

RAINIER SCHOOL DISTRICT  
ADMINISTRATIVE RULE

KG-AR(3)

GENERAL RULES AND REGULATIONS FOR THE NON-DISTRICT USE OF  
BUILDINGS AND FACILITIES

1. Application for the use of any school building or facility in the district for other than regular school classes shall be made in writing to the facilities coordinator. Such application shall be signed by an adult who will be responsible for the care of the building or facilities and shall state the time, date, name of the organization desiring use and the purpose for use. The application also must include complete setup and breakdown time, and equipment needed if applicable. Reservations of school buildings or facilities shall be made as far in advance as possible. A Request for Facility Use form and a Hold Harmless Agreement are required, and should be given to the facilities coordinator no later than five days before date of use.
2. Requests for cancellation of facility use shall be made to the facilities coordinator no later than one day preceding the reserved date for the building or facility. A regular charge will be made in accordance with the schedule of fees unless the one-day notice has been received.
3. Buildings and facilities of Rainier School District #13 are normally available between the hours of 5:30 p.m. and 10:30 p.m. on school days, except for scheduled school activities. Arrangements may be made for use of a building or facility on non-school days, except when there are scheduled school sponsored activities, providing that written application is made as detailed in item #1.
4. Payment for use of the buildings and facilities shall be made to the district prior to the activity. Said payment shall be in accordance with the schedule of fees.
5. When payment is required for the use of buildings or facilities, the schedule of fees does not provide for custodial services or the services of district employees. Depending on the approved activity, additional district employee(s) may be assigned. The applicant shall pay the additional charge for their services. Additional charges shall be based on the hourly rate and overtime pay (one and one-half times the hourly rate of pay) for the employee(s) assigned. Payment shall be made to Rainier School District #13.
6. Groups or organizations granted free use of buildings will be required to pay for the services of Rainier School District #13 employees if district kitchens are used after 2:30 p.m. on school days or on non-school days for the preparation of food in accordance with #7 below. Services of district employees will not be required when the use of district kitchens is limited to the preparation of light refreshments, i.e., coffee, cookies, cakes, potluck dishes, etc., and the request for facility use is approved and in place.

7. The use of Rainier School District #13 kitchens and food service facilities for the preparation and serving of dinners shall be limited to:
  - a. School sponsored or school related organizations.
  - b. School district PTA, PTO or Booster groups.
  - c. Recognized youth groups, i.e., boys and girls clubs for youths under 21 years of age and not a secret society.
  - d. Local service organizations.
  - e. Church groups.
  - f. Private functions, i.e., dinners, receptions, banquets, etc.

8. The organizations listed below will be granted free use of district athletic and playing fields provided admission charges are not made by the organization. If admission charges are made, the organizations or groups will be charged for the use of district fields in accordance with the schedule of fees. Groups wishing field lighting will be charged at the rate established by the school Board.
  - a. Rainier youth sports teams (Little League, Babe Ruth, youth basketball, soccer, etc.)
  - b. Other unnamed teams when approved by the district administration.

The above organizations are responsible for furnishing their own equipment and that seeing all litter is picked up after each use. In order to provide for equal usage of district athletic fields, representatives of the above named organizations will be asked to meet with the facilities coordinator to establish use of fields.

9. The maximum number of people permitted in the various buildings or facilities shall be restricted to the approved seating capacity as per fire regulations.
10. In granting free use of elementary or secondary buildings or facilities, the following minimum attendance requirement prevails: Classroom – 10, gymnasium – 10, auditorium – 35. When attendance falls below the minimum requirement for two consecutive meetings, the facility request may be subject to cancellation.
11. Community classes, community college classes or adult education classes sponsored by or directed by Rainier School District #13 are not subject to the minimum attendance requirement.
12. The use of buildings or facilities or other property of the district shall not be granted to any organization or to any individual who is listed as subversive by the Attorney General of the United States, or who has been affiliated with organizations so listed.
13. The buildings or facilities of Rainier School District #13 shall not be used by individuals, groups or organizations for promotion of political activities of any nature during the hours when schools are usually and regularly in session.

14. The use of school buildings outside of regular school hours may be granted for religious services by adult groups when the buildings of such groups are unable to accommodate the anticipated gathering of a special meeting. This provision shall not be interpreted to permit the use of school buildings for regular church services or bible instruction classes.
15. No group or organization shall be granted the use of Rainier School District #13 buildings or facilities for dances except for:
  - a. School organizations and clubs.
  - b. Parents of students sponsoring parties for students who are regularly attending Rainier School District #13.
  - c. Organized community dance groups composed of citizens of Rainier School District #13.
16. Groups or organizations granted the use of Rainier School District #13 buildings or facilities must confine their activities to that part of the building or facility for which the application was made.
17. Persons or groups using a gymnasium for recreational purposes shall be required to wear tennis shoes or gymnasium shoes, no black-soled shoes.
18. Parent supervision of children must be assumed at all times the buildings or facilities are in use.
19. The use of school equipment by groups and organizations granted free use of Rainier School District #13 buildings and facilities is limited to those items of equipment approved by the facilities coordinator.
20. Any damage to school buildings or property shall be assumed by the applicant.