

Superintendent Procedure 4260SP

Use of School Facilities

Approved by: _____ Date: _____

Jose Banda, Superintendent



September 15 DRAFT

This procedure implements School Board Policy No. 4260, and provides guidance on community use of school district facilities and grounds.

I. APPLICATION

This procedure applies to short-term (12 months or less) and hourly use of school buildings, rooms and grounds for the following categories of use: (1) school programs, (2) supervised programs of the Seattle Parks Department under the Joint Use Agreement (“JUA”), (3) programs which support youth education (defined in Policy 4260), and (4) other community uses.

This procedure does not apply to facility use covered by leases. Seattle Public Schools Property Management uses a lease system consistent with Board-adopted policy to manage: leases of buildings that are no longer operating as schools under Policy 6882; longer-term uses (such as twice a week for longer than twelve weeks), and agreements (whether termed a lease, contract, or use permit) for exclusive use of a building or defined area of a school that precludes use of the space for educational programs, such as child care providers, school-based health centers, out-of-school time providers and similar partners under the Community Alignment Initiative (CAI) under School and Community Partnerships Policy 4265; and Lead Partners under Policy 4270.

Notwithstanding the foregoing paragraph, tenants and the Parks Department shall follow this procedure for hourly use of buildings that is not specifically covered under their written agreements.

This procedure applies to rental of facilities within or adjacent to athletic complexes and sports fields, such as concession stands and parking lots.

Community Use of Memorial Stadium and The Memorial Stadium Parking Lot is covered under Policy 4262.

II. PRIORITY AMONG USERS

Policy 4260 recognizes four broad categories for short-term and hourly facility use, listed by priority below. After school needs are satisfied, school buildings and grounds will be made available for other uses.

- A. First Priority – Seattle School District Programs. The district has priority use of its facilities for instruction and other aspects of the school’s education programs. No non-school related use of buildings will be granted for at least the first two weeks of each school year, while school needs are being established, with the exception of use by approved school-affiliated uses as described under priority C. School use requires that the event be staffed by district employees who are paid for their time. Any use which is staffed by non-district employees, or for which district employees are not being paid through the district, is deemed a Category C or D use.
- B. Second Priority – Seattle Parks and Recreation. After district needs are satisfied, school buildings and school grounds will be made available for recreational activities supervised by the Seattle Parks and Recreation Department. (Note: Use of fields after 5:30PM is managed by Seattle Parks Department under a Joint Use Agreement with the District.)
- C. Third Priority – Support of Youth Education. Support of Youth Education is defined in Policy 4260. Within this category, school-affiliated uses shall generally have priority over other uses that support youth education. School-affiliated uses include District-recognized school programs and services whose purpose is to directly support or supplement the school’s mission. Examples are School Support Organizations under Policy 4120 (e.g. PTSAs/PTOs and booster clubs) and hourly use by Community Alignment Partners for school-related uses. Throughout the year, the school can cancel reservations within a permit at any time if it needs the space for district use.
- D. Fourth Priority – Other Community Uses. Once the top three priorities are met, space is available for eligible community uses on a first-come, first-served basis. Such uses include:
 - Federal, state and municipal agencies, except for the Seattle Parks Department, which is treated according to a negotiated interagency agreement
 - Religious and political activities
 - Community club meetings
 - Class reunions, banquets, concerts, and dances
 - Organized senior citizen groups affiliated with a building-based program
 - Adult sports organizations (exclusive of those run through Parks)
 - Commercial activities (e.g., private seminars, theater productions, concerts, dances, and banquets)

III. RATES and CHARGES

Rental fees will be designed to recover costs of providing services and shall be consistent with rates charged by Seattle Parks. Property Management shall annually evaluate such costs and make any necessary adjustments to the rate schedule, to take effect on September 1 of each year.

Rental rates and assessment of other charges depend upon category of use. The first three categories do not pay rent or application fees. The fourth category pays rent and application fees. All categories pay for additional costs incurred by the district.

A. Seattle School District Programs

There is no basic rental fee for Seattle School District educational programs. However, if such activities require or incur extra costs, including heating/cooling, custodial or security cost, the school or office which sponsors such activities will be charged for such costs via a transfer of funds from the school's budget. Such costs would normally be incurred during non-regular building and/or academic hours, furloughs, weekends and holidays. The sponsoring school or office may choose to staff the activities with its own staff to avoid staffing charges if a custodian is not needed to operate building systems to provide heating/cooling. The sponsoring school or office will also be charged for any added costs incurred to provide other services not stated herein if such services are provided, e.g., the Facilities or Security department may require the charges for the presence of a custodian or security personnel if they deem it necessary.

