAY RATE	WEEKEND RATE
Category I School Sponsored All Facilities	WVSD educational and extra curricular programs	Drama, Debate, Performing Arts, Intramural Athletics; ASB Clubs; Faculty curriculum and staff development meetings; School support groups: PTSA & Parent Booster Clubs, Education Service District In-service.	NO CHARGE	See Fee Schedule	See Fee Schedule	See Fee Schedule
Category II Non-Profit Groups Elementary Building & Fields	Non-Profit Activities of Youth Organizations within and outside of the District & City & County of Yakima Departments and Organizations	A - AAU, American Legion BB Teams, AWANA, Boy Scouts, Brownies, Camp Fire, Child Evangelism Fellowship, Cub Scouts, 4-H, GYGSA, Girls Scouts, USA Volleyball-Evergreen, WA Little Guy Wrestling, Yakima Valley Grid Kids, YMCA, YWCA; Yakima City & Co. B- WIAA, YVIAA, Regional or State Playoffs (not sponsored by WVSD #208 or WVSD #208 not participating); Private School Events; Other School District Events. C- Yakima City & County Agencies; WV Kiwanis Events; Condo Association Meetings; ESD Conferences.	NO CHARGE See Fee Schedule See Fee Schedule	See Fee Schedule See Fee Schedule See Fee Schedule	See Fee Schedule See Fee Schedule See Fee Schedule	See Fee Schedule See Fee Schedule See Fee Schedule
Category III Non-Profit Groups Secondary Buildings & Fields	Non-Profit Activities of Youth Organizations within and outside of the District & City & County of Yakima Departments and Organizations	A - AAU, American Legion BB Teams, AWANA, Boy Scouts, Brownies, Camp Fire, Child Evangelism Fellowship, Cub Scouts, 4-H, GYGSA, Girls Scouts, USA Volleyball-Evergreen, WA Little Guy Wrestling, Yakima Valley Grid Kids, YMCA, YWCA; Yakima City & Co. B- WIAA, YVIAA, Regional or State Playoffs (not sponsored by WVSD #208 or WVSD #208 not participating); Private School Events; Other School District Events. C- Yakima City & County Agencies; WV Kiwanis Events; Condo Association Meetings; ESD Conferences.	NO CHARGE See Fee Schedule See Fee Schedule	See Fee Schedule See Fee Schedule See Fee Schedule	See Fee Schedule See Fee Schedule See Fee Schedule	See Fee Schedule See Fee Schedule See Fee Schedule
Category IV For Profit Groups Elementary & Secondary Buildings & Fields	For Profit Groups, Associations, or Activities, whose motive is commercial gain or monetary benefit, either directly or indirectly.	This includes organizations whose purposes are advertising or promoting sales or use of products or services when the motive of such sales results in monetary gain to an individual or group of individuals. Also included are entertainment programs which yield any financial return to the entertainers or promoters, whether such financial return is based on a fee, percentage of admissions or any other arrangement included in this classification. State or National conferences or assemblages on a one-time basis are included in this Category.	See Fee Schedule	See Fee Schedule	See Fee Schedule	See Fee Schedule

Addendum B
(Rates Effective 11/11/2011)

	Facility Use Fee	Add: Custodial Charge/Hr.	Add: HVAC Charge/Hr.	Add: Garbage Charge >20 participants	Add: Sound/Lig ht Tech Fee/Hr.	Add: Grounds keeper Charge/Hr	Add: Security Charge/Hr	Add: Outdoor lighting Charge/Hr			
Classroom	\$5/hr regular school day										
	\$10/hr non-school day	\$25	\$5	\$3	\$25	N/A	\$25	N/A			
Computer Lab	\$10/hr regular school day										
	\$20/hr non-school day	\$25	\$5	\$3	\$25	N/A	\$25	N/A			
Library	\$5/hr regular school day										
	\$10/hr non-school day	\$25	\$5	\$3	\$25	N/A	\$25	N/A			
Cafeteria/ Commons	\$10/hr regular school day										
	\$20/hr non-school day	\$25	\$10	\$7.50	\$25	N/A	\$25	N/A			
Kitchen	\$10/hr regular school day										
	\$20/hr non-school day	\$25	\$5	\$3	N/A	N/A	\$25	N/A			
JH/HS Auditorium	\$15/hr regular school day										
	\$30/hr non-school day	\$25	\$10	\$5	\$25	N/A	\$25	N/A			
Elementary Gym	\$10/hr regular school day										
	\$20/hr non-school day	\$25	\$10	\$5	\$25	N/A	\$25	N/A			
MS/JH/FC/H S Gym	\$15/hr regular school day										
	\$30/hr non-school day	\$25	\$15	\$10	\$25	N/A	\$25	N/A			
Locker Room	\$5/hr regular school day										
	\$10/hr non-school day	\$25	\$5	\$3	N/A	N/A	\$25	N/A			
Elementary Parking Lot	\$10/hr regular school day										
	\$20/hr non-school day	\$25	N/A	\$5	N/A	\$25	\$25	\$7.50			
MS/JH/FC/H S Parking Lot	\$10/hr regular school day										
	\$20/hr non-school day	\$25	N/A	\$5	N/A	\$25	\$25	\$10			
Elementary Field	\$5/hr regular school day										
	\$10/hr regular school day	\$25	N/A	\$3	N/A	\$25	\$25	N/A			
MS/JH/FC/H S Athletic Field	\$10/hr non-school day										
	\$10/hr regular school day	\$25	N/A	\$10	\$25	\$25	\$25	\$15			

