

4260P - USE OF SCHOOL FACILITIES

General Regulations

1. Granting Approval

The principal or designee of each school is authorized to approve and schedule the use of school facilities in accordance with the adopted policy of the district.

2. Application Procedure

All groups shall make application for use of school facilities through the online system at www.northmasonschoools.org at least ten (10) days in advance of the desired rental date. Rental fees will be calculated at the time of approval and an invoice submitted for payment in accordance with the current fee schedule.

A single application may be made for a series of meetings of like character. However, if any of the meetings are found to inhibit the school program, they will be cancelled or shifted to another time or place.

Youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with Policy 3422 and Procedure 3422P, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The business director or designee will be responsible for managing and coordinating the school rental activities. No rental schedules will become final until approval through the online system.

3. Responsibility of Occupants

The applicant and all members of the group occupying school facilities are responsible for reasonable and proper care of the facility used and any materials or equipment found therein. Any loss or damage resulting from activities of the group or activities of any person present because of the activity booked will be billed to the booking organization. Facilities must be locked and secure after use evenings and non-student days. Failure to comply with this regulation and to pay any damage charges that may be assessed will result in denial of further privilege for use of school facilities.

4. School Furniture and Equipment

The school district will provide only the furniture and equipment normally found in the room booked. Reasonable shifting of furniture within the room to meet the needs of the occupant will be permitted, provided the occupant returns it to its original location and arrangement. No furniture or equipment may be moved from any room without prior agreement.

School equipment is intended primarily for use in support of the school's instructional programs or activities; therefore, it is not in the best interest of the district to loan or rent such equipment. Exceptions may be made at the discretion of the superintendent/designee. The school district should not, when loaning such equipment, place itself in a competitive position with local businesses engaged in the renting of various types of materials or equipment.

Groups renting school facilities may obtain the use of equipment for a particular activity providing the equipment is used in conjunction with the rental of the facility and that a qualified person is available to operate the equipment. There may be further charges for use of equipment.

P.T.A. and other educational groups of a similar type may use equipment without cost providing qualified personnel are available to operate the equipment and that such use is in conjunction with the use of a school facility.

The only exception to the policy of not renting or loaning equipment by the district shall be to another governmental unit such as the city where an exchange of equipment has been beneficial to both parties.

5. Conduct of Occupants
The booking organization is responsible for the conduct of all its members using the facilities while on school premises in connection with the activity booked including any persons, whether members or not, who are on school premises because of said activity. The booking sponsor must provide adequate adult supervision of youth groups to assure proper conduct of occupants. Such adult supervision must be present with youth groups and in effective control at all times when members of the youth groups are in the school buildings. Student groups wishing to use school facilities must be supervised by an employee of the district at all times.
6. Smoking/Tobacco/Nicotine Product Use
Smoking or use of any tobacco or nicotine products is not permitted in the buildings or anywhere on school property at any time.
7. Alcoholic Beverages
Alcoholic beverages are not permitted on school property at any time.
8. Public Dances
School facilities are not available for public dances. Dances conducted by PTA, PTO, PAC, ASB, or approved school-related parent groups/booster clubs are not “public dances.”
9. Kitchen
If kitchen facilities are to be used to prepare a meal, a regular food service employee who is qualified to safely operate kitchen equipment and oversee the kitchen activity must be in attendance throughout the event. All wages and benefits will be paid by the booking organization. A current food handler’s certification is required of at least two persons in attendance while food is prepared in a North Mason School District school kitchen. The person in charge of an event where food is served must have a current “event permit” from Mason County.
10. Custodial Service
Applicants shall remove, at their own expense, materials, equipment, furnishings, or rubbish left after the use of school facilities. Any abnormal amount of cleanup by district custodial personnel resulting from use by the applicant shall be billed to the booking organization at the District’s total hourly compensation.
11. Insurance Coverage
All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant’s sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or death of two or more persons in any incident. If use of the district’s facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.
12. Right to Deny Use of Facilities
The school district reserves the right to deny use of school facilities to any applicant when, in the judgment of the board, the intended use or the principles, philosophy, or background of the applicant organization would be detrimental to the best interest of the school district.
13. Basis of Rate Determination
The rental rate applied to community use of school facilities is determined by the nature and purpose of such use and the classification of the organization making the booking. Three (3) rates will be used, the principles of each are as follows:
 - a. No charge
 - b. Incremental costs
The costs incurred by the school district because a group uses the facility after school hours or on non-school days.

