



Book	District Policies
Section	4000: Community Relations
Title	Use of School Facilities
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The superintendent is authorized to establish regulations for use of school facilities, including rental rates, supervisory requirements, restrictions and security. This shall be reviewed annually by the board of directors.

Application for use of school facilities shall be made to the operations department using Form 4260-F1. Applications can be obtained online at the Facility Use webpage or at the operations department.

Potential facility users are encouraged to contact the operations department prior to submitting applications for use to determine available dates.

Applications are accepted for district review at the operations department, located at 323 12th Street NW in Puyallup, during regular business hours from 8 a.m. to 4 p.m. Applications can also be submitted via email to the facilities use specialist at [http://www.puyallup.k12.wa.us/pages/Puyallup\\_School\\_District/Departments/Operations/Facility\\_Use](http://www.puyallup.k12.wa.us/pages/Puyallup_School_District/Departments/Operations/Facility_Use)

In order to facilitate access to the facility, completed applications should be submitted to the operations department a minimum of five business days in advance of the first requested use date.

Following receipt of a completed 4260-F1 application, assignment of classification and final approval shall be determined by the director of facility operations.

Professional fundraisers representing charities must provide evidence that the fundraiser:

- A. Is recognized by the Philanthropic Division of the Better Business Bureau;
- B. Is registered and bonded by the State of Washington; and
- C. Will give the charity at least sixty (60) percent of the gross revenues.

Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.

When facility use occurs at times or places when regularly assigned district staff are not present or available to provide access to the facility or provide necessary district services or supervision, users in all classes will be required to pay the district's costs for providing its own staff to perform such functions. If a user's intended use requires the district to provide additional custodial services, food services, stage crew, security and/or other staffing, users in all classes will be required to pay the district's costs for such services following a review of the facility use application.

Scheduling priority shall be given to groups in order of the date of receipt of application and then their alphabetical classification, or as otherwise indicated by inter-local agreements, or board resolutions on file.

Residents or private organizations shall not use district facilities for monetary gain without an approved facility use agreement.

## SECTION 1 – PAYMENT

Prepayment for the use of school facilities is required prior to receiving an approved facility use permit. Applicants can submit credit card payment over the phone by contacting the operations department at (253) 841-8758-. Payment is also accepted in person during regular business hours at the operations department office located at 323 12th Street NW in Puyallup.

Prepayment must be made for the current and following month for facility use with multiple dates that extend beyond two months. The subsequent payments will be invoiced by mail the first business day of the month, prior to the following month's use, with payment due the 25th of the month at or before 2:00 p.m. If the 25th day of the month occurs on a non-working day, the payment will be due the last business day prior to the 25th by 2:00 p.m.

If payment is not received by 2:00 p.m. on or before the 25th day of the month, a formal notification will be issued informing the applicant/organization that the remaining dates for the facility use permit will be canceled. The applicant/organization must submit a new facility use request and prepayment made according to this regulation for any further use. Acceptable payment methods are cash, check, credit card, or money order. A \$25 fee shall be charged for all returned checks.

## SECTION 2 – RESPONSIBILITY

The applicant/organization is responsible for the safety and conduct of its participants and spectators. This includes any permits required by local fire agencies. Applicant further acknowledges that it is responsible for notifying any participants as to any inherent or known risks from the activity or venue and ensuring that they understand such risks prior to participating.

The applicant shall fully reimburse Puyallup School District for any damages resulting from the use of school facilities as described and that the applicant making this request shall assume complete responsibility. Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.

All events will be required to meet the occupancy load and fire and safety regulations of the Cities of Puyallup and Edgewood, Pierce County and State of Washington.

RCW 9.41.280 prohibits firearms or other dangerous weapons on school grounds.

Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in being barred from continued use of facilities.

Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper authorization.

Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.

District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals may not use district-owned expendable supplies.

Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Applicants shall be responsible for returning the facility to its original condition immediately following the event. If the district incurs any cost for setting up and/or cleaning up facilities, the applicant shall be charged additional fees. Requests for setting up space and/or equipment shall be coordinated at the time of application. Custodians shall perform all clean up tasks requiring chemicals or powered equipment.

Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.

The applicant/organization shall not practice discrimination of any kind.

## SECTION 3 - REFUNDS AND CANCELATIONS

The school district's use of the facilities takes priority over other scheduled outside uses. In the event a school program is scheduled that conflicts with a previously arranged building use agreement, the external building use agreement shall

be canceled and refunds will be issued. The facilities use specialist will work with the facility use applicant to explore alternate dates and locations.

Facility use shall be canceled when the facility/building is closed due to an emergency or snow day as designated by the district.

Refunds will be issued in the case of rainouts, power outages or emergency facility closures. Applicants must contact the district accounting office at (253) 841-8762 within two (2) calendar days after the scheduled use to request a refund.

An administrative fee of \$30 will be charged for any cancelation or alteration of dates to an approved facility use initiated by the applicant. An additional administrative fee of 10% of the total cost of the facilities use will be charged if the cancelation is within 21 calendar days or less of the date of the scheduled use. Refunds will not be granted for any cancelations initiated later than three (3) calendar days prior to the scheduled facility use. To cancel a facility use the organization representative listed on the facility use application must contact the operations department with the following information: 1) building reserved 2) name of person or organization 3) your phone number 4) building use number.

The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds.

#### SECTION 4 - HOLD HARMLESS AGREEMENT

The applicant agrees that the Puyallup School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the Puyallup School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the Puyallup School District.

