

USE OF SCHOOL FACILITIES

Requests to use Eastmont School District’s facilities and fields are now processed on a seasonal basis. Applications will be accepted on the opening date or on the first business day following the opening date (Monday-Friday). Application periods are defined as follows:

Application Periods

SEASONS	SEASON DATES	OPENING DATE FOR USE REQUESTS	CLOSING DATE FOR USE REQUESTS
FALL	SEPT 1 – NOV 30	AUGUST 1	NOVEMBER 15
WINTER	DEC 1 – FEB 28	NOVEMBER 1	FEBRUARY 15
SPRING	MAR 1 – JUNE 15	FEBRUARY 1	MAY 31

Scheduling Priority

The priority levels for scheduling use of school facilities or field use are as follows:

1 st Priority:	Eastmont School District (Group 0): a. Eastmont School District (K-12) classes and programs. b. Eastmont School District sponsored extra-curricular events (open houses, athletic practices/events, arts and cultural performances, parent meetings, etc.). c. District sponsored community classes, programs, and activities
2 nd Priority:	Government and Nonprofit Users that provide services primarily to youth that reside within the boundaries of Eastmont School District (Group 1).
3 rd Priority:	Government and Nonprofit Users that provide services primarily to youth that do not reside within the boundaries of Eastmont School District (Group 2).
4 th Priority:	Government and Nonprofit Users that provide services primarily to adults (Group 3).
5 th Priority:	Commercial/Profit making organizations and Private Events (Group 4).

User Group Classifications

User Group 0

Official programs/groups that operate under the direction and authority of the Eastmont School District, Nonprofit organizations formed for the sole purpose of supporting Eastmont School District, and WIAA sanctioned competitions and activities.

- Examples include, but are not limited to: Associated Student Body (ASB) activities, staff committees; professional development activities of District staff; Parent Teacher Organizations (PTO), Booster Clubs; Eastmont Education Foundation.

Note: Group 0 users are subject only to Maintenance Fee and Kitchen Use Fee when applicable. These groups are exempt from room rental, utility and equipment fees.

User Group 1

In-District Government or Nonprofit 501(c)(3) Youth Service Organizations: The organization has 70% or more of their organization participation from youth/students residing within Eastmont School District boundaries.

IMPORTANT! All organizations claiming to be nonprofit shall submit their IRS Determination Letter or their Washington State Nonprofit registration when submitting their initial application for facility use and upon subsequent annual renewals. No exceptions will be made.

- Examples include, but are not limited to: Eastmont Metropolitan Parks District, Wenatchee Valley YMCA; Church youth groups located in Eastmont School District service area, local community youth athletic/activity organizations that serve the youth and general public of the Wenatchee Valley. Current examples include Greater Wenatchee Girls Softball Association, Greater Wenatchee Soccer Club, North Central Washington Football, Central Cascade Pop Warner, Fall Ball, North Central Washington Volleyball Club, and AAU sports.
- Team coaches will submit their league registration and/or league roster at the time of application. Non-sport organizations will submit participant registration information at time of application. If team/program does not meet the participation criteria, the organization will be charged the use fee applicable to Group 2.

Note: Groups meeting these criteria will not be charged fee for use of space. However, Maintenance Fees or Staff Fees may apply.

User Group 2

Out-of-District Government/Nonprofit 501(c)(3) Youth Service Organizations, and Washington State Non-Profit Youth Service Organizations. These organizations serve less than 70% of youth/students residing within the Eastmont School District boundaries.

IMPORTANT! All organizations claiming to be nonprofit shall submit their IRS Determination Letter or Washington State Nonprofit registration when submitting their initial application for facility use and upon subsequent annual renewals.

- Examples include, but are not limited to: City of Wenatchee Youth program, Youth sports groups outside of Eastmont School District service area; local church youth groups outside of Eastmont School District service area.

User Group 3

Other Government/Nonprofit 501(c)(3): These are organizations that primarily serve adults.