- c. Set fee plus incremental costs
A set fee for the use of a facility plus additional charges for extra custodial service required or for non-school hour or non-school day use when extra heat, lights, maintenance, and custodial overtime service is required.
- 14. Refunds
A refund will be issued when the request for facilities use is rescinded no less than 72 hours (three days) prior to the scheduled use.

Priority User Group numbers:

The District reserves the right to assign users in the priority groups listed below.

- A. North Mason School District sponsored events, ASB, student or school club functions, school affiliated nonprofit groups (i.e., PTO's Booster Clubs). NO CHARGE except for incremental costs associated with the need for staff support.
- B. Nonprofit youth groups (**defined as having minimum 75% of participants being NMSD residents**), government agencies, and community service organizations not directly affiliated with North Mason School District.
- C. Nonprofit youth (that do not qualify for Category B) or adult, recreational, and public interest groups not directly affiliated with North Mason School District.
- D. Commercial, for profit organizations, or individuals, including but not limited to charging a fee while using facilities.

FACILITIES

OUTDOOR FACILITIES	CATEGORY B Hourly	CATEGORY B SEASON	CATEGORY C Hourly	CATEGORY D Hourly
Phil Pugh Stadium Turf	\$35.00	Soccer: \$1200 Based on: 4 hrs. per week/16 weeks. Football: \$960 Based on 4 hrs. per week/12 weeks	\$60.00	\$200.00
Stadium Lights	\$15	X	\$30	\$30
Stadium Ticket Booth	\$5 Fee	X	\$10 Fee	\$10 Fee
Stadium Down Markers / Chains	\$5 Fee	X	\$10 Fee	\$10 Fee
Stadium Locker Rooms	X	X	X	X
Stadium Concessions	\$10 Fee	X	\$20 Fee	\$20 Fee
Bulldog Practice Turf	\$25	Soccer: \$1050 Based on: 4 hrs. per week/16 weeks Football: \$800 Based on: 4 hrs. per week/12 weeks	\$40	\$140
Baseball Field	\$5	X	\$10	\$40
Baseball Outfield (only)	\$3	\$220	\$6	\$24
Softball Field	\$5	X	\$10	\$40
Softball Outfield (only)	\$3	\$220	\$6	\$24
Tennis Courts	\$3	X	\$6	\$24
Sand Hill Elementary Field	\$3	\$220	\$6	\$24
Belfair Elementary Field	\$3	\$220	\$7	\$24
High School Water Tower Field	\$3	\$220	\$6	\$24
Theler Center Field	\$3	\$220	\$6	\$24
Centrex Field	\$3	\$220	\$6	\$24
Hawkins Middle School Outdoor Court	NA	X	\$X	\$X
Elementary Cover Play Area	NA	X	\$X	\$X
OTHER / OUTDOOR FACILITIES (events held only in parking areas)	CATEGORY B Hourly	CATEGORY B SEASON	CATEGORY C Hourly	CATEGORY D Hourly
Sand Hill Parking Lot	\$6	X	\$12	\$25
Belfair Elementary Parking Lot	\$6	X	\$12	\$25
Theler Center Parking Lot	\$6	X	\$12	\$25
James Taylor High School Parking Lot	\$6	X	\$12	\$25
Upper Campus Main Parking Lot	\$6	X	\$12	\$25
Stadium Parking Lot	\$6	X	\$12	\$25
NM High School Auditorium Parking Lot	\$6	X	\$12	\$25
NM High School Main Parking Lot	\$6	X	\$12	\$25
Old District Office Front Parking Lot	X	X	X	X
Old District Office Side Parking Lot	X	X	X	X
ATHLETICS / INDOOR FACILITIES	CATEGORY B Hourly	CATEGORY B SEASON	CATEGORY C Hourly	CATEGORY D Hourly
NM High School Full Court	\$25	X	\$50	\$80