B. Seattle Parks and Recreation

Use of school buildings and grounds by the Parks Department: No direct rental fee is charged for use of school buildings and grounds, per the JUA. However, the Parks Department will be charged for any additional service costs incurred by the District. The District will determine if District staff is required to be present.

Use of fields by all users: Outside of school hours, use of district fields and athletic-complex fields is scheduled through Seattle Parks Department. The Parks department handles field reservations and collects fees according to their fee structure. <http://www.seattle.gov/parks/reservations/sports.htm>

Use of field- and athletic-complex-related facilities by all users: Field rental (which must be scheduled through the Parks Department) is for the field only. Concurrent use of other portions of the school facility must be reserved by going through the school district's FS Direct reservation system. For example, a District permit is needed for locker rooms, cafeterias, commons, concessions stands, canopies, and parking lots. Charges for such use will depend upon the

category of use (i.e. school/district program, support of youth education, Parks, or other community use).

C. Uses which Support Youth Education

There is no basic rental or application fee for facility use that supports youth education, as described in Policy 4260. In addition to definitions and guidelines in the policy, the following conditions apply:

1. A complete, principal-approved “Request for Rental Fee Waiver” form should be submitted at least 15 working days prior to the event. Permit applications that do not have an approved rental fee waiver form may be processed as fee paid. Youth education programs, such as PTA/PTO-managed enrichment programs, may submit a single building rent waiver form for a related series of activities, rather than a separate form for each activity.
2. If extra services are requested by the user, or extra costs are incurred by the district, fees may be charged to recoup costs.
3. Any use of District property by District staff must conform to the Ethics Policy #5251 and Procedure #5251 SP as well as any other applicable policies and procedures regarding contracts and paid extra time.

D. Other Community Uses

Facility uses that does not belong in category one, two, or three, is considered to be in category four, “Other Community Uses,” and will be charged rent and application fees for the space used, plus fees to recoup any extra costs incurred by the district.

An exception is “Community Nights in School Libraries,” which is an SPS/City of Seattle program that allows community groups and non-profit organizations to use school libraries at any available school Monday through Thursdays between 6:00–9:00 p.m. This program is limited to the regular school calendar business days. Fees are limited to a \$25.00 application fee per reservation plus any fees for additional services upon request, with no basic rental charge. If costs are incurred, the Property Manager has discretion to determine a fair charge. All General Rules and Regulations for use of SPS Facilities are enforced, including insurance requirements.

1. Fees for extra services: Fees may be charged to recoup costs to the District if a user requests District services when such services are not normally provided to the school program, or when extra costs are incurred by the district. Such services may include:
 - a) Custodial, heating, and cooling - Extra fees would not typically apply for if:
 - 1) the activity occurs during regular building hours, or
 - 2) the activity occurs during non-regular building hours and the building is staffed by school staff and no HVAC services or custodial presence is required.

b) Security

2. Permit Application change fees: An administrative fee of \$15.00 may be charged for the second, and each subsequent, change to a building permit's reservations.
3. Refunds: Refunds will be invoiced as credits and applied to further charges until the end of the academic year, when credit balances are refunded. Refund payments will be processed by Accounting.
4. Security, Damage or Cleaning Deposits for Community Users: A refundable cleaning and damage deposit may be required for activities such as community celebrations, dances, rummage sales, receptions, etc. The amount will be based on the nature and scope of the activity. Typically it would range from \$250 to \$1,000.
 - a) The School District reserves the right to require Security to be present at any event based upon the type of activity, group size and other factors as it deems appropriate. The District will require fees for security as it deems necessary.
 - b) The School District reserves the right to require an additional damage deposit based on the type of activity, group size, and other factors, as it deems appropriate. The District will refund the damage deposit, less any charges incurred for repair and cleaning. If the cleaning and repair costs are greater than the damage deposit, the user will be billed.
 - c) For subsequent use requests by a user who previously caused damage to District facilities or substantial cleaning cost, the District reserves the right to require additional security, a higher damage deposit, or refuse to make space available to that user.

