

DIRECTOR NO. 1 JENNIFER TUSHKA  
DIRECTOR NO. 2 DARYL DICK  
DIRECTOR NO. 3 JOE REED  
DIRECTOR NO. 4 JJ SHORTMAN  
DIRECTOR NO. 5 TAMRA RUYMANN



SUPERINTENDENT, RICH STALEY  
PRINCIPAL P-12 SCOTT HYDER  
BUSINESS MANAGER, TANYA BUNTING  
ADMINISTRATIVE ASSISTANT DAWN REED

## OAKVILLE SCHOOL DISTRICT No. 400

POST OFFICE BOX H OAKVILLE, WASHINGTON 98568-0090 DISTRICT OFFICE – 360-273-0171 DISTRICT FAX – 360-858-1359

### APPLICATION FOR USE OF SCHOOL FACILITIES

Requested date(s) for use: \_\_\_\_\_

Time of Use: \_\_\_\_\_ to \_\_\_\_\_

Group making request: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_

Number of attending: \_\_\_\_\_ Open to Public? \_\_\_\_\_

Is there a charge for attending: \_\_\_\_\_

If "yes", how much per person: \_\_\_\_\_

Name and address of contact person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home phone number: (\_\_\_\_\_) \_\_\_\_\_

Cell/Work Phone number: (\_\_\_\_\_) \_\_\_\_\_

Facility Desired:

\_\_\_\_ Classroom

\_\_\_\_ Elementary Multipurpose Room

\_\_\_\_ High School Commons

\_\_\_\_ Gymnasium

\_\_\_\_ Other \_\_\_\_\_

Signature of Application/Official Capacity with Group/Organization: \_\_\_\_\_

#### District Office use only:

\_\_\_\_ Approved

\_\_\_\_ Denied

Signature of Superintendent: \_\_\_\_\_

Contract attached: \_\_\_\_\_

Date: \_\_\_\_\_

The Oakville School District complies with all state and federal rules and regulations and does not discriminate on the basis of 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 equal access to Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. The following employee has been designated to handle questions and complaints of alleged discrimination: Rich Staley Superintendent, Section 504/ ADA Coordinator, Tanya Bunting- Business Manager, Title IX Civil Rights Compliance Coordinator for 28A.640 and 28A.642. PO Box H, Oakville, WA 98568, and may be reached at (360) 273-0171.

#### Terms of Rental Agreement for Use of School Facilities

In the belief that the school should be considered a part of the community, the Oakville School District No. 400, will make facilities available for community use, under necessity regulations, when such is not in conflict with school operation. School facilities will not be available during official school holidays or emergency school closures. (This does not include Winter, Spring or Summer break).

Authorization for use of school facilities shall not be considered as endorsement or approval of the activity, group, or organization nor of the purpose they represent.

The right to authorize use of school facilities shall be retained by the board and/or superintendent. Such use will be only at such times as the facilities required are free from district curricular and extra curricular activities. RCW 28A58.105 holds that every board, unless otherwise specifically provided by law, shall:

- A. Authorize school facilities to be used for night school and establish and maintain the same whenever deemed advisable;
- B. Authorize school facilities to be used for summer schools or for meetings, whether public, literary, scientific, religious, political, mechanical, agricultural or whatever, upon approval of the board under such rules or regulations as the board may adopt, which rules or regulations may require a reasonable rental rate for such use.

The following rules and regulations shall govern community use for school facilities:

- A. Application and Agreement for Use of School Facilities must be submitted to the building principal five (5) workdays prior to the date of intended facilities use.
- B. The building secretaries shall be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
- C. Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision or security shall be agreed upon at the time the authorization is issued.
- D. Alcoholic beverages shall not be permitted in school facilities or on school property at any time and smoking shall not be permitted on school property at any time.
- E. The administration reserves the right to deny or cancel any application for use when such use or meeting may in any way be prejudicial to the best interest of the schools or for which satisfactory sponsorship is not provided. Review of such administrative action may be carried to the board.
- F. Applicants for use of school 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 or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of school facilities, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained. Applicants may be required to name Oakville School District and its personnel as additional insured on a bona fide liability insurance policy. An appropriate insurance document must be in the district's possession three (3) working days before final approval of facilities use.
- G. Any and all use of school facilities shall be totally free from obscene and controversial purposes and purposes of a disruptive nature. Should an objection be lodged against a specific use of school facilities by any group, such objection



is only valid if it is made in writing to the superintendent and signed by the individual and/or group on individuals lodging the complaint, the following shall apply:

