

COMMUNITY RELATIONS

Use of School Facilities

Rules and regulations established by the administration for building and field rental:

Priorities for Use

The following guidelines are established for priority of building and field use:

First priority	A building's own students
Second priority	CK students of the same age served by the building
Third priority	CK students
Fourth priority	CK residents and staff
Fifth priority	Groups that use facilities and fields on a continual or regularly scheduled basis
Sixth priority	Others

Thereafter, the general rule which applies is first-come, first-served; except the scheduling of the Stadium and athletic facilities for community events and athletic leagues may be accomplished by periodically opening "scheduling windows" to allow regular users to plan seasonal activities. The District stadium will be scheduled first for interscholastic athletic events, then student practice in preparation for events, and then for community users.

Rental Procedures

The rental rates charged users will conform to classifications listed below.

Category I – Those non-profit organizations or events which directly benefit children of the community, support local charitable efforts, promote the general welfare of the community, or are sponsored by the District or a governmental agency. Examples: PTA, Booster Clubs, service organizations, community forums or meetings, in-service classes, youth athletics, community school, school-business partnerships, scouting and other youth activities.

Category II – Those non-profit organizations which operate to benefit the members of the organization. Examples: churches, political parties, adult athletics, second party charitable activities with adequate guidelines to the charity, interest clubs.

Category III – Those organizations or events conducted for profit or tuition, events charging admission which benefits members of the organization rather than the general public. Examples: business use, post-secondary classes not conducted at the request of the District, or professional licensing.

Fee Schedule

- A. Building Use: Any building used on weekends or after custodial shift hours requires a school custodian or District employee to be on duty. Wages charged will be at the established rate. Custodial services may be required of any group at the discretion of the principal or Community Schools' staff. Custodial services will be provided at the same rate to all user organizations.
- B. Equipment Use: Any audiovisual equipment or other equipment must be arranged in advance and shown on the application. On signature of the application form, user assumes liability for all equipment listed and, in case of damage/loss, will replace/repair same.
- C. Classification: Principals or Community Schools staff will establish appropriate classification. The Superintendent may exercise discretion regarding the classification and fee structure for particular organizations or events.
- D. User Rates for Equipment: Any piece of equipment requires service and maintenance. The fee supports this cost. High cost equipment such as VCR's, computers, and others are too expensive to loan, therefore are not available for community use.
- E. District Stadiums: Regular and frequent users of the District Stadium may contract for blocks of time with variations in provisions required of other groups. In order to provide balanced use, priority may be granted to competitive use over practice or scrimmage use. Use of the stadium may be balanced between competing requests at the discretion of Community Schools.

Rules for Use of School Kitchens

The following regulations are necessary for the protection of cafeteria equipment and to comply with health department regulations: (exceptions may be made with the approval of the building principal and/or the Food Services Supervisor).

1. It is the responsibility of the parties using the kitchen to see that facilities are left in a clean sanitary condition.

2. Reservations will be made with the school principals and cafeteria supervisor at least two (2) days prior to date needed.
3. When kitchen equipment is to be used, a school cook or qualified helper will be present.
4. Cooks and/or helpers will be paid at regular overtime rate plus benefits and a ten percent (10%) service charge for work performed after normal working hours (rate determined by Food Service Contract).

Application and Approval

Any group wishing to use the building must complete a facility request online at www.ckschools.org.

The processing sequence shall be as follows: No usage allowed until all steps are carried out.

First	Community Schools staff schedules use
Second	Building principal approves
Third	Applicant copy signed for approval
Fourth	Head custodian receives copy
Fifth	Business office notified if rental involved

Exceptions: Any exception from the above use and/or group usage shall be at the discretion of the principal.

Sharing Responsibilities Between Community Schools and Custodial Staff

Community Schools staff are responsible in cooperation with building principals to:

1. Schedule all uses of buildings to include notification to classroom.
2. Report monthly building use statistics.
3. Notify undesirable groups of potential and actual termination of use agreement.
4. Inform business office of all details to be used in making billings.
5. Clarify rules and regulations of building usage with applicants.
6. Provide head custodians with copies of all applications.

7. Inform building principals of any problems.
8. Maintain cooperative working relationships with principals and custodians and community groups.

Custodial staff are responsible to:

1. Insure the facilities are clean and ready for use before the group arrives.
2. Set out necessary clean-up equipment for the group so they can do their own clean-up.
3. Open and unlock necessary doors; lock and secure the facility.
4. If equipment is listed on the application, to issue it and then collect and secure it at the end of usage.
5. Enforce reasonable standards for the care of school property.
6. Report damage to Community Schools' staff and to the principal.
7. Maintain final responsibility for security of all school facilities.

Procedures for conflict resolution:

1. Any complaints should be directed first to the principal.
2. Complaints should contain recommended alternatives, such as warning, written notice, or revocation of privileges.
3. Building principals and Community Schools staff mutually agree on the proper course of action.
4. On the occasion of unplanned events, a courtesy 24-hour notice to change the schedule is appropriate.

Procedures for Field Use

The procedures for field use shall apply to all athletic fields, playfields, and outdoor facilities administered by the District. After-school and weekend student activities shall be scheduled with Community Schools. Scheduled school activities will have priority over other uses. All other uses must be approved on a Use Request Form.

CENTRAL KITSAP SCHOOL DISTRICT
PROCEDURE

4260P

To minimize user inconvenience, the District will attempt to notify associations and groups when changes or exceptions in field use are made. This notification will be made by Community Schools. Failure of groups to observe field closures may constitute trespassing and result in denial of future use requests. Signs will be provided at each field to direct prospective users to the appropriate community coordinators. Field closures due to weather extremes will be posted by the Maintenance Department.

Adopted:	<u>June 10, 1985</u>
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