#### SECTION 5 - FINANCIAL RESPONSIBILITY

The person or organization entering into a facilities use agreement with Puyallup School District for the use of facilities or equipment described above certifies that the information given in this application is current. The user further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the Puyallup School District for any damage arising from the applicant's use of said facilities. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be assessed by the superintendent or his/her designee and a bill for damages shall be presented to the person responsible. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately. Failure to pay for damages will result in loss of rental privileges.

#### SECTION 6 - INSURANCE REQUIREMENTS

Facility users shall maintain insurance coverage for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The user is required to provide proof of general liability coverage through a Certificate of Liability Insurance of no less than \$1 million per occurrence. The Puyallup School District must be named as additionally insured in the description portion of the certificate and as a certificate holder on said policy. Coverage cannot be canceled or reduced without thirty (30) days' written notice to the district. A Letter of Evidence of Coverage stating minimum coverage for self-insured entities is also acceptable. Applicant expressly agrees to secure the aforementioned insurance coverage. If use of the district's facilities is to be ongoing, the applicant shall provide a new Certificate of Liability or Evidence of Coverage Letter thirty (30) days prior to the anniversary date of their current coverage document on file with the district.

#### SECTION 7 - STATEMENT OF COMPLIANCE- RCW 4.24.660 and RCW 28A.600 CONCUSSION

Per RCW 4.24.660 and RCW 28A.600 non-profit youth groups are required to provide a signed "Statement of Compliance" that includes group policies for management of concussions and head injuries in youth sports prior to approval of a Facility Use Agreement by Puyallup School District.

A statement of compliance (Form 4260F4) can be found in BoardDocs. The statement of compliance form must be signed and submitted at the time of application.

## SECTION 8 - PLAYFIELDS

The director of athletics, health & fitness will host a meeting for all the community users prior to January 1. Community users will meet to collaborate on field use allocation. Finalized plans spanning January through December in the coming year will be charted and facility use forms (4260F1) will be completed and processed pursuant to the annual allocation plan developed at this meeting.

Application for use of school play fields shall be made to the site administrator at the site where the use will take place using Form 4260F1. This includes those who attended the community users meeting.

After the application form has been reviewed and approved at the site, the applicant must deliver the form to the director of athletics, health & fitness, located at Sparks Stadium, 601 7th Avenue SW in Puyallup, for district review of necessary additional forms (Statement of Compliance, Certificate of Liability, etc.)

After the application form has been reviewed and approved by the athletic department, the application form along with Statement of Compliance, Certificate of Liability, etc., will be sent to the Operations Department located at 323 12th Street NW in Puyallup.

Because of the value of district's playing fields to the community's total recreational opportunity, the fields may be used by all residents if space is available. Patrons using fields without a facilities use form must yield to the user with a prior approved facilities use form. The use must be appropriate and compatible with each play field and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are not permitted.

All other sections of Regulation 4260R shall apply.

## SECTION 9 – SWIMMING POOLS

Private persons or organizations wanting to use the district's swimming pools should contact the pools directly at (253) 841-8787 (Rogers Aquatic Center) or (253) 841-8711 (Puyallup High School Pool).

Application for use of Pools shall be made to the pool manager at the pool where the use will take place using Form 4260F5. Applicable facility use fees will be assessed, paid, and collected at the time and location of application.

All other sections of Regulation 4260R shall apply.

## SECTION 10 – SYNTHETIC TURF FIELDS: SPARKS STADIUM, JAG FIELD, ROGERS FIELD

Using of synthetic turf fields at Sparks Stadium, JAG Field, or Rogers Field without a facilities use form is permitted when the facility is open and supervised. Users must yield immediately to a user with an approved facilities use form. Any group of participants in a competitive setting or exceeding six in number must have a completed facility use permit in order to use the facilities.

Any use must be appropriate and compatible with the area of the facility being used and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to participants or others. Activities which endanger others or cause damage to facilities are not permitted.

All other sections of this Regulation (4260R) shall apply.

### A. SPARKS STADIUM

Private persons or organizations wanting to use Sparks Stadium should contact the Stadium Office directly at (253) 841-8785.

Application for use of Sparks Stadium shall be made to the director of athletics, health & fitness, located at Sparks Stadium, 601-7th Avenue SW in Puyallup, using Form 4260F6.

After the application form has been reviewed and approved by the director of athletics, health & fitness, the application form along with Statement of Compliance, Certificate of Liability, etc., must be delivered by the applicant to the operations department, located at 323 12th Street NW in Puyallup, for district review, rental fee collection, and final approval by the director of facility operations or his designee.

Stadium parking in the Fairgrounds Red Lot is allowed only upon approval of the Washington State Fair Events Center and under their terms and conditions. They can be reached at (253) 841-5011.

#### B. JAG AND ROGERS SYNTHETIC TURF FIELDS

Private persons or organizations wanting to use JAG or Rogers synthetic turf fields should contact the operations department using the same reservation process outlined atop this regulation. Applications for use of JAG or Rogers fields should be made using Form 4260F8.

Please visit the Facility Reservations webpage on the Puyallup School District website to view the 2016-17 Rental Fee Schedule.

#### [Cross References\\*](#)

Board Policy 3422 Student Sports —Concussion and Head Injuries  
Form 4260F1 - Application and Agreement for Use of District Facilities  
Form 4260F2 - Facilities Use Payment Directions  
Form 4260F3 - Facility Use Certificate of Liability  
Form 4260F4 - Non-Profit Youth Sports Group Statement of Compliance  
Form 4260F5 - Application and Agreement for Use of District Facilities (Pools)  
Form 4260F6 - Application and Agreement for Use of District Facilities (Sparks Stadium)  
Form 4260F7 - Application and Agreement for Use of District Facilities (JAG Field)

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