

Facility Use Review

WSD charges for facility use based on the classification of the user group. If a user group cannot be readily classified amongst the three classifications below, the district will determine how the user group will be classified. User groups listed below are non-exhaustive.

For all facility rentals: 1) an assessed charge, 2) a signed contract in place, and 3) proof of insurance must be provided before a facility is used by an user group. Additionally, a nonprofit must provide proof of their non-profit status.

User Group Classifications

Class 1: School / Child Related or Government

- Other school-sponsored activities for parents (e.g., plays, musicals, meetings, etc. - sanctioned)
- School-related groups and organizations (e.g., PTA, PTO, Booster Clubs, etc.)
- City, county, and state agencies (other than educational)
- Entities with which the District has entered into a Joint Use Agreement (e.g., City of Wenatchee Parks and Recreation Department).
- Out-of-district school groups (e.g., bands, student extracurricular groups, overnight visitors, etc.)
- Education related organizations: Educational service districts (e.g., meetings and special events), State educational association meetings (e.g., music educators, WASA, WASBO, etc.) and education related state agencies (e.g., Office of the Superintendent of Public Instruction, State Board of Education, etc.)
- Community education activities (e.g., government sponsored and other free educational events), civic and service organizations providing direct support or service to children (e.g., Neighborhood Block Watch, etc.)

Class 2: Nonprofit

- Non-profit organizations conducting fund raising activities for charitable purposes (e.g., Ronald McDonald House, United Way Agencies, etc.)
- Chartered youth groups (e.g., Boy Scouts, Girl Scouts, Camp Fire Girls, 4H, etc.)
- Authorized youth sports leagues (e.g., AAU, YMCA, Wenatchee Valley Youth Soccer, USA Volleyball, etc.)
- College classes and activities (e.g., evening degree programs from area colleges and universities, etc.)
- Authorized adult recreational clubs, teams, and activities
- Community organization meetings (e.g., neighborhood or citizen concern groups, political rallies and caucuses, etc.)
- Non-profit organizations, civic and service groups who do not provide direct support or service to children.
- Groups that enhance the community by offering arts and entertainment.

Class 3: Commercial Enterprises

- Private interest groups (e.g., Historical Preservation Society, Sierra Club, Ducks Unlimited, non-District labor unions, etc.)
- Fee based events (e.g., recitals, lectures, sports and musical entertainment, etc.)
- Profit-making activities (e.g., financial seminars, sales, organization meetings, etc.)
- Religious organizations (for religious Sabbath services or other church-related activities)

Facility Use Review

Frequently Asked Questions

Q: I'm a taxpayer, why do I have to pay to use a school facility?

A: The board believes that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes.

Q: I'm a WSD employee. Can I use the facility for free?

A: No, you will need to follow the facility use guidelines, classification groups and have the contract and insurance requirements in place.

Q: When is a facility use contract needed?

A: All user groups must have a signed contract and provide proof of insurance prior to using a district facility.

Q: Who has the authority to waive facility use contracts and/or fees?

A: Nobody. The superintendent (or his/her designee) has the authority to make the final decision regarding classification of proposed uses. Rental fees are charged according to classification and there should always be a contract in place.

Q: Who has the authority to waive insurance requirements?

A: The superintendent (or his/her designee) may choose to waive the certificate of insurance requirement if it is determined that there is a low likelihood that the scheduled activity will result in accident, injury, or damage to school facilities.

Q: Who has the authority to waive supervision requirements?

A: WSD policy is that a custodian or other authorized staff member must be on the premises when any non-school group is using school facilities. The administrator or athletic director may waive this requirement if the user group has an extended contract or is using athletic fields. Secondary student initiated groups wishing to meet and to use school facilities must be supervised at all times by a district employee.

Q: Who oversees the facility use of school buildings?

A: User groups interested in scheduling at a district facility, other than the auditorium or athletic facilities, must schedule through the school's office and the administrator (Principal) or designee will review and approve the facility use and contract.

Q: Who oversees the facility use of the gyms and fields?

A: The WSD Athletic Director or designee. User groups that are interested in scheduling any of the district athletic facilities, including gymnasiums, fields, etc., must schedule through the athletic department at Wenatchee High School.

Q: Who oversees the facility use of WSD kitchens?

A: The Director of Nutrition Services. User groups that are interested in scheduling a Wenatchee School District kitchen must schedule through Nutrition Services.

Q: Who oversees the facility use of the WHS auditorium?

A: The WHS auditorium manager oversees the schedule and billing process with an administrator overseeing the approval of the facility use contract.

Facility Use Review

Q: *Who oversees the facility use of the pool?*

A: The WHS Aquatics Coordinator oversees the schedule and billing process with the Athletics Director overseeing the approval of the facility use contract. Two WHS student lifeguards must be available and present for the term of the facility use time.

Q: *What about requested equipment?*

A: No school equipment can be used without permission from the building administrator. Instructional and athletic supplies are not available to the renter. If additional equipment is needed, there may be an additional charge for set up, take down, and cleaning. Equipment can only be used related to specific facility use and cannot be removed from district premises.

Q: *How do I determine what to fill out in the estimated costs?*

A:

Look at different factors, such as:

- Which user group classification do they fit under?
- What is the purpose of their facility use?
- Is the facility being used during school/custodian regular operational hours?
- What school resources are they using?

Asking these questions should help determine the costs. Please reach out to the business office with the scenario to receive assistance in determining the estimated cost or classification of the user group.

Q: *What additional charges should be assessed after the facility is used if applicable?*

A:

- If WSD employees show up to work at the event, the user group shall be responsible for the applicable wage cost listed on Rental Fees and Labor Billing Rates form, including, but not limited, to overtime or call-out duties, etc.
- If a user group uses a facility when a custodian is **not** present, the group is responsible for the clean-up of that facility. Failure to do so may result in additional charges and the revocation of future privileges.
- User groups are limited to the rooms and corridors assigned for their use and to the permitted times. Any use of unscheduled time or facilities used will be reported and billed to the user group. If a WSD security alarm is set off, there may be an additional fee to cover the security call-out expense.
- User groups with contracts that include a series of dates shall notify the administrator or designee if the days or times of use change in number, dates, or any other matter. Notification must take place at least 7 days in advance of the desired change. If such notification is not made, rental fees will be assessed per the contract.
- 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 renting organization.

Q: *How does the user group get billed?*

A: The building administrator, director or their designee should send a copy of the contract to the business office, Attn: Accounts Receivable with both the estimated and actual costs filled out and they will be billed per the agreement. If the contract is for multiple dates, then a copy should be sent monthly, as well as confirmation of the dates used.

Facility Use Review

Q: How long in advance can a user group reserve a facility?

Facility Use applications will be accepted according to the calendar below:

Seasons	Season Dates	Opening Date	Closing Date
Fall	Sept 1 - Nov 30	August 1	November 15
Winter	Dec 1 - Feb 28 (Feb 29)	November 1	February 15
Spring	Mar 1 - Jun 15	February 1	May 31

Q: Do certain user groups have priority over others? What happens if there is a scheduling conflict?

A: Wenatchee School District students and events take priority over all other user groups. If there is a scheduling conflict, any regularly scheduled school activity or District sponsored community event shall have priority use of District facilities. Every attempt will be made to notify the Facility User in advance of schedule conflicts so that events may be rescheduled or relocated.

Q: What if a user groups' reserves a facility during a holiday or school closure or cancellation?

A: All community use will be canceled or not scheduled when school is closed for any reason. Cancellation of use for this reason will not result in charges to the user group.