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NM High School Auxiliary Gym	\$20	\$200	\$40	\$110
Hawkins Middle School Gym Full Court	\$23	\$270	\$46	\$134
Belfair Elementary Multipurpose / Gym	\$2	\$200	\$34	\$16
Sand Hill Elementary Multipurpose / Gym	\$2	\$200	\$34	\$16
Community Building – Gym	\$8	\$270	\$46	\$64
Community Building – Wrestling Room	\$2	\$200	\$34	\$16
Community Building – Stage Room	X	X	X	X
Community Building – Old Band Room	X	X	X	X
Locker Room – High School Girls	NA	X	X	X
Locker Room – High School Boys	NA	X	X	X
Locker Room – Middle School Girls	NA	X	X	X
Locker Room – Middle School Boys	NA	X	X	X
Locker Room – Community Gym Girls	NA	X	X	X
Locker Room – Community Gym Boys	NA	X	X	X
Hawkins Middle School Multipurpose Room	\$17	X	\$34	\$86
NM High School Weight Room – Room 102	NA	X	X	X
OTHER / INDOOR FACILITIES	<u>CATEGORY B</u>	<u>CATEGORY B</u>	<u>CATEGORY C</u>	<u>CATEGORY D</u>
	Hourly	SEASON	Hourly	Hourly
HS Auditorium (includes Room 104 and Stage if needed)	\$35	X	\$70	\$150
HS Auditorium – Sound Booth / System / Lighting- Sound Booth Technician Required	\$5	X	\$10	\$30
HS Auditorium – Set up (if required)	\$35.50	X	\$35.50	\$35.50
HS Auditorium – Microphone(s) only (per unit)	\$2 Fee	X	\$2 Fee	\$2 Fee
HS Auditorium – Podium	\$2 Fee	X	\$2 Fee	\$2 Fee
HS Auditorium – Choral Risers (per section)	\$2 Fee	X	\$2 Fee	\$2 Fee
HS Auditorium – Music Stands (per stand)	\$0.25 Fee	X	\$0.25 Fee	\$0.25 Fee
HS Auditorium – Overhead Projector	\$10 Fee	X	\$10 Fee	\$10 Fee
HS Auditorium – Large viewing screen	\$10 Fee	X	\$10 Fee	\$10 Fee
HS Auditorium – Changing Rooms (each)	\$1	X	\$1	\$1
HS Auditorium – Piano moving / set up	\$35.50 Fee	X	\$35.50 Fee	\$35.50 Fee
HS Commons	\$35	X	\$70	\$130
HS Commons – Microphone(s) only (per unit)	\$2 Fee	X	\$2 Fee	\$2 Fee
HS Commons – Projector	\$10 Fee	X	\$10 Fee	\$10 Fee
HS Commons – Large viewing screen	\$10 Fee	X	\$10 Fee	\$10 Fee
MS Commons	\$30	X	\$55	\$120
MS Commons – Microphone(s) only (per unit)	\$2 Fee	X	\$2 Fee	\$2 Fee
MS Commons – Projector	\$10 Fee	X	\$10 Fee	\$10 Fee
MS Commons – Large viewing screen	\$10 Fee	X	\$10 Fee	\$10 Fee
James Taylor HS – Commons	\$25	X	\$50	\$110
District Office - Board Room	\$30	X	\$60	\$130
District Office – Training, Assessment & Testing Room	\$25	X	\$50	\$110
District Office – Conference Room	\$5	X	\$10	\$20
HS Library	\$15	X	\$30	\$50
MS Library	\$10	X	\$20	\$40
Belfair Elementary Library	\$5	X	\$10	\$20
Sand Hill Library	\$5	X	\$10	\$20
HS Music Room	X	X	X	X
MS Music Room	X	X	X	X
Belfair Elementary Music Room	X	X	X	X
Sand Hill Music Room	X	X	X	X
HS Computer Lab – Room 123	X	X	X	X
HS Computer Lab – Room 124	X	X	X	X

