



TO: Board of Directors

FROM: Ruth Floyd, Executive Director - Business Services

SUBJECT: Facility Use Schedules

DATE: August 16, 2022

TYPE: Action Required

Board Policy 4260 requires district staff to evaluate biennially the fee schedule applicable for use of school facilities and recommend to the board any changes. The schedule was previously updated this past year to add new facilities, but the amounts have not changed recently.

Attached are the proposed facility use forms and schedules, which reflect the following changes:

- Custodial/food service hourly rates increased and grounds rate added to more accurately reflect costs; these fees are charged for hours beyond regular work schedules. Hourly rates will be updated annually as needed.
- Removed energy rate
- Practice fee schedule for seasonal field and gym use (per site per season):
 - Group 2 (recreational): increased high school \$100
 - Group 3 (adult & select): increased elementary/middle \$40, high school \$190
 - Group 4 (for profit and out-of district): added elementary \$200, high school \$400
 - Seasonal use decreased from four months (16 weeks) to three months (12 weeks)
- Non-tournament games at SHS facilities follow the general per use schedule
- Tournament fee schedule for field and gym use (per site):
 - Groups 2/3: increased all \$50
 - Group 4: increased elementary/middle \$50, high school \$150

Staff evaluated other local school district facility use schedules and discovered that the proposed fees are commensurate with, and in many cases lower than, other district fees. District-sponsored activities, including curricular and co-curricular functions, retain first priority to use school facilities and are generally not charged a facility use fee.

Recommendation: It is recommended that the Board approve the attached facility use schedules.

Facilities Use Agreement
STANWOOD-CAMANO SCHOOL DISTRICT NO. 401
Administration & Resource Center
26920 Pioneer Hwy, Stanwood, WA 98292
Phone: 360.629.1226 Fax: 360.629.1242

Event Title and Team Name (if applicable)			
Location/School (one form per location)			
Rooms or Field (use name from fee schedule)			
Type of Use - choose one only	General Use or Games Schedule	Practice Schedule	Tournament Schedule
Equipment Needed			

Organization Name		Group Type (See Page 3)	
Insurance Certificate Naming Stanwood-Camano School District as Additionally Insured Attached ___			

Billing Name		Onsite Adult Name	
Address		Address	
Phone		phone	
email		email	

DATES AND TIMES REQUESTED -

Not to exceed three consecutive months or 12 weeks. (See Terms and Conditions)
 Groups 3 and 4 limited to a maximum of 6 hours/week/site.

Beginning Date	End Date	M	T	W	TH	F	S	SU
Time From:	Time To:							
Time From:	Time To:							
Time From:	Time to:							

GAME SCHEDULE: High School Field or Gym - Fee Per Use - Schedule of Dates Attached ___
TOURNAMENT SCHEDULE: Per Site - List of Teams Participating and Number of Games Attached ___
 Compliance Statement for Concussion, Head Injury and Sudden Cardiac Arrest Awareness Completed and Attached ___
 Compliance Statement for COVID Requirements Completed and Attached ___

By signing below, you agree to the terms and conditions listed on page 2. Failure to comply with facility use rules or policies may result in the revocation of the facilities use agreement and/or denial of future use of school facilities.

 Signature Date

Office Use Only
 School/Location Approval _____ Date _____

Terms and Conditions

The parties agree to the terms, conditions and charges set forth in this document.

1) Stanwood-Camano School District shall:

- a) Furnish light, heat, air conditioning and water if available, at its sole discretion, deemed necessary for the purpose of users.
- b) Reserve the right to cancel this agreement or event if it is found that the facility is needed for school use.
- c) Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when, in their opinion, the purpose or purposes for which the premises herein described are being used, or intended to be used, shall be in conflict with or harmful to the best interests of the Stanwood-Camano School District.
- d) Reserve the right to require additional staff, custodians, security officers or equipment operators depending on the type of event at the expense of the User.
- e) Will not assume responsibility for any equipment or materials left in the facility by the User.
- f) The district will annually increase the custodial and other hourly fees based upon actual salary and benefit cost increases for those employees.
- g) The district reserves the right to determine the most appropriate facility for the event.
- h) Invoice applicant for all rental, utility, and staff fees and/or damages within sixty days of rental.

