

North Mason School District  
71 E. Campus Drive  
Belfair, WA 98528

# *Facility Use Handbook*



## Facility Use Coordinators

North Mason High School  
Chad Collins  
(360) 277-2303

Hawkins Middle School  
Robert Kalahan  
(360) 277-2302

Belfair Elementary  
Jessica Collins  
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Sand Hill Elementary  
Jason Swaser  
(360) 277-2330

Athletics-Raymond Bonnell - (360) 277-2165  
District Office – Jackie Young - (360) 277-2300

This Facility Use Handbook is designed in response to staff, student, and community members' concerns about ongoing safety of individuals (staff, students and other facility users), as well as the security of taxpayer funded educational supplies, equipment and facilities.

The cost of operating and maintaining school district facilities continues to increase year by year, while the demands on the school district funding sources for educational needs also increase. The purpose of this handbook is to deal with the safety/security concerns, and the efficient, economical operation of school district facilities.

Please read this handbook carefully so that you can assist in keeping our people safe, our facilities secure, and our tax dollars working in an efficient manner. If you need further assistance concerning the use of the school district facilities, please contact the administrator for the building you'd like to use listed above.

### *Use of North Mason School District Facilities*

The Board of Directors of North Mason School District subscribes to the belief that public schools are owned and operated by and for NMSD residents. The public is encouraged to use school facilities, but shall be expected to reimburse the district for extra costs, as defined by the site facility coordinator, caused by damage or misuse of school facilities. Facility rental fees are considered due at the time of use. Annual and seasonal facility rental fees are considered due within the first 30 days of the season or year.

Authorization for use of NMSD facilities shall not be considered as endorsement or approval of the activity, group, organization, or for the purposes they represent.

### *NMSD Facilities - Priority of Use*

First Priority	District sponsored activities, including curricular and co-curricular functions
Second Priority	NMSD youth community, nonprofit youth groups, not generating salaries *seasonal priority (example: Winter-Basketball, Volleyball) *facility driven (example: Gyms-indoor sports)
Third Priority	NMSD community, nonprofit adult groups, generating salaries; <u>And</u> NMSD adult community, nonprofit groups
Fourth Priority	Profit generating or commercial enterprises



NOTE: In instances where salaries are generated by an activity, regardless of priority, the Superintendent may require a facility user fee.

### *NMSD Facilities - How to Schedule*

All facility rental requests are processed online through the district's website [www.nmsd.wednet.edu](http://www.nmsd.wednet.edu). Select the **Parents/Community Tab**. Using the drop down tab, click on **calendars**. Next, click on the **Online Athletic Events Calendar**. The [online facility rental user guide](#) has detailed step by step instructions to assist in submitting your request. Please contact the school where you'd like to hold your event or the district office phone numbers listed on the cover of this handbook if you have any questions or are having difficulty submitting your request.

Your request will be automatically forwarded to the appropriate employee for review and approving or rejecting the request. You will receive an email notification of the decision with an explanation if the request was rejected. If you find you need to make changes to or cancel your facility reservation, please go to the

website to edit your facility rental. This will generate a new request for approval, or notify the facility that the space is now available for other use. Refunds will be issued when the request for facilities use is rescinded no less than 72 hours (three days) prior to the scheduled use.

The following dates are deadlines for submitting requests for fields and gyms. At this time, the facility coordinator will begin to build a schedule for their facilities based upon the priority system. Requests received after these dates will only be eligible for unassigned time.

Fall Season	by June 15 <sup>th</sup>
Winter Season	by October 1 <sup>st</sup>
Spring Season	by January 15 <sup>th</sup>
Summer Season	by May 1 <sup>st</sup>



### *NMSD Facilities – Damage Assessments*

All damage to NMSD facilities is the responsibility of the user organization. The group that last used the facility will be considered the offending party, unless evidence to the contrary is present, and therefore, will be responsible for the costs incurred for replacing items damaged by the group and/or costs incurred in fixing of, or returning to past condition of, the school facility.

The motto is.....”You break it, you buy it; You damage it, you fix it.”

Payment of damage assessment and/or restoration of facilities must be taken care of in a reasonable and prompt manner. The user group will be contacted and informed of actions that are necessary for the restoration of facilities to pre-use condition. The user group will have 48 hours to perform such tasks, or the NMSD will repair the damage and will charge a 25% fee over and above the costs incurred for restoration.



Notes:

- The timeline for repair/restoration may be extended with the permission of the site coordinator.
- The NMSD Superintendent may determine that the 25% fee be waived if the situation warrants
- Actual costs (labor and material) incurred by NMSD for restoration shall not be waived

### *NMSD Facilities – Custodial Charges*

Custodial fees are included in all rental fees. Applicants shall remove, at their own expense, materials, equipment, furnishings, or rubbish left after the use of school facilities. Any abnormal amount of cleanup by district custodial personnel resulting from use by the applicant shall be billed to the booking organization at the district’s total hourly compensation.



### *NMSD Facilities – Kitchen Charges*

If kitchen facilities are to be used to prepare a meal, a regular food service employee who is qualified to safely operate kitchen equipment and oversee the kitchen activity must be in attendance throughout the event. All wages and benefits will be paid by the booking organization. A current food handler’s certification is required of at least two persons in attendance while food is prepared in a North Mason School District school kitchen. The person in charge of an event where food is served must have a current “event permit” from Mason County.