Addendum B1

(Rates Effective 11/11/2011)

**FEES & RESPONSIBILITIES FOR YOUTH GROUPS PUTTING ON TOURNAMENT/EVENT
USING WEST VALLEY SCHOOL DISTRICT #208 FACILITIES**

Flat rate, for local youth groups putting on a tournament/event using West Valley School District facilities:

1. The WVSD Youth Group Tournament/Event Agreement must be signed and submitted when scheduling a tournament/event.
2. Must have a dedicated clean-up committee (Trained).
3. Partial day tournament/event fee is \$100 (normally Friday, 4:00 p.m. to 10:00 p.m.)
4. Full day tournament/event fee \$200 (normally Saturday, Sunday or a Monday holiday 7:30 a.m. to 8:00 p.m.)
5. Groups are required to provide complete supervision of all attending their event.
6. Groups are required to provide a complete cleaning of the entire facility (area of use, including restrooms and parking lots). Any additional cleaning required by district staff will be charged at \$25.00 per hour. The district will provide a short cleaning class, at renter's request, to included MSDS training.
7. Groups are required to ensure building security while activity is in progress as well as when the event is over and the building is vacated.

The fee is for basic services: Open/close of building, utilities, garbage, and final building security check.

Addendum B2

FEES & RESPONSIBILITIES

FOR

YOUTH GROUPS PUTTING ON TOURNAMENT/EVENT

USING

WEST VALLEY SCHOOL DISTRICT #208 FACILITIES

Name of Association/Organization: _____

Event: _____

Location: _____ Date(s) of Event: _____

Contact Person: _____

Signature: _____ Date: _____

Flat rate, for local youth groups putting on tournament/event using West Valley School District facilities:

1. The WVSD Youth Group Tournament/Event Agreement must be signed and submitted when scheduling a tournament/event.
2. Must have a dedicated clean-up committee (Trained).
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4. Full day tournament/event fee \$200 (normally Saturday, Sunday or a Monday holiday 7:30 a.m. to 8:00 p.m.)
5. Groups are required to provide complete supervision of all attending their event.
6. Groups are required to provide a complete cleaning of the entire facility (area of use, including restrooms and parking lots). Any additional cleaning required by district staff will be charged at \$25.00 per hour. The district will provide a short cleaning class, to include MSDS training.
7. Groups are required to ensure building security while activity is in progress as well as when the event is over and the building is vacated.

The fee is for basic services: Open/close of building, Utilities, garbage, final building security check.

Tim Critchlow
Facilities Director
West Valley School District No. 208

ADDENDUM C

CONDITIONS AND REQUIREMENTS

CONDITIONS

1. District facilities may be used for open meetings subject to the policies of the West Valley School District. District functions shall have priority over community requests for facility use.
2. A single application may be made for a series of meetings of the same organization. Facilities used shall be limited to people specified on the approved application. Facilities will not be made available for any use, which might result in undue damage or wear.
3. The District reserves the right to cancel any facility use permission when it deems such action is in the best interest of the District. Refunds will be made of any unused portion of payment.
4. The District reserves the right to reject any application when it believes it would be more appropriate for a commercial facility to be used.
5. Cancellations: The renter shall give the principal of the building and the District Facilities Office at least two (2) days notice of any cancellation of previously scheduled facility use. Failure to do so may result in the District assessing a fee.
6. **Sport Sign-up Dates:**

Date and time of electronic application for sporting events will be a factor in scheduling use of District facilities. All sporting event facility use will terminate at the end of each sport-season.

Electronic applications for sporting events will be accepted as follows:

- First Monday of the month of August (For September through December Sporting Event)
 - First Monday of the month of December (For January through March sporting Event Use)
 - First Monday of the month of March (For April through June Sporting Event Use)
 - First Monday of the month of May (For June through August Sporting Event Use)
7. The School Building Coordinator is responsible for scheduling the space and time of an event.
 8. All other events are not subject to the above sporting event sign up dates.
 9. Electronic Facility Use submissions are required for all school activities (events or meetings) held prior to or after normal school hours by all users.
 10. All electronic facility use requests must be submitted to the District Facilities Office for final approval by the Facilities Director **no less than ten business days prior to the scheduled event.**
 11. 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.

REQUIREMENTS

1. **Clean Up Required:** Renters/Users are responsible for cleaning and putting areas used back in order prior to leaving the building. The custodian or school employee on duty does not do the cleanup unless the user has requested the service for which they will be charged a fee. Custodians are there solely to unlock spaces, provide equipment that was prearranged to be used by the group, and to generally oversee the facility.