2) The User shall:

- a) Indemnify and hold Stanwood-Camano School District; including its agents, servants and employees; harmless from all liability for any injury or damage which occurs on any property or in any facility made available to the User by the Stanwood-Camano School District pursuant to this agreement and which occurs during the course of any program or activity sponsored by the User. The User is under no obligation to indemnify and hold the Stanwood-Camano School District harmless for liability for any negligence on the part of the Stanwood-Camano School District. The User's promise to indemnify and hold harmless also includes an obligation to assume full responsibility and expense of investigation, litigation, judgment, and /or settlement of any complaint, claim or legal action.
- b) Furnish a Certificate of Insurance with accident and liability insurance of at least \$1,000,000.00 naming the Stanwood-Camano School District as additionally insured.
- c) Obtain at the User's own cost and expense any and all licenses or permits required by law or ordinance.
- d) Take the premises as they are at the time of the event. No removal of or change to Stanwood-Camano School District property shall be made without the prior consent of the School Principal. Property shall be removed and returned to its original condition.
- e) Remove from the premises within twenty-four (24) hours following the final use, all equipment and material owned by the User. Anything not removed within this time frame will be subject to storage and/or disposal fees.
- f) Have all deliveries of equipment and materials made with the prior consent of the School Principal.
- g) Prohibit the use of intoxicating beverages, smoking, harmful drugs, or gambling devices of any kind.
- h) Forbid the use or storage on any part of the school district property any flammable or explosive substance or any items prohibited by law or ordinances of fire insurance.
- i) Remit payment within 30 days of invoice. Pay all expenses related to this event including additional charges incurred due the extension of the event.
- j) Remit all payments, insurance documentation and the Facility Use Agreement 14 days prior to the scheduled event. Failure to having all documentation completed 14 days prior to the event will result in the cancellation of the event date.
- k) The user shall pay a minimum of one (1) hour to open and one (1) hour to close if personnel are required, actual charges will be billed based on the fee schedule.
- l) All groups or organizations using district facilities must provide adequate adult supervision (age 21 or over).
- m) The group or organization using the district facilities is responsible for the conduct of all persons.

3) The Following Regulations Shall Be Followed:

- a) Smoking or alcoholic beverages shall not be allowed in/on any district premises.
- b) School district equipment and supplies shall not be removed from any district property.
- c) Facilities are unavailable when school is not in session.
- d) Requests to use gymnasiums and athletic facilities will be made on a seasonal basis (i.e., fall, winter, spring, etc), not to exceed 3 consecutive months (12 weeks), after WIAA and other school activities are scheduled. Any space remaining after the seasonal scheduling meeting will be awarded on a first-come basis.
- e) The district also reserves the right to cancel or revoke any facility use permit at any time for good cause. In the event of such cancellation or revocation, there shall be no claim or rights to damage or compensation on account of any loss, damage, or expense whatsoever endured by the applicant as a result of such cancellation.
- f) Priority shall be given to Group I followed by Group II users.
- g) Animals, except seeing-eye dogs, are not allowed on artificial surfaces such as turf, tennis courts, and playgrounds.
- h) Use that subjects the grounds to undue damage or wear or which creates a hazard or unreasonable restriction of use by others will not be allowed. Continued use of a field by an organization will be dependent of said organization leaving a field clean and in good order when they have completed the activity. Animal waste must be properly disposed of.
- i) All markings and pre-game preparations will be the responsibility of the organization scheduled for use. Field lining and marking must be pre-approved by the school's athletic office.
- j) The use of baseball diamonds, track, or other athletic turf fields for golf practice, flying motorized airplanes, operating vehicles, skateboards, motorized scooters or exercising animals is prohibited.
- k) The district is NOT required to make district-owned computers, audiovisual, technical, or other special equipment available. In the event that the use of such equipment is authorized, the User must comply with all district requirements relative to providing a knowledgeable district approved operator present. Any damage to the equipment will be repaired at the User's cost. A district approved operator/technician may be assigned at the discretion of the district and the cost will be charged to the User.

STANWOOD-CAMANO SCHOOL DISTRICT RENTAL GROUPS

Group I - District Sponsored Events and School Partner Non-Profit Groups:

District sponsored events occurring outside the normal school day and non-profit groups partnered with the Stanwood-Camano School District whose purpose is to support the mission of the Stanwood-Camano School District; i.e., PTA's, Booster Clubs, and Patrons of Academic Learning (PALS). No facility fee shall be charged, however under certain circumstances involving significant use of utilities (such as weekends), excessive clean-up, or extensive use of the stadium lighting as determined by the district, the district reserves the right to assess fees according to the established fees.