1. Use of the facilities by the applicant shall be suspended temporarily to afford the superintendent sufficient time to meet with the board and all concerned parties for the purpose of a hearing. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.
  2. Within ten days of temporary suspension, the superintendent, the board, and the complainant and the applicant shall convene at a specified time and location to determine the validity or non-validity of the complaint. The board's decision shall be final. A written copy of the decision may be obtained by request by any and all members of either the complainant group or the applicant group.
- H. The contact person named in the Application and Agreement for Use of School Facilities shall be responsible for the facility keys. The contact person will pick up and return the facility keys immediately before and after the use of the school facility and during regular school hours.
- I. The superintendent shall determine and the board shall approve all fees for use of school facilities. The following classification system shall be used:

Class A School or Child-related Groups or Other Government Agencies

Parent and/or teacher groups whose purpose is the advancement or education

Youth Groups: Boy Scouts, Girls Scouts, 4-H or similar groups

City or county sponsored recreational groups

Political caucuses, election polling places

Government activities

Class B Non-profit groups

Other educational groups

Sectarian groups

Municipal groups

Class C Commercial organizations

Businesses licensed as such

Profit making enterprises

- J. A nominal fee may be charged to all groups/organizations using school facilities to cover utility expenses.

Scheduling priorities shall be given to groups in order of their alphabetical classification and the date of the receipt of the written application by the superintendent/designee. The district reserves the right to distribute multiple requests from single groups.

Rental charges shall be levied on the following basis:

Class A - No fee or \$25.00 after hours

Class B - A nominal charge (\$ 10.00) per hour may be levied to cover the cost of utilities in addition to the \$25.00 school day operation or \$35.00 after hours operation charge to cover custodial service. If the group charges admission for attendance, takes a silver offering or sells articles of

merchandise for the express purpose of defraying expenses, other than charitable fund raising, rental fees as describe in Class C may be charged

Class C - A charge for each daytime or evening use of school facilities will be levied on the following basis:

Classroom	\$50.00
Multi-Purpose Room/Commons + Kitchen	\$125.00 + \$50.00
Gymnasium	\$85.00
Security/Utility/Custodial fee	\$25.00 additional

A nominal charge (\$ 10.00) per hour may be levied to cover the cost of utilities.

Additional charges for the services of special staff required for the facilities used shall be above and beyond the rental charge. The need for such special staff shall be determined at the time of written application.

Should a religious organization wish to use school facilities for nonprofit activities other than an instructional and/or religious nature, the activity will be treated as any other civic and/or non profit organization.

OAKVILLE SCHOOL DISTRICT NO.400

FEE SCHEDULE USE OF FACILITIES

Service Charge:	\$ _____
Rental Charge:	\$ _____
Utility/Custodial Charge:	\$ _____
AudioVisual Charge:	\$ _____
Damage Deposit:	\$ _____
Total Amount Due:	\$ _____

Special Instructions for Security Details:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Group Making Request)

By signing, hereby agrees to abide by the above regulations and all other terms of this agreement.

By: \_\_\_\_\_ Date \_\_\_\_\_

Building Approval

By: \_\_\_\_\_ Date \_\_\_\_\_

District Approval

THE ABOVE APPLICATION FOR USE OF SCHOOL FACILITIES IS  
APPROVED SUBJECT TO THE FOLLOWING REGULATIONS:

1. Payment of any service charge shall be made at the time of application.
2. Any group or individual(s) representing a group using the facilities accept the responsibility for any damage done to District property and shall reimburse the District for any such damage.
3. When no service charge is made, the group or individuals agree to clean the facilities and restore the equipment/furniture to its original arrangement. Failure to do so may result in the denial of future facilities use.
4. Only the applicant's group will use the facilities listed in the application.
5. Smoking is not permitted in school buildings or on school grounds. Groups or individuals using school facilities accept responsibility for enforcement of this rule.
6. The District reserves the right to cancel, upon short notice, any meeting or activity in any District facility.
7. By signing the Application For Use Of School Facilities, the above-named group or individual(s) representing a group using school facilities thereby agrees to defend, indemnify and hold harmless the District, its officers, directors, agents and insurers, from all claims, liabilities, or suits relater to or arising from any acts or omissions of such groups or individuals in connection with the use of any such school facilities. In addition, as a condition of such use of school facilities, the above-named group agrees to provide proof of insurance of no less that \$1,000,000.00 per occurrence in which the District is named as an addition insured. An appropriate insurance document must be attached to the application for final approval.