

Facility Use Procedures

Applications must be submitted to the proper department to determine availability and must be received at least fourteen (14) days prior to use. Pre-payment of facility use is required.

<u>Facility Use:</u>	<u>Administrator:</u>
School Facilities: Interior Spaces	School Principal or Designee
School Facilities: Kitchen	Food Services Supervisor or Designee
School Facilities: Fields	Maintenance Supervisor or Designee
School Facilities: CHS Stadium	CHS Athletic Director
School Facilities: CHS Performing Arts	School Principal or Designee
Educational Service Center or Other:	Superintendent or Fiscal Coordinator

All applications for private or commercial gain or advertising must be approved by the Superintendent and/or designee.

Regulations:

The applicant agrees to abide by the laws of the State of Washington, King County, and by the regulations of the Riverview School District #407. It is understood and agreed by the applicant that this permit may be revoked or cancelled by the Riverview School District at any time with or without cause. The applicant further agrees to protect, indemnify and save harmless the Riverview School District, the School Board, District employees, and volunteers from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the premises covered by the facility use application.

The applicant will be required to procure, at its own expense, a Comprehensive General Liability insurance policy, naming the District as an additional insured. This policy shall be primary and written with limits of \$500,000 Combined Single Limits, per occurrence. A certificate of insurance must be submitted with the application. The District Office will keep certificates on file for future applications.

The District reserves the right to cancel permits (refunds will be given, except for the \$15.00 non-refundable processing fee) when such action is deemed in the best interest of the District. In the event of school closure for weather or emergency, use of the facility will be automatically cancelled without notice.

In the event the energy crisis initiates curtailment, power blackouts or "rolling blackouts", the District will not be available for use to community users. The District will refund advance payment, except the \$15.00 non-refundable processing fee to the user.

The District reserves the right to deny any application.

The District prohibits discrimination against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults that use District Facilities.

FEES: PRE-PAYMENT OF FACILITY USE IS REQUIRED.

For rental rate purposes, organizations seeking the use of school facilities have been divided into four categories, per Policy 4040:

Group A – Riverview School District Activities

Group B – Community Recreational/Educational Activities

B1: Youth within Riverview School District – membership 65% residency in RSD

B2: Youth outside Riverview School District

B3: Adults within Riverview School District – membership 65% residency in RSD

B4: Adults outside Riverview School District

Group C1 - Non-Profit Groups and Organizations

Group C2 – Riverview Community Fine Arts Groups and Organizations

Group D – Commercial Enterprises and Profit-Making Organizations

A non-refundable application processing fee will be retained by the scheduling facility to support site costs associated with facility scheduling. Two (2) days notice must be given for cancellation of use. Failure to do so will result in charges for expenses incurred.

Facility Use Fee	Group A	Group B1	Group B2	Group B3	Group B4	Group C1	Group C2	Group D
Processing Fee (Per Application)	N/C	\$15	\$15	\$15	\$15	\$15	\$15	\$15
Conference Room – per hour	N/C	\$3	\$16	\$16	\$17	\$18	\$6	\$37
Classrooms – per hour	N/C	\$3	\$16	\$16	\$17	\$18	\$6	\$37
Library or Commons – per hour	N/C	\$4	\$24	\$24	\$25	\$26	\$6	\$47
Computer Lab - per hour	N/C	\$53	\$53	\$53	\$53	\$53	\$13	\$79
Technician required - per hour	\$66	\$66	\$66	\$66	\$66	\$66	\$66	\$66
Multi-Purpose Room – per hour	N/C	\$4	\$20	\$20	\$22	\$24	\$6	\$62
Kitchen - Serve Only per hour	N/C	\$4	\$14	\$14	\$16	\$18	\$6	\$20
Kitchen with Equipment, per hour	N/C	\$18	\$32	\$32	\$33	\$34	\$6	\$51
Kitchen Supervisor required - per hour (2 hr min non-work time) (1/2 hr min during/after shift)	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34
Gym Elementary & RLC - per hour	N/C	\$4	\$34	\$34	\$35	\$36	\$6	\$57
TMS Gym– per hour	N/C	\$4	\$34	\$34	\$35	\$36	\$6	\$72
CHS Gym - per hour	N/C	\$4	\$34	\$34	\$35	\$36	\$6	\$107
Improved Fields – per hour								
TMS Soccer Fields – per field, per hour								
• Practice or Game	N/C	\$20	\$45	\$45	\$60	\$60	\$60	\$100
• Field/Parking Lot Clean-Up (if necessary)	N/C	\$40	\$40	\$40	\$40	\$40	\$40	\$40
TMS Baseball Field – per hour								
• Practice or Game	N/C	\$20	\$50	\$75	\$75	\$75	\$75	\$100
• Scoreboard	N/C	\$20	\$30	\$30	\$35	\$35	\$35	\$80
• Lining Field	N/C	\$20	\$20	\$20	\$23	\$26	\$26	\$34
• Field/Parking Lot Clean-Up (if necessary)	N/C	\$40	\$40	\$40	\$40	\$40	\$40	\$40
• Field Monitor, per hour	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34
• Seasonal Rent if less \$	N/C	\$1,500	\$3,000	----	----	----	----	----
TMS Stadium Field – per hour								
• Field	N/C	\$40	\$50	\$50	\$75	\$75	\$75	\$100
• Running Track	N/C	\$26	\$40	\$40	\$55	\$132	\$132	\$264
• Scoreboard	N/C	\$20	\$30	\$30	\$35	\$35	\$35	\$80
• Lights	\$34	\$40	\$47	\$47	\$66	\$132	\$132	\$198
• Grandstands – if separate event	N/C	\$20	\$25	\$25	\$40	\$40	\$40	\$50
• Field/Bleacher/Parking Lot Clean-Up (if necessary)	N/C	\$40	\$40	\$40	\$40	\$40	\$40	\$40
• Field Monitor	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34
*CHS Varsity Baseball Field - per hour								
• Game	N/C	*piloting \$40	*piloting \$60	Not available at this time	Not available at this time	Not available at this time	Not available at this time	Not available at this time
• Lining Field (2 hr. minimum)	N/C	\$20	\$30	Not available at this time	Not available at this time	Not available at this time	Not available at this time	Not available at this time
• Scoreboard	N/C	\$20	\$30	Not available at this time	Not available at this time	Not available at this time	Not available at this time	Not available at this time
• Restrooms (per event) plus utility surcharge per hour	N/C	\$15	\$30	Not available at this time	Not available at this time	Not available at this time	Not available at this time	Not available at this time
• Field Monitor, per hour	\$34	\$4/hr.	\$4/hr.	Not available at this time	Not available at this time	Not available at this time	Not available at this time	Not available at this time
		\$34	\$34					

Facility Use Fee	Group A	Group B1	Group B2	Group B3	Group B4	Group C1	Group C2	Group D
Processing Fee (Per Application)	N/C	\$15	\$15	\$15	\$15	\$15	\$15	\$15
CHS JV Softball Field - per hour								
• Practice or Game	N/C	\$20	\$50	\$75	\$75	\$75	\$75	\$150
• Lining Field	N/C	\$20	\$20	\$20	\$23	\$26	\$26	\$34
• Scoreboard	N/C	\$20	\$30	\$35	\$35	\$35	\$35	\$80
• Field/Bleacher/Parking Lot Clean-Up (if necessary)	N/C	\$40	\$40	\$40	\$40	\$40	\$40	\$40
• Field Monitor, per hour	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34
CHS Covered Batting Cages Youth BB & SB Little League for Jan. – June Use = 2 hour maximum Field Monitor Required, per hour		\$20/use \$34/hr						
CHS Outfields – per hour For other activities, i.e. football, soccer								
• Practice or Game, plus	N/C	\$20	\$45	\$45	\$60	\$60	\$60	\$100
• Field Monitor, per hour	\$34	\$34	\$34	\$34	\$34	\$34	\$34	\$34
Fields Unimproved – per hour (Includes elementary fields & utility fields)	N/C	N/C	\$18	\$18	\$20	\$26	N/C	\$47
TMS Field & CHS BB/SB Restrooms – per event, plus Utility Surcharge – per hour Plus Surcharge more than 50 participants	N/C	\$15 \$4/hr N/C	\$30 \$4/hr \$7	\$30 \$4/hr \$7	\$40 \$5/hr \$7	\$40 \$6/hr \$7	\$15 \$4/hr N/C	\$80 \$7/hr \$7
TMS Field & CHS BB/SB Concessions – per event, Plus Utility Surcharge – per hour	N/C	N/C \$5/hr	\$13 \$5/hr	\$13 \$5/hr	\$20 \$6/hr	\$26 \$7/hr	N/C \$5/hr	\$40 \$8/hr
TMS Ticket Booth – per event Plus Utility Surcharge – per hour	N/C	N/C \$3/hr	\$3 \$3/hr	\$3 \$3/hr	\$4 \$4/hr	\$4 \$5/hr	N/C \$3/hr	\$5 \$6/hr
TMS Joggers Use – Key per year	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Water – per day	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
Custodian – per hour Setup, takedown or cleanup (Non-work hrs/days, 2 hr. min.) (During/after shift, ½ hr. min.)	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45
CHS Performing Arts Center, per hour	N/C	\$8	\$39	\$39	\$40	\$47	\$14	\$63
Trained Technician Required	\$43/hr	\$43/hr	\$43/hr	\$43/hr	\$43/hr	\$43/hr	\$43/hr	\$43/hr

Equipment Rental Fees: (Per Day)	Group A	Group B1	Group B2	Group B3	Group B4	Group C1/C2	Group D
Audio-Visual: (TV/VCR, Overhead/Screen, Slide/Screen, Video Projector – NOT ESC)	N/C	N/C	\$13	\$13	\$15	\$20	\$26
Tables (require moving to another building)	N/C	N/C	\$4/ea	\$4/ea	\$4/ea	\$4/ea	\$6/ea
Field Drag	N/C	N/C	\$13	\$13	\$14	\$18	\$20
Volleyball nets and standards	N/C	N/C	\$13	\$13	\$20	\$26	\$34
Portable Soccer Goals	N/C	\$20	\$30	\$30	\$35	\$35	\$40
Tolt Scoreboard Controls	N/C	N/C	\$13	\$13	\$14	\$18	\$20
Football Chains	N/C	N/C	\$13	\$13	\$14	\$18	\$20
Batting Cages	N/C	N/C	\$13	\$13	\$20	\$26	\$34
Field Stripper	Materials Cost	Materials Cost	\$20+ Materials	\$20+ Materials	\$23+ Materials	\$26+ Materials	\$34+ Materials
Other Equipment – not to exceed	N/C	N/C	\$20	\$20	\$26	\$40	\$66
Chairs – per 50	N/C	\$20	\$30	\$30	\$30	\$30	\$50
Tables – each	N/C	\$1	\$3	\$3	\$3	\$3	\$5
Music Chairs – if moved to another location	N/C	\$.40/ea	\$.60/ea	\$.60/ea	\$.60/ea	\$.25/ea	\$1.00/ea
Piano (if moved Retuning)	N/C	\$20	\$40	\$40	\$40	\$20	\$60

Facility Use Fee Educational Service Center (ESC)	Group A	Group B1	Group B2	Group B3	Group B4	Group C1	Group C2	Group D
Processing Fee (Per app.)	N/C	\$15	\$15	\$15	\$15	\$15	\$15	\$15
Assembly Hall								
• Performance/Events/Meetings, per hour	N/C	\$20	\$38	\$38	\$40	\$47	\$26	\$63
• Trained Technician, if required, per hour	\$43	\$43	\$43	\$43	\$43	\$43	\$43	\$43
Major Set Up or Take Down - each (Stage/floor covers) if necessary	N/C	\$150	\$150	\$150	\$150	\$150	\$150	\$200
Kitchen Usage – per hour	NC	N/C-\$14	\$14	\$14	\$16	\$18	\$16	\$20
Smaller Meeting Rooms – per hour	N/C	\$13	\$16	\$16	\$17	\$18	\$18	\$37
Other Equipment								
• A/V Equipment	N/C	\$20	\$40	\$40	\$40	\$40	\$40	\$75
• Chairs/per 50	N/C	\$20	\$30	\$30	\$30	\$30	\$30	\$50
• Tables each	N/C	\$1	\$3	\$3	\$3	\$3	\$3	\$5
Custodian, per hour Setup, Takedown or cleanup (Non-work Hrs/Days, 2 hr. min.) (During/after shift, ½ hr. min.)	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$45
Parking Lot Clean Up (if necessary)	N/C	\$40	\$40	\$40	\$40	\$40	\$40	\$40

All Facility Usage Conditions:

- All building use must have a District employee on site at all times. The employee shall be responsible for closing and securing the building.
- Facilities will not be made available for use when undue damage or wear may result.
- Any damage will be billed at full replacement cost.
- All meetings/use shall terminate and rooms be vacated at or before the approved time.
- Equipment, furniture, or other school property shall not be removed from the buildings without District approval.
- Prior approval from the District will be required before decorations or other materials may be applied to walls or floors. Removal must be done by the applicant.
- Keys to buildings will not be issued. Field gate keys may be issued by the Maintenance Supervisor.
- Gym shoes may be required for gymnasium use (i.e., basketball, volleyball, badminton).
- Building Kitchens may not be used without Food Service Supervisor approval. Kitchen equipment usage will only be permitted when supervised by approved District personnel.
- Games of chance and lottery will not be allowed. “Amusement Games,” as defined by State law, are permitted when licensed as provided by law.
- Ball sports or any sports involving throwing or swinging solid objects will not be allowed in the ESC Assembly Hall.

Responsibilities:

- Facility use shall be limited to what is specified on the approved application.
- Applicants must remain with their groups throughout their activity and are responsible for all actions of their participants and guests.
- Applicants will also be held responsible for any expenses incurred by the District arising from their use of the facilities. This includes damage, vandalism, and cleaning. Areas used must be cleaned and put back in order. Failure to do so will result in a cleaning charge.
- Satisfactory and adequate adult supervision shall be required for all facility use including police and fire protection surveillance, when necessary, as determined by the District.

Riverview School District is a tobacco, alcohol, drug, and weapons free district. Use and/or possession of one or all is prohibited in all (inside or outside) areas of the District.

Cedarcrest High School Turf Field Use: Rules and regulations for use of the new CHS turf field and rubberized track are contained in a separate document. Please request this information from the Cedarcrest Athletic Director. (See P4040-2)

Updated: July 1, 2004
Revised: May 23, 2006
Revised: June 23, 2009
Revised: June 12, 2012
Revised: July 23, 2013
Revised: May 27, 2014
Revised: June 12, 2014
Revised: January 8, 2015
Revised: June 9, 2015
Revised: April 6, 2016