Group II - Non-Profit Groups Serving Youth, Non-Profit Organizations Conducting Community Education or Community Service, and Public Entities:

Non-profit groups serving youth must have open enrollment and open participation of all ability levels with at least 80% of the youth living within the boundaries of Stanwood-Camano School District, i.e. scouting organizations, 4H groups, SCJAA, recreational soccer leagues, recreational little leagues, etc. Special events (beyond regular league play) charging donations, entry fees, admission fees, etc. may be charged Group III user fees at the discretion of the District. This does not apply to the sale of concessions.

Group III – Select Non-Profit Groups Serving Youth, Non-Profit Organizations, and Individual Users:

Non-profit groups serving youth who do not have open participation of all ability levels with at least 80% of the youth living within the boundaries of the Stanwood-Camano School District, i.e. AAU, SWISH, select soccer clubs, and all other non-profit groups, and individual users; including churches, craft shows, meeting space, adult sports, etc.

Group IV – Commercial or For-Profit Organizations:

Includes all commercial and/or for-profit promotional activities; i.e., daycares. When 100% of profits go back to the school district, Group I rates will apply.

INSURANCE REQUIREMENTS

Stanwood-Camano School District Policy #4260 Use of School Facilities, requires that all applicants for use of school district facilities maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than \$1,000,000 (see Terms and Conditions). Proof of such insurance in the form of an Additional Insured Certificate is required before the Facilities Use Agreement can be approved.

An Additional Insured Certificate naming Stanwood-Camano School District No. 401 as an additional insured can be obtained through your insurance provider. If you are an individual applying for use of district facilities, you can obtain the necessary certificate through your homeowner's insurance provider.

Please include the Additional Insured Certificate with your completed Facilities Use Agreement.

STANWOOD-CAMANO SCHOOL DISTRICT #401

COMPLIANCE STATEMENT FOR

CONCUSSION, HEAD INJURY AND SUDDEN CARDIAC ARREST AWARENESS

The undersigned office of _____, a non-profit Organization; hereby acknowledges that the organization has reviewed with all coaches, athletes and their parent/guardian the Sudden Cardiac Arrest Awareness as prescribed by Senate Bill 5083 2015-16, section 3 and Engrossed House Bill 1824 which has been codified in RCW 4.24.660 and RCW 28A.600 relating to management of concussions and head injuries in youth sports. The undersigned further agrees to comply with the rules identified in the bill as follows:

- 1. An annual concussion and head injury information sheet shall be signed by the athlete and parent/guardian and kept on file by the non-profit organization. If an athlete plays for multiple organizations, an information sheet shall be filled out for each organization.
- 2. Athletes with a suspected head injury or concussion shall be removed from play at that time.
- 3. An athlete who has been removed from play shall not return to play until he/she has been evaluated and released by a licensed healthcare provider.

_____ Signature

_____ Printed Name

_____ Name of Organization

Agreement for Activities or Events on Stanwood-Camano School District Property During a COVID-Restricted School Year

Current COVID Restrictions/Requirements: [K-12 School Requirements](#)

Introduction, Explanation and Requirements

- School Districts within Washington State are under a mandate from the Governor and OSPI to prioritize having schools open 5 days a week with full days of instruction (instruction being the priority)
- Districts have rules and guidance from the Department of Health that direct HOW we open our facilities and WHAT we must have in place while we are open (masking, distancing, cohorting, one-way hallway traffic ventilation, using outdoor spaces, night-time cleaning, etc.)
- The [K-12 School Requirements 2022-2023](#) outline what schools must do if/when they have **school district sponsored** or **non-schools district sponsored** activities, athletics, performances, field trips, gatherings etc. **These requirements must be in place and met by any group utilizing school district property or facilities.**

Instructions

Please complete the following request form and submit it to the school principal for review. Principals will review each request for completeness, accuracy and reasonableness. Requests that meet these criteria will be forwarded to the Superintendent for approval through cabinet and the district level COVID response team. No activities, events, performances or rental agreements will be entered into without approval using this process.

Read and review all [K-12 School Requirements 2022-2023](#) that relate to your event.