- Examples include, but are not limited to: City of East Wenatchee, City of Rock Island, City of Wenatchee, Eastmont Metropolitan Parks District adult programs, Douglas County adult programs, Chelan County adult programs, Rotary clubs, Kiwanis, churches, formal adult sport groups.

User Group 4

Commercial/Profit making organizations and Private Events.

- Examples include, but are not limited to: Business, professional or semi-professional sporting and performing arts activities; professional seminars and promotion events; for profit educational institutions; wedding receptions, birthday parties, or other activities for which public halls or commercial facilities are generally available.

User Requirements

1. In accordance with Chapter 28A.335 RCW, groups are required to provide proof of general liability coverage. Eastmont School District requires a Certificate of Liability Insurance with the following requirements:
 - \$1,000,000 of General Liability per occurrence
 - Eastmont School District listed as the Certificate Holder
 - Eastmont School District listed as Additional Insured
2. Insurance coverage cannot be cancelled or reduced without thirty (30) days written notice to the District. (Low-cost Special Events Liability Insurance is available through the school district's carrier.)
3. The user agrees to protect, indemnify, and save harmless the district, its officers, directors and employees, from any and all claims, liabilities and damages, or rights of action directly or indirectly growing out of the use of the premises covered by the application for use agreement. The superintendent/designee may choose to waive the Certificate of Insurance requirement.
4. Youth organizations engaged in sports activities must verify that all coaches, athletes, and their parent/have complied with mandated policies for the Management of Concussions and Head Injuries as prescribed by HB 1824, Section 2 and Sudden Cardiac Arrest Awareness as prescribed by SB 50836, Section 3 as amended in RCW 4.24.660 and Chapter 28A.600 RCW if applicable.
5. User groups are responsible to supervise all participants and are responsible for the conduct of those present. User groups are responsible for the proper care of the facility. The District reserves the right to review the planned activity and require additional supervision or security. Any loss or damage resulting from activities of the participants will be billed to the user group. Failure to comply with this requirement or pay any damage charges will result in denial of further use of school facilities and collection for a minimum of one year.
6. The use of alcoholic beverages, narcotics, tobacco, marijuana, vapes, illegal drugs, profanity, unauthorized gambling, possession of guns, weapons, and unruly conduct or any other unlawful activities on school grounds, within school buildings, and on school property is prohibited. Pets, other than service dogs for handicapped individuals, are not allowed.
7. Only non-marking footwear is allowed when participants are on gym floors with street shoes and cleated shoes prohibited. Pitching mats are also required for all indoor baseball/softball practices.

8. The application of material to walls, ceiling, or floors is prohibited unless approved in advance.
9. School equipment and supplies cannot be used without permission from the building administrator. Equipment use fees may be required for some items as well as reimbursement for consumed items and any unusual wear and tear.
10. User groups may not give away or trade scheduled time with other user groups except through the on-line process and are required to immediately notify the District Facility Manager if they stop using a facility prior to the approved date. This ensures the District knows who is responsible for a facility at all times and can maximize public use.
11. User groups must confine their members to the rooms and corridors assigned for their use, and to the permitted times. Any use of unscheduled time or facilities use will be reported and billed to the user group.
12. Motor vehicles are to be parked in school campus designated parking areas only.
13. Outside occasional field use by unorganized groups for recreational purposes when fields are not in use will not be required to provide insurance or complete a facility use application. Examples would be citizens playing catch with a ball, Frisbee, sledding, kiting, etc.
14. Indoor use of facilities by unorganized groups of up to 50 people for recreational or other use is limited to 90 minutes twice a week. This limit may be exceeded if additional time slots are available and the space is not being requested by other groups. Both outside and inside unorganized users are last priority for scheduling facilities. This includes losing their current day and time if another school or community group are requesting the space and time.

These groups are required to use the online application process and will have insurance requirements waived in recognition all participants will sign the District hold harmless form. A designated person from these groups will be checked out a key and is responsible to ensure individual hold harmless forms are received from each participant, or adult guardian if youth, and kept on file at the host school. Transfer of the key to any other individual is considered a Violation of User Requirements and will immediately suspend all use until a new individual assumes responsibility for the key and group.