ADDENDUM C
CONDITIONS AND REQUIREMENTS
REQUIREMENTS (CONTINUED)

2. **Damage:** All renters will be held responsible for any expense incurred by the District arising from the use of the facility. In the event of damage, it is expected that the renter agrees to pay the District's statement of amount due promptly.
3. **Decorations or Other Materials:** With prior approval from the building principal, decorations may be applied to walls or floor (tape or string only – no nails or screws) Renters are required to remove, at their expense, all decorations, materials, equipment, furnishing, or rubbish left after use of the facilities.
4. **Furniture and Equipment:** Special audio-visual equipment at the High School and Junior High Auditoriums will require hiring a District technician. Equipment requests, not covered in the fee schedule, may be assessed a fee. Only District personnel can remove school furniture or equipment from school buildings.
5. **Kitchen Use:** Child Nutrition Staff are required to be on site when kitchen use is requested. Contact Child Nutrition Department @972-6040 for fee information and staff availability.
6. **Facility/Field Use:** Any facility/field use may require a custodian to ensure that the facility/field is clean and ready to go for school at the end of the scheduled activity.
7. **Liability Insurance Coverage:** Minimum \$1,000,000.00 coverage required. West Valley School District #208 to be named Certificate Holder on Certificate of Liability Insurance.

Certificates of Insurance are required by the District for the following:

- For Profit Groups
 - Government Agencies
 - Non-Profit Groups
 - Private Citizens
 - School Districts (Involves only those Districts that are requesting use of District facilities for a function or activity that is not a function/activity hosted by the WVSD.)
8. **Non-Profit Status:** Copy of Renter's Current 501 C for Non-profit status must be submitted with electronic facility use request when applicable.
 9. **Supervision Required:** Satisfactory sponsorship and adequate adult supervision is a requirement. The renter or person named on the form shall supervise the groups or members at all times during the use of the facility. When appropriate the District may require the Renter/User to provide police and fire protection during an event.

RESTRICTIONS

1. **Games of chance and lotteries** are not allowed in school facilities. "Amusement games," as defined by state law, are permitted at school and PTA approved functions when licensed as required by law.
2. **No Bouncy Houses.** Any group that uses school property is prohibited from having a bouncy house on school grounds, both indoors and outdoors.
3. **No smoking, alcohol, illegal substances, possession of firearms or unauthorized food** in school facilities is allowed.

FEES

All fees (custodian or technician) will be invoiced by the WVSD Facilities Department and shall be paid directly to the WVSD Facilities Department Office, with the exception to kitchen fees. Kitchen fees are invoiced directly by the WVSD Child Nutrition Department.

WEST VALLEY SCHOOL DISTRICT #208 LYSTEDT LAW CONCUSSION EDUCATION/COMPLIANCE REQUIREMENTS FOR ALL YOUTH SPORTS GROUP Annual Certification

The Zachery Lystedt Law (HB1824), was signed into law on May 14, 2009 (amending RCW 4.24.660 and adding a new section to chapter 28A.600 RCW). It requires, as of July 26, 2009, that additional steps be taken regarding concussions in school athletic programs and private non-profit youth athletic programs using school district facilities.

This bill requires training and documentation which schools must adhere to. This pertains to private non-profit youth sports groups using school district facilities as well as school teams. As of July 26, 2009 all school AND non-profit youth athletic coaches, players, and their parents/guardians must meet these minimum requirements:

1. All coaches must be trained on the symptoms and risks of concussions and head injuries, including return-to-play protocol.
2. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and their parent(s)/guardian(s) prior to the first practice, without which they may not participate.
3. All athletes suspected of suffering a concussion or brain injury will be removed from practice or competition and not returned to play until cleared in writing by a licensed health care provider trained in the evaluation and management of concussions (Medical Doctors, Doctor of Osteopathy, Advanced Registered Nurse Practitioner, Physicians Assistants, and **Certified & Licensed** Athletic Trainers).
4. All private non-profit youth sports groups using school facilities shall:
 - a. Provide schools with written proof of insurance covering their youth athletes with limits required by the law {The West School District requires a minimum of \$1,000,000.00 coverage with the West Valley School District #208 to be named Certificate Holder on Certificate of Liability Insurance} and,
 - b. All coaches, players and parents of private non-profit youth teams shall have similar training yearly as outlined for school coaches, players, and parents prior to the start of any practice and,
 - c. The private, non-profit youth sports groups shall submit this statement of compliance along with their proof of insurance coverage prior to receiving access to school facilities.

WEST VALLEY SCHOOL DISTRICT

Compliance Statement for LYSTEDT LAW (RCW 4.24.660/chapter 28A.600 RCW).
Youth Sports-Head Injury Policies

This page must be on file in the Facilities Department Office (ANNUALLY) or accompany the WVSD Application for Use of School Facilities. Access to school facilities will not be granted until this page is returned and requirements of this application are complete and approved by the WVSD Facilities Department.

_____, a private non-profit sports organization, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by the Lystedt Law (RCW 4.24.660/chapter 28A.600 RCW).

Proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State is on file with the West Valley School District of not less than one million dollars (\$1,000,000).

Signed:

Representative of Private Non-Profit Organization

Position with organization

Date signed

6420P
Community Relations

Revised: 6.21