IV. Facility Use Reservations and the Permitting Process

All short-term and hourly facility use, outside of school hours, requires a permit. A reservation system helps ensure:

- safety for staff, students, and the community
- timely access and service for users
- fiscal responsibility and more efficient cost management by the district
- Organized use of facilities

The Building Rentals Office utilizes an online facility-scheduling tool called FS Direct. Seattle Public Schools contracts with FS Direct (FSD) to provide reservation software and user support.

SPS staff who are designated Building Schedulers and Approvers can access FSD at <https://login.school dude.com/login.asp?productid=FSD>.

Other SPS staff may view calendars and request facility use that is for school or district purposes, but outside of the school's academic hours, at https://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=397473838.

Community users (users for non-District, non-school purposes) access the system to create accounts and request facility use by using the SPS Community Use link on the Seattle Public School Building Rentals webpage at <http://district.seattleschools.org/modules/cms/pages.phtml?pageid=222341>.

Registering in the system

All indoor and outdoor facility users (excluding school staff and personnel for the purpose of school specific reservations) must create an online account in FS Direct via the Community Use site. As part of their account, users create a personal profile and request one or more organizations to be associated with. The online account must be approved by the Building Rentals Office before a user is able to make reservations.

- An organization may have more than one user account that is associated with it, and that is able to request use on behalf of the organization.
- An organization is labeled by type of use:
 - District Internal
 - Parks Department
 - Community Use, Rent Paid
 - Community Use, Rent Waived
 - Community Nights in School Libraries

Because uses by a particular outside organization may, at times, fall into different categories of use (Support of Youth Education or Other Community Use), users should have an account set up in each category that applies.

Overview of Permitting Procedures

These steps assume that approved user accounts and approved organizations already exist in the reservation system.

1. Preapproval
 - a. A user checks the facility calendar for space availability and also checks with a school's Building Scheduler for informal preapproval.
 - b. Because facility use requests are for space only, users requesting Performing Arts Centers (PAC), Auditoriums, etc. should check with the school prior to scheduling for availability of special equipment and lighting.
2. Online request for reservations
 - a. A community user submits a facility use request on behalf of an outside organization. (Any facility use that is not for a school or district function is considered to be "Community Use.")

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Cross Reference: Policy Nos. 4260; 4265; 4270, 4215, 5251

- b. Or, an SPS employee submits a facility use request for any school functions (athletic games, performances, open houses, dances, etc.) occurring outside of published school academic hours.
 - c. All requests should describe the event and specify additional services required by the user (air conditioning, custodial, heating, lighting, security). Note: Fees will be charged for additional services.
 3. Rent waiver request (if appropriate)
 - a. If required, a user completes the “Request for Rental Fee Waiver” form and submits it to the principal for review/approval.
 4. Principal approval of use
 - a. The Principal approves or declines the request online, based on the priority system and usage guidelines, or they may contact the requester for an adjustment of the request. Important: Approved reservations are not an authorization to use the space; “Approved” status means the reservation is accepted for further processing.
 - b. Reservations are typically approved on a first-come first-served basis. When conflicting reservations arrive, schools will approve reservations based upon the priority system spelled out in “Section II - Priority among Users” of this procedure. The approved reservation will be routed online to the Building Rentals Office. Users will be notified of any declined reservations by an automated software generated email.
 5. Principal evaluation of rent waiver request
 - a. If a “Request for Rental Fee Waiver” was submitted by a user, the Building Principal evaluates the form, determines if the reservation is an activity that supports youth education based on policy 4260 and procedure 4260SP, signs if appropriate, and submits to the Building Rental Office.
 6. Invoicing
 - a. The Building Scheduler/Building Rental Office reviews the facility use request for completeness then generates an invoice if all relevant building, policy, and staffing requirements are met.
 - b. Users with multiple events will be invoiced on a monthly basis. Payments must be received on outstanding invoices (5) days in advance of the event. Payments are made to Seattle Public Schools by check or money order.
 7. Building Scheduler/Rental Office authorization of use
 - a. Once payments are received, the Building Scheduler/Building Rental Office activates the relevant permit, which includes one or more reservations. FSD will automatically generate emails to all affected, including a confirmation to the user and work orders to service providers for custodial, security, heating, or other services.
 - b. If changes are necessary to the permit, users will notify the Building Scheduler or Building Rental Office of the changes no later than 5 days in advance of the event. Building Rentals will recalculate fees and assess any

change-related fees. Any changes necessary at the time of the event may result in additional fees. If the actual cost of the event is less than the original payment, the difference will be calculated and refunded or credited to the User.