By signing below, requestor is attesting to having read, reviewed and agree to comply with all K-12 School Requirements while on district property

Signature of Requestor _____
Date

STANWOOD-CAMANO SCHOOL DISTRICT

FACILITY GENERAL USE AND HIGH SCHOOL GAME FEE SCHEDULE

FACILITY	GROUP 1	GROUP 2	GROUP 3	GROUP 4
ELEMENTARY INCLUDING CHURCH CREEK CAMPUS				
Gym/Cafeteria	NC	\$20/use	\$30/use	\$60/use
Classrooms	NC	\$12/use	\$20/use	\$30/use
Covered Play Area	NC	\$12/use	\$20/use	\$30/use
Library	NC	\$24/use	\$30/use	\$40/use
Kitchen	NC + FS	\$25/hr + FS	\$35/hr + FS	\$60/hr + FS
MIDDLE SCHOOL				
Main Gym	NC	\$24/use	\$40/use	\$70/use
West Gym	NC	\$20/use	\$30/use	\$60/use
Classrooms	NC	\$12/use	\$20/use	\$30/use
Library	NC	\$24/use	\$30/use	\$40/use
Cafeteria/Commons	NC	\$20/use	\$40/use	\$60/use
Kitchen	NC + FS	\$35/hr + FS	\$45/hr + FS	\$70/hr + FS
HIGH SCHOOL				
Main Gym	NC	\$30/use	\$45/use	\$75/use
Mezzanine Gym	NC	\$20/use	\$30/use	\$60/use
Wrestling Room	NC	\$20/use	\$30/use	\$60/use
Classrooms	NC	\$12/use	\$20/use	\$30/use
Library	NC	\$48/use	\$30/use	\$80/use
Cafeteria/Commons	NC	\$20/use	\$40/use	\$60/use
Kitchen	NC + FS	\$35/hr + FS	\$45/hr + FS	\$70/hr + FS
HIGH SCHOOL OUTDOOR FACILITIES				
Batting Cages (by special permission only)	NC	\$15/hr	\$20/hr	\$50/hr
Multi-Purpose Turf Field	NC	\$20/use	\$30/use	\$60/use
Baseball (Varsity) Turf Field	NC	\$30/use	\$45/use	\$75/use
Softball (Varsity) Turf Field	NC	\$30/use	\$45/use	\$75/use
Softball (Practice) Grass Field	NC	\$20/use	\$30/use	\$60/use
Stadium (by special permission only)	NC	\$30/use	\$45/use	\$75/use
Concession Stand (food handler permit req.)	NC	\$20/use	\$30/use	\$40/use
Press Box	NC	\$20/use	\$30/use	\$40/use
PA System	NC	\$20/use	\$30/use	\$40/use
Scoreboard	NC	\$20/use	\$30/use	\$40/use
Ticket Booth	NC	\$20/use	\$30/use	\$40/use
Hurdles	NC	\$20/use	\$30/use	\$40/use
Markers	NC	\$20/use	\$30/use	\$40/use
Tennis Courts	NC	NC	NC	\$15/day/court

PERFORMING ARTS CENTER				
Performing Arts Auditorium Performance	NC	\$35/hr	\$40/hr	\$70/hr
Rehearsal	NC	\$20/hr	\$20/hr	\$20/hr
Event Manager (Required SD employee)	NC	\$100/hr		
DISTRICT OFFICE				
Boardroom	NC	NC	\$30/hr	\$60/hr
Custodial and Food Service Fee (updated annually)				
	\$60/hour 2 hour minimum			\$60/hr 3 hr min
Grounds Fee (updated annually)				
	\$75/hour 2 hour minimum			\$75/hr 3 hr min
Additional hours will be assessed for full-day rentals and or additional clean-up as needed.				
PRACTICE SCHEDULE: Seasonal Field or Gym use per site/per season plus Custodial and/or Grounds fees, if applicable. (Schedule can include non-tournament games at Elementary & Middle Schools.)				
Not to exceed three consecutive months or 12 weeks. See Terms and Conditions.				
Group 2 (Recreational Sports): Elementary & Middle School \$100 - High School \$200, per site per season				
Group 3 (Adult & Select Teams): Elementary & Middle School \$150 - High School \$300, per site per season (maximum of 6 hrs/week per site)				
Group 4 (For Profit/Out of District): Elementary & Middle School \$200 - High School \$400, per site per season (maximum 6 hrs/week per site)				
GAME SCHEDULE: Non-tournament games at Stanwood High School facilities are charged per use plus Custodial and/or Grounds fees.				
TOURNAMENT SCHEDULE: Field or Gym Use Per Site plus Custodial and/or Grounds fees, if applicable. See Terms and Conditions.				
Local Teams Groups 2 and 3: Elementary & Middle School \$350 - High School \$500, per site				
Out of School District Teams & Group 4: Elementary & Middle School \$550 - High School \$800, per site				