

LAKWOOD SCHOOL DISTRICT #306  
ADMINISTRATIVE PROCEDURES  
BOARD POLICY #4260

Use of School Facilities

All organized use of school facilities and grounds shall be covered by an approved facility use application.

PRIORITIES

Because school facilities exist primarily for the benefit of the educational programs, school activities have priority in the scheduling of facilities. Although every attempt will be made to avoid these conflicts, it may be necessary to reschedule an applicant's use of a facility in the event the school schedules an activity for the same time. Application is processed on a first come, first served basis except for seasonal field and gym use. No user group will have exclusive use of any of the District facilities. Team rosters with participants' names and addresses may be required.

INSURANCE

The requirement to provide insurance and the amount of the insurance required shall be applied at the discretion of the District administration, and shall relate to the nature of the scheduled event or activity.

- If the user is required to provide the District with a certificate of insurance, it must be issued by a company currently licensed to do business in the state of Washington.
- Upon request, applicants may be required to provide proof of coverage for Comprehensive General Liability Insurance for bodily injury at \$1,000,000 per person and \$1,000,000 per occurrence.
- Said certificate shall list the District as a named insured and shall provide for notification to the District in the event of cancellation or termination. Coverage shall also be drawn in favor of nearby property when required.
- Policies or certificates indicating coverage shall be left with the Facilities Office prior to the event.

HB 1824 YOUTH SPORTS - HEAD INJURIES POLICY

All non-profit youth sports organizations using the school facilities shall:

- Provide proof of insurance coverage for Comprehensive General Liability Insurance for bodily injury at \$1,000,000 per person and \$1,000,000 per occurrence.
- Provide training to all coaches, players, and parents of youth teams similar to training as outlined for school coaches prior to the start of any practice.
- Youth Sport groups shall indicate in writing their compliance with the required head injury training prior to receiving access to school facilities.

PLAYGROUND AND ATHLETIC FIELD USE

Playground and athletic field use will be in accordance with the following conditions:

- The use shall not interfere in any way with school activities.
- No use will be allowed that subjects the grounds to undue wear or damage.
- No use will be permitted which creates a hazard or unreasonable restriction of use by others.
- Horses, go-carts, motorbikes, and golf carts are not allowed.
- Motor vehicles, including motorcycles, are not to be driven or parked on playgrounds or athletic fields.
- The track and tennis courts will be available for public use on a first-come basis except when school is in session or when scheduled for school or organized community groups.

PLAYGROUND AND ATHLETIC FIELD USE (Continued)

Playground and athletic field use will be in accordance with the following conditions:

- The District may furnish nets, backstops, and goals only. The user shall furnish all bats, balls, bases, racquets, and other items necessary for their intended use.
- Scoreboards, public address systems, or any other district equipment are to be used only by trained district staff. Groups will be responsible for any expenses incurred by the district for district personnel so involved, or for any damages of said equipment.

GYM FLOOR PROTECTION

- Special floor coverings must be used to protect gym floors for use outside of team sports.
- For sports, the gymnasiums require clean or new rubber soled shoes that are free from dirt or debris that may scratch the floor surface.
- All furniture used in gyms must have glides or mats under the legs to protect from scratching the floors.
- Tape cannot be used on gym floors.
- Food and drink, except water, is prohibited.

STADIUM, BASEBALL AND SOFTBALL TURF FIELD RULES

- No metal cleats allowed on the field.
- Only water, no Gatorade or other colored beverages on the fields.
- No food on the track or field--that includes sunflower seeds and peanuts.
- No dogs or other animals allowed on the field.
- No parking behind the stadium.
- No temporary markings or alterations of any kind is to be used on the turf

FOOD AND/OR REFRESHMENTS

Food and/or refreshments are allowed in accordance with the following conditions:

- Kitchen facilities and equipment shall not be used unless operated by a District representative.
- Light refreshments and potluck dinners may be served in accordance with the above provisions.
- All food and/or refreshments shall be restricted to areas designated for that intended use, i.e. student centers and cafeterias.
- No food or drink (except water) is allowed in the gymnasiums or multi-purpose rooms.

CANCELLATIONS

- No activities will be held during school holidays, vacations, or closures with exception of scheduled District sports programs, unless other arrangements are made through the Facilities Office.
- Applicants must notify Lakewood School District #306 Facilities Office of all cancellations prior to the scheduled event taking place.
- Groups assigned to facilities are responsible for any problems that may arise during the assigned time they are scheduled whether they are present or not, unless prior notice is given.

RENTAL FEE

Rental fees will be in accordance with established District fee schedule and are payable to Lakewood School District #306. If building use exceeds the time specified in the application, or additional costs are incurred, the District reserves the right to make an additional charge to cover such expenses.

For long-term lease agreements (one year) the space provided and rates will be individually approved by the Board of Directors, with an annual review 90 days prior to lease expiration.

### ALTERATIONS TO FACILITY

Applicants are prohibited from making any alterations to the facility or field without prior approval by the Facilities Office. This may include such things as decorating, hanging signs and flags, erecting backstops, placing goal posts, using masking tape on walls or floors, removing or moving school equipment, etc.

### SET UP/CLEAN UP

Applicants are responsible for special set-up requirements and clean-up unless specifically requested in the application (i.e. folding chairs and tables, removal of all materials, equipment, furnishings and rubbish). The facility must be returned to the original condition at the conclusion of the event. If it is necessary for the custodian to repair damage or clean the premises, the user will incur additional costs to restore the facility to its original state.

### GENERAL

- In the event that school property loss or damage is incurred, the amount of damages shall be determined by the Superintendent or his/her designee, and an invoice for such amount will be presented to the group occupying the facility or approved for use of the facility, at the time the loss or damage was sustained. Appeal of such action may be made to the Superintendent within ten (10) days of the receipt of the invoice.
- Profane language, possession of intoxicating liquor, drugs, or tobacco (including all electronic cigarettes and vape pens), possession of a firearm, boisterous conduct, betting, gambling, or other illegal activity or behavior, shall not be permitted on school property. Violation will result in immediate termination of approved use and forfeiture of fees and deposits paid by the