- c. Users with an unpaid invoice balance will not be allowed to book future uses. Any unpaid invoice balances in excess of 90 days will be sent to collections.

Coordinated Scheduling and Permitting for Enrichment Programs

For out-of-school-time programs sponsored or co-sponsored by a PTA/PTO, facility use requests for all activities within the program may be submitted by a designated program coordinator or the Building Scheduler on behalf of the PTA/PTO (rather than by the providers of individual activities), provided that:

1. Any outside vendor participating in the program, whether paid through the PTA or directly by families, has their own account in the reservation system, including a record of current insurance coverage that meets SPS requirements.
2. The PTA/PTO has their own account in the reservation system, including a record of current insurance coverage for any PTA-run volunteer activities and events, such as volunteer-led clubs.
3. A list of all activities and providers within the program is submitted to the Principal/Building Scheduler together with the "Request for Rental Fee Waiver" form.

V. Guidelines and Conditions for Use

In addition to the guidelines and conditions contained in this procedure, further instructions and resources can be found on the SPS Building Rentals webpage and in the online reservation system, including: rules and regulations for use of SPS facilities, and rental rates.

Appropriate use: Only uses that are consistent with the district's educational programs and policies will be permitted. Activities which are discriminatory, promote or involve the use of illicit drugs, alcohol, tobacco, or firearms, promote hostility, disorder, or violence, attack or demean any individual or group, interfere with other uses of facilities, cause damages or excessive maintenance or cleanup, or reflect poorly on the district's reputation in the community will not be allowed.

The District reserves the right to decline requests when the use is inconsistent with District use guidelines.

Building closures: Building rentals reservations will be cancelled when the District is closed for weather, furloughs or other emergencies. If buildings open late, reservations will be reviewed and cancelled if deemed necessary by the District.

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Business Licenses: All organizations must provide proof of a business license, an IRS EIN (Employer Identification Number), and a Washington state UBI (Unified Business Identifier) number.

Concessions stands and other food service: A facility use permit is required for use of concession stands. Any food service must also conform to current Public Health of King County rules. District rules for concession stand sales and concession stand use can be found at

http://district.seattleschools.org/modules/groups/homepagefiles/cms/1583136/File/Departmental%20Content/facilities/BuildingsandSites/concession%20rules_2013_final.pdf

Concussion form: Youth sports organizations must complete a Compliance Statement for *HB 1824*, Youth Sports-Head Injury Policy and comply with the State of Washington requirements for concussion and head injury education, prevention and management.

Link to compliance statement:

<http://district.seattleschools.org/modules/groups/homepagefiles/cms/1583136/File/Departmental%20Content/general%20counsel/property%20management/hb1824compliancestmt.pdf?sessionid=a74d9826ffdb41467f3a45dbd0cb994b>

Link to concussion guidelines:

http://www.seattleschools.org/modules/groups/homepagefiles/cms/1583136/File/Forms/Athletics/parentathleticinformation_concussion.pdf

Conservation: To conserve energy and resources during non-regular building hours, users are encouraged to consolidate their activities or use buildings that are already staffed for other activities.

Food Service Facilities: Nutrition Services must approve all use of District Kitchens. Nutrition Service Staff may be required if food is to be served in District kitchens and/or other facilities. Rental fees and staffing fees may apply. Food service that requires preparation and serving covered by Public Health of Seattle – King County can be contracted with Nutrition Services. See Food Service Policy and Procedure H61.0, H61.01, H65.0, H66.0, H66.01

Insurance requirements: All organizations are required to provide proof of coverage for Commercial General Liability Insurance. SPS should be named as an additional insured on any policy. Insurance requirements are specific in the “General Rules and Regulations for Use of SPS Facilities” on the Building Rentals webpage.

Temporary insurance coverage option: For any groups requiring insurance that do not currently have the necessary required coverage, the Washington Cities Insurance Authority offers event insurance through a Tenant User Liability Insurance Program (TULIP). The TULIP link is on the “Building Rental” section of the District website (www.wciapool.org/insurances/tulip). TULIP insurance is not associated with Seattle Public Schools and this information is provided to users as a convenience.

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FS Direct accounts for users scheduling fields through Seattle Parks Department: Although actual scheduling of fields outside of school hours must be done directly with the Parks department, all users are required to create an FS Direct account and submit proof of the necessary insurance coverage.

Submission and verification of insurance: Insurance policy information should be submitted through FS Direct. A record of current insurance coverage in FSDirect is verified by the Building Rentals office.