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HS CTE Computer Lab – Room 115	X	X	X	X
MS Computer Lab – Room 202	X	X	X	X
Belfair Elementary Computer Lab	X	X	X	X
Sand Hill Computer Lab	X	X	X	X
HS Classroom – Room 101 (Home Ec)	X	X	X	X
HS Classroom – Room 103 (Athletic Medicine)	X	X	X	X
HS Classroom – Room 104 (Attached to auditorium)	X	X	X	X
HS Classroom – Room 106 (Band)	X	X	X	X
HS Classroom – Room 110 (Career Center)	X	X	X	X
HS Classroom – Room 112 (Art Room)	X	X	X	X
HS Classroom – Room 113 (Student Store)	X	X	X	X
HS Classroom – Room 114 (Video Studio)	X	X	X	X
HS Classroom – Room 116 (Ceramics)	X	X	X	X
HS Classroom – Room 117 (Shop)	X	X	X	X
HS Classroom – Room 121 (SPED Suite)	X	X	X	X
HS Classroom – Room 122 (SPED Suite)	X	X	X	X
HS Classroom – Room 125 (Science Lab)	X	X	X	X
HS Classroom – Room 126 (Science Lab)	X	X	X	X
HS Classroom – Room 127 (Science Lab)	X	X	X	X
HS Classroom – Room 128 (Science Lab)	X	X	X	X
HS Classroom – Room 211 (Social Studies)	X	X	X	X
HS Classroom – Room 212 (Social Studies)	X	X	X	X
HS Classroom – Room 213 (SPED)	X	X	X	X
HS Classroom – Room 214 (Foreign Language)	X	X	X	X
HS Classroom – Room 215A (English)	X	X	X	X
HS Classroom – Room 215B (English)	X	X	X	X
HS Classroom – Room 216A (Foreign Language)	X	X	X	X
HS Classroom – Room 216B (ESL)	X	X	X	X
HS Classroom – Room 217 (English)	X	X	X	X
HS Classroom – Room 218 (English)	X	X	X	X
HS Classroom – Room 221 (Social Studies)	X	X	X	X
HS Classroom – Room 222 (Social Studies)	X	X	X	X
HS Classroom – Room 223 (SPED)	X	X	X	X
HS Classroom – Room 224 (SPED)	X	X	X	X
HS Classroom – Room 225A (Math)	X	X	X	X
HS Classroom – Room 225B (Math)	X	X	X	X
HS Classroom – Room 226A (Math)	X	X	X	X
HS Classroom – Room 226B (Math)	X	X	X	X
HS Classroom – Room 227 (Math)	X	X	X	X
HS Classroom – Room 228 (Math)	X	X	X	X
MS Classroom – Room 101	X	X	X	X
MS Classroom – Room 102	X	X	X	X
MS Classroom – Room 103	X	X	X	X
MS Classroom – Room 104	X	X	X	X
MS Classroom – Room 105	X	X	X	X
MS Classroom – Room 106	X	X	X	X
MS Classroom – Room 107	X	X	X	X
MS Classroom – Room 108	X	X	X	X
MS Classroom – Room 109	X	X	X	X
MS Classroom – Room 110	X	X	X	X
MS Classroom – Room 111	X	X	X	X
MS Classroom – Room 112	X	X	X	X
MS Classroom – Room 113	X	X	X	X
MS Classroom – Room 114	X	X	X	X

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MS Classroom – Room 115	X	X	X	X
MS Classroom – Room 116	X	X	X	X
MS Classroom – Room 201 (Science)	X	X	X	X
MS Classroom – Room 203 (Science)	X	X	X	X
MS Classroom – Room 205 (Science)	X	X	X	X
MS Classroom – Room 206	X	X	X	X
MS Classroom – Room 207 (Science)	X	X	X	X
MS Classroom – Room 208	X	X	X	X
James Taylor HS Classroom – Room 114A	X	X	X	X
James Taylor HS Classroom – Room 114B	X	X	X	X
James Taylor HS Classroom – Room 115A	X	X	X	X
James Taylor HS Classroom – Room 115B	X	X	X	X
Belfair Elementary Regular Classroom	X	X	X	X
Sand Hill Regular Classroom	X	X	X	X
Theler Science Classroom	X	X	X	X
HS Conference Room – Room 100A	X	X	X	X
HS Conference Room – Room 100B	X	X	X	X
HS Conference Room – Room 200A	X	X	X	X
HS Conference Room – Room 200B	X	X	X	X
MS Conference Room – Main Office	X	X	X	X
MS Conference Room – Room 200A	X	X	X	X
MS Conference Room – Room 200B	X	X	X	X
Wetlands Interpretive Center Conference Room	X	X	X	X
HS Staff Room - Upstairs	X	X	X	X
HS Staff Room – Downstairs	X	X	X	X
MS Staff Room	X	X	X	X
Belfair Elementary Staff Room	X	X	X	X
Sand Hill Staff Room	X	X	X	X
HS School Kitchen (requires Food Service workers)	\$20	X	\$40	\$80
MS School Kitchen (requires Food Service workers)	\$20	X	\$40	\$80
Belfair Elementary School Kitchen (requires Food Service workers)	\$15	X	\$30	\$60
Sand Hill School Kitchen (requires Food Service workers)	\$15	X	\$30	\$60
Workers (when necessary)				
Custodian (2-hour minimum)	\$35.50	X	\$35.50	\$35.50
Food Service Workers (2-hour minimum)	\$30	X	\$30	\$30
Sound Booth Technician	\$20	X	\$20	\$20

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