## *NMSD Facilities – Building access*

If the event is scheduled for outside normal business hours, it is the user's responsibility to contact the district office to request keys and/or access cards to allow access. Failure to return the metal key will result in the forfeiture OR restriction of approval of future requests for access and result in \$150 replacement charge per key.



## *NMSD Facilities – Insurance Coverage and/or Release of Liability*

A certificate of insurance will be required as evidence of coverage for all events. It is the applicant's responsibility to submit a current certificate when applying for facility usage. Certificate of insurance can be uploaded or handed in when keys are picked up.

Every adult who participates independently in events will be required to individually sign a NMSD "Agreement and Release of Liability." It will be the applicant's responsibility to ensure that the required agreements are signed, available for "new" adult participants at every event, and are forwarded to the site coordinator.



The user organization agrees to protect, indemnify and hold harmless NMSD and its officers and employees from any claims, liabilities, damages, allegations, or rights of action directly or indirectly resulting from the use of the premises covered by the application, except for incidents of gross negligence by the District.

## *NMSD Facilities – General Regulations & Responsibilities*

- The user organization is responsible for stating on the facility rental request, in sufficient detail, the intended use of the facility.
- The user organization is responsible for the enforcement of all facility use regulations.
- The user organization is responsible for all participants, spectators and affiliated personnel.
- The user organization is responsible for contacting law enforcement agencies when large crowds are expected and assistance with crowd or traffic control is anticipated. In these instances, a crowd control plan will be submitted to the site coordinator prior to the event.
- The following are not permitted on school premises (not inclusive): tobacco use, profane language, boisterous conduct, betting or gambling, possession or use of alcohol, possession or use of controlled substances, or possession of weapons.
- A designated user group representative must be on site during any usage. This representative must inspect facility before and after usage. This representative must understand that they will be assuming responsibility for the facilities' condition.
- The user organization is required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school facilities.

## *NMSD Facilities - Building Guidelines*

- Only that portion of the building listed and approved on the application will be available for use by the organization.
- Children are to be in assigned areas only. They must be supervised when going to and from areas within the building, including restrooms.
- Use of school equipment (chairs, tables, bleachers, scoreboards, etc.) is given with written authorization. All special requests should be noted on your Facility Use Form.
- Maintain homework assignments, artwork, notes, etc., on chalkboards or whiteboards as you find them. Clean all boards that you use before you leave.
- Consume food and beverages in **cafeteria** or **outside areas ONLY**.
- Return all furniture and equipment to its proper place; re-stack chairs on racks properly.
- Pick up all litter and dispose of appropriately.
- Inspect restrooms...pick up litter, paper towels, and flush toilets/urinals.
- Secure all exterior doors that are accessible from the area that you have used.
- Notify custodian for clean-up of spills or messes that cannot be picked up by hand.

### Gymnasium

- Wear only tennis shoes that are “non-marking.” No street shoes allowed.
- Sweep the floor and place all litter in garbage cans.
- No “dunking” or hanging on basketball rims.



## *NMSD Facilities - Playfields*

- Note field conditions and use judgment to reschedule practice and/or contest if field is in poor condition. This includes extremely wet or dry conditions where use would further damage the field.
- Replace all divots, rake smooth all baseball fields and fill holes as necessary. This is extremely important to avoid puddles when it rains.
- Pick up all trash from the fields and place in garbage cans, or take home if cans are unavailable or full.
- Report unsafe or dangerous conditions to site coordinator.
- Groups that require portable toilets will pay the cost of their placement and maintenance.

## NMSD Facilities – Potential Problems

Problems are defined, but not limited to the following:

- Leaving doors or gates unlocked or open after the assigned usage.
- Allowing children to leave the gym and enter unauthorized sections of the school and/or going through any part of the school without user representative supervision.
- The unauthorized use of any school property (balls, nets, jump ropes, etc.).
- Improper clean-up of the facility (within reason). Not returning the facility to pre-use condition.
- Usage of facility for anything other than approved and scheduled activity.
- Personal use without permission of site coordinator.
- Non-payment or late payment of fees
- Any serious infraction of facility use rules and regulations.

## NMSD Facilities – Non-Compliance “Strikes”

### First Complaint:



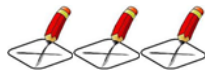
Site Coordinator is notified of a significant problem and determines if this is a “strike.” If yes, the Site Coordinator notifies the user group applicant that a “strike” has occurred for the team or group that was using the facility at the time of the problem. User group notifies team or user that they are on probation.

### Second Complaint:



Site Coordinator is notified of a significant problem and determines if this is a “strike.” If yes, the Site Coordinator notifies the user group applicant that a “strike” has occurred for the team or group that was using the facility at the time of the problem. If it is their second “strike”, the team or group is to suspend the team from practicing in any school facility for a period of one week. No exceptions for this process are to be allowed.

### Third Complaint:



Site Coordinator is notified of a significant problem and determines if this is a “strike.” If yes, the Site Coordinator notifies the user group applicant that a “strike” has occurred for the team or group that was using the facility at the time of the problem. If it is their third “strike”, the team or group is suspended from practicing inside any school facility for a period of four months. The only exception is with Site Coordinator permission under the team or group’s own insurance and Facility Use Agreement.

Reminder: NMSD Activities have priority over all other user groups and activities. At times, school activity schedules change without much advance notice. In these instances, attempts to notify community groups of the changes will be made; however, these attempts are not always successful. If conflicts arise, please notify the Site Coordinator of the problem.