Payments: All fee payments must be in the form of personal check, a cashier's check or money order and made out to Seattle Public Schools. The Seattle School District does NOT accept cash or credit/debit cards for rental related activities.

The Building Rentals Office shall have the discretion to require advance payments from users.

VI. DEFINITIONS:

Account: An individual who registers in the reservation system has an account. The account may be associated with one or more organizations.

Administrative fee: A fee charged when a permit holder makes a change to an activated reservation.

Application fee: A processing fee charged to the user for each permit application. Fee pays for software and administration.

Basic rental fee: The rental fee for simple usage of a specific reserved space, not including any additional services, staffing, or equipment.

Building Scheduler: Person(s) designated in each school building, and authorized in FS Direct, to process reservation requests, under the supervision of the building principal.

Community Use: All facility use that is not directly for school or district purposes is considered to be community use. In addition to use or management of facilities and fields by the Parks Department, Policy 4260 recognizes community use that is in "Support of Youth Education" and "Other Community Uses."

Joint Use Agreement (JUA): An interagency agreement between the City of Seattle Parks and Recreation and Seattle Public Schools regarding use and management of athletic complexes, sports fields, and Parks Department use of school buildings. More information is at <http://www.seattle.gov/parks/publications/JointUse.htm>.

Organization: An entity registered in the reservation system that is associated with one or more individual account holders.

Profile: A set of information collected in the reservation system about an individual account holder.

Permit: Authorization of a reservation or group of reservations that were originally submitted at one time under one permit application. (Each permit has a unique number called an FS Schedule ID.)

Permit Application: Request for authorization of a reservation or group of reservations that were originally submitted at one time.

Permit Cancellation: Cancellation of all reservations associated with a permit.

Regular building hours: Hours that a School office is routinely open and/or school routinely staffed by a custodian. Varies by site.

Reservation: A request to use a specific space for a specific date and time. One or more reservations comprise a permit application or permit.

Approved / Declined Reservation: A specific reservation request is approved or declined by a Building principal based on space availability and the priority system. Approval is a step in the permitting process and does not equal authorization to use space or activation of the reservation.

Activated Reservation / Authorization of Use: Final authorization by the district at the end of the permitting process after all information is received

Cancelled Reservation: An individual reservation *within* a permit that is cancelled by a user or by the district.

Reservation system: Depending on the entry point, the online reservation system may be called: SchoolDude FS Direct, FSD, or Community Use.

School hours: Hours the school office is open. Varies by site.

School Activity: An activity directed by District employees who are paid wages by the District for their work.

User: The organization or individual registered as the individual account holder in the reservation system.

Attachment #1



Building Rental – Request for Rental Fee Waiver
Required for all rent waivers in the “Support of Youth Education” category,
as described in Use of School Facilities policy 4260 and procedure 4260SP.

Requestors: Please complete all questions and submit this form to the school principal. Complete this form after you have requested facility reservations online.

Principals: Forms should be sent to the Building Rental office prior to the event to qualify for a rent waiver. Only complete forms will be processed.

Note: If this is a school activity, this form does not have to be filled out. School activities are those that are directed by District employees and for which those employees receive wages.

Name of individual requestor (FS Direct Account): _____

Phone: _____ Email: _____

Sponsoring organization in FS Direct: _____

School: _____ Location of event: _____

For a single reservation or single service provider:

Name of service provider: _____
(If different from sponsoring organization; if same, write “n/a”)

Date of event(s): _____

FS Direct Schedule ID number(s): _____

Anticipated headcount: _____

Please describe the event: _____

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Or, for a coordinated program:

Attach a list and description of scheduled activities, a list of FS Schedule ID numbers for reservations covered by this form, and a list of service providers other than the sponsoring organization. (Important: All service providers must have an account in FS Direct with current insurance information.)

For all events and activities covered by this request:

- Does any staffing by District personnel comply with the District ethics policy? Yes No
- Does the activity support youth education? Yes No
- Is the event or its registration open on a first-come, first-served basis? Yes No
- Does the activity meet the criteria for appropriate use of school district space, as described in procedure 4260SP? Yes No

Please describe the request and justification for a rent waiver:

By signing below, Requester acknowledges that the District may audit program records to verify that the program is entitled to a rent waiver under Policy No. 4260.

Requester	Printed name	Date
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I am in agreement that the event meets criteria established in School Board Policy 4260 and Superintendent Procedure 4260SP.

Principal or Representative	Printed name	Date
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