This person is responsible to ensure any excessive trash created by the group is removed, bathrooms checked and tidied up when done, rooms and spaces are returned as when found, doors and windows locked when the group exits, and any safety or other concerns communicated to the designated school employee.

15. Violation of User Requirements may result in a suspension of facility use up to one year for a first offense and indefinitely for repeated offenses or serious damage.

Facility Use Fees

1. Facility Use Fees are based on the School Board's annual approved fee schedule.
2. Fees for facility use by nonprofits will not be charged when all of the following circumstances apply:
 - a. The use contributes to student and/or community safety.
 - b. The event has fewer than 25 participants with negligible use of public resources (i.e. use of a classroom for instruction of children and/or adults).
 - c. The event is scheduled for times when a building custodian is assigned to work and would be available to ensure building security.
3. A user group will be responsible to reimburse the District for any damages that occur during their scheduled use of the facility, including damages to any part of the facility by participants that are associated with the user group.
4. Community use of facilities and fields is limited to the following hours:
 - a. 5:00 a.m. until 30 minutes before the start of the school day Monday-Friday.
 - b. 30 minutes after the school day until 9:00 pm, Monday-Thursday.
5. A user group may be charged for the actual staff time required if event is approved to continue after 9 p.m. Weekend facility use may exceed the above times.
6. For safety and security reasons, keys to buildings of facilities shall not be issued to any individual or group to enter a District facility without authorization from the facility use director. Unless previously arranged, facilities will be opened and closed by custodians or other authorized District personnel at the times arranged during the application process.
7. A user group will pay for additional staff time if a staff member is called to respond due to emergencies or a user group's needs.
8. A user group may provide in-kind work and equipment as part of their fee. This request must be attached to the Facility Use Agreement, be approved by the facility use manager and superintendent/designee, and demonstrate fair in-kind compensation.
9. Reciprocity may be granted to users who waive fees for Eastmont use of similar facilities. However, District use shall always take priority.
10. Users will be invoiced on a monthly basis, after the event. Invoice payment is due 30 days from date of invoices. Unpaid invoices may result in cancellation of future facility use requests.

Application Process for the Use of Athletic Facilities (Gyms and Fields)

1. A complete Facility Use Application, accompanied by a valid Certificate of Insurance and if applicable, an IRS Determination letter regarding nonprofit status, must be submitted to the District Facility Use Manager at least 10 business days prior to the scheduled event. This requirement applies to ALL classifications of users.

2. Eastmont School District requires a Certificate of Liability Insurance with the following requirements:
 - a. \$1,000,000 of General Liability
 - b. Eastmont School District listed as Certificate Holder
 - c. Eastmont School District listed as an Additional Insured
3. Upon approval by the Facility Use Manager, the application, Certificate of Insurance, and other documents will be submitted to the District Office. A Facility Use Permit will be generated and sent electronically to the authorized signatory for the user group. All permits must be signed and returned to the District Office. Events without a signed Facility Use Permit may be canceled.
4. Organizations are required to schedule/book their own events. At no time may any facility user transfer or sublet district facilities to a third party.
5. All use will terminate at 9:00 p.m. unless otherwise approved.
6. Use is commonly limited to periods not to exceed one year. However, the Facility Use Manager may recommend the Superintendent approve facility use applications for up to three years for users that have demonstrated appropriate use over the previous year.

Application Process for the Use of a Building Facility (Auditorium, Commons, Library, or Classrooms)

1. A complete Facility Use Application accompanied by a valid Certificate of Insurance and if applicable, an IRS Determination letter regarding nonprofit status, must be submitted to that school's Facilities Use Coordinator at least 10 business days prior to the scheduled event. This requirement applies to ALL classifications of users.
2. Eastmont School District requires a Certificate of Liability Insurance with the following requirements:
 - a. \$1,000,000 of General Liability
 - b. Eastmont School District listed as the Certificate Holder
 - c. Eastmont School District listed as an Additional Insured.
3. Upon approval by the Principal, the application, Certificate of Insurance, and other documents will be submitted to the District Office. A Facility Use Permit will be generated and sent electronically to the authorized signatory for the user group. All permits must be signed and returned to the District Office. Events without a signed Facility Use Permit may be canceled.
4. Organizations are required to schedule/book their own events. At no time may any facility user transfer or sublet district facilities to a third party.
5. All use will terminate at 9:00 p.m. unless otherwise approved.
6. Use is commonly limited to periods not to exceed one year. However, the Facility Use Manager may recommend the Superintendent approve facility use applications for up to three years for users that have demonstrated appropriate use over the previous year.

Guidelines for Kitchen Use and Serving of Food Products

Use of kitchen facilities falls under the sole discretion of District Food Services and must be approved and scheduled through the Director of Food Services. Please contact Food Services at 884-3026 for questions or use of kitchens. See additional guidelines:

1. Food sold, served, and/or consumed by groups or organizations using Eastmont School District facilities must comply with the Chelan-Douglas Health District (CDHD) rules, regulations, and permitting process.
2. The CDHD requires a temporary health permit when fresh foods are prepared. Food handler cards are also required for all persons preparing and serving the food. When an Eastmont School District Food Service staff member is paid to supervise the foods served at the event, a permit may not be required.
3. A permit and food handler cards are not required if the event is a non-public event. However, these groups are still required to obtain permission to use kitchen facilities from the Food Service Director. A non-public event involves only a specific or limited group of people, and does not allow the general public access to the event. An example would be a soccer team or Boy Scout potluck. However, the group should still comply with the basic food sanitation procedures to ensure the safety of participants.
4. Low-risk food is items that do not pose a significant health risk, and therefore do not require a health department permit or food handler's card. The Chelan-Douglas Health District provides a list of approved low-risk foods.

Facility Use by Employees

1. Employees wanting to use a school gym must complete the Employee Use of School Facility Agreement Form 4260-F2. School weight rooms are only available for employee use for groups of two or more employees, or when a paid supervisor is on duty.
2. Employees may use gyms and outdoor playfields up to three hours a week when the employee is not scheduled to work, during hours the building has custodial service, when the space is not scheduled to be cleaned or worked in, and the space/field is not scheduled for other school or community use.
3. Use is limited to the employee and immediate family members that currently live within the employee's primary residence. Any use that includes non-family members is prohibited. The employee and all family members will be required to sign a liability waiver including minors. In the instance the employee is using the space and another scheduled group shows arrives to use the space, the employee's use immediately ceases. Violations of this privilege will result in suspension from all facility use.

Campus Access by Adjacent Property Owners

1. Access to property owners who own adjacent property shall be granted as needed in the instance of a utility emergency involving water, sewer, power, or wind damage. Any cost to campus grounds, fences, etc. shall be paid by the property owner.
2. Once a year, one day access shall be granted for up to 8 hours for the purpose of allowing owners to remove debris, deliver materials, fence, access landscaping, etc. This time allowance includes restoration of fences, grass, and removal from District property of any related debris.
3. This use shall require prescheduling a time for a groundskeeper to be on site through the maintenance department. This person will flag sprinklers, irrigation controls, and mark a safe path for owner vehicles. Any vehicle access shall not exceed the weight and capacity of a one-ton pickup truck and attached two axle utility trailer.

In recognition of required staff time for this use, an hour of custodial/maintenance time at the current rate shall be prepaid and a completed facility use agreement signed by the property owner.

4. Requests for longer term access across campuses for landscaping or construction purposes exceeding one day shall be evaluated by the facility director and superintendent.

If approved, the owner shall be responsible for actual employee costs to mark the temporary easement and provide full restoration of site. In recognition of these costs, a \$500 refundable deposit shall be paid by the property owner prior to the scheduled use. This use shall also require a completed facility use agreement including an owner provided certificate of insurance at the current facility use amount should any damages occur to District utilities, grounds, buildings, or other facility users.