

General Guidelines Governing the Use of Vancouver School District Facilities

Purpose The facilities of Vancouver School District No. 37 shall be made available for community use whenever possible for purposes deemed consistent with objectives of the District. School related activities will be given priority. Approval for facility use within any District school must be obtained from the Office of Community Services at least three (3) working days before the requested date of use. The Community Services staff will seek approval of the building administrator.

Agreement A School Facilities Rental and Use Agreement must be signed by: 1) an authorized representative of the requesting group, who is 21 years or older, 2) as well as the Community Services Manager, and 3) the building administrator. This agreement must be completed prior to the scheduled event.

Use Governed by Agreement A non-district organization that uses a District facility that is a subject to a School Facilities Rental and Use Agreement (VPS Policy and Procedure 4260, Use of School Facilities) may temporarily post the name of the organization, or the event, or the name of the activity for which the facility is used. The proposed language of the sign shall be presented to the Board of Directors and Superintendent or designee for approval before the sign is erected. The posting of the name of the activity and organization shall not be done in a manner that implies ownership of the facility by the organization, or endorsement by the District of the activity. The sign shall be promptly removed when the activity is completed and the School Facilities Rental and Use Agreement expires or is terminated.

Scheduling Specific arrangements and schedules for equipment, personnel and supplies shall be made through the Community Service Office in advance of the scheduled event.

Cancellation The renting group shall notify the Office of Community Services of any cancellation at least 72 hours before the scheduled event. Failure to provide such advance notice may result in the renter being charged for all out-of-pocket costs as well as a basic utility charge. The District reserves the right to cancel without notice the School Facilities Rental and Use Agreement due to unforeseen district activities needs and/or safety considerations due to inclement weather.

Building Security Interior and exterior doors may not be propped open at any time. If a District Security Officer or Facility Monitor is not scheduled or available, it is the renting group's responsibility to monitor locked exterior doors. Exterior doors may only be unlocked by a scheduled District Resource Officer or Facility Monitor.

Supervision The renting group must provide adult supervision. A competent adult 21 years or older must accompany each group at every session. Under no circumstances will a group be admitted before the leader arrives. The leader shall check in and out with the school custodian or designated school employee, and shall be the last person to leave following each session. Additional supervision may be required by the District, depending on the size and activity of the group (to be provided by renter or staffed by District at renter's expense).

Personnel A custodian or designated District employee must be on duty at all times while the building is in use. During days when school is in session, custodians may not be available for community assistance except for opening and closing the building and setting out rented equipment. Additional personnel may be hired at the request of the renting group. Use of the cafeteria equipment and kitchen facilities shall require the presence of a kitchen manager or designee appointed by the building administrator. Extra custodial, police or security personnel, at renter's expense, may be required depending on the size and activity of the group.

Cost Rental charges shall be made on the basis of the established rental rate, computed personnel cost, equipment use, and/or supplies used. Charges may be adjusted for youth groups, youth benefits, or at the discretion of the district administrators. Payment shall be made to Vancouver School District No. 37.

Conduct District staff, facilities and property must be respected at all times. Orderly conduct is required and members of the renting group shall confine themselves and their activities to the areas specified in the School Facilities Rental and Use Agreement. Unauthorized use constitutes trespass. Educational classrooms should be left exactly as they are found.

Substances The sale, use or possession of alcohol or illegal drugs on District property is prohibited, as is the use of any type of tobacco products. Violation of this provision by members of the renting group is grounds for immediate termination of the School Facilities Rental and Use Agreement.

Damages The renting group shall be responsible for the repair and/or replacement of any school equipment that is lost, stolen or damaged beyond normal wear and tear. User is responsible for clean-up. No food or drink in carpeted areas, auditoriums, and gymnasiums. A \$46/hr. custodial overtime rate will be charged if additional clean-up is required.

Indemnification The renting group agrees to protect, indemnify and hold harmless the District from all claims, suits, and actions of any nature for or on account of any injury, damage or loss to persons or property arising from the rental and use of the District facilities, unless the proximate cause of such injury, damage or loss is due to the sole negligence of the District, its officers, employees or agents.

Insurance The renting organization must carry, at its own expense, liability insurance covering District premises in the amount of at least \$1,000,000 in combined single limits for bodily injury and property damage. Policies or certificates indicating the coverage, naming Vancouver School District as additionally insured, shall be submitted to the Community Services Office a minimum of one week prior to the event to allow ample time for the notification to the Vancouver School District Safety and Security Office. Depending on the nature of the event or activity, the District may waive this requirement.

Termination Violation of any of the above guidelines shall constitute sufficient cause for immediate termination of the Agreement and/or denial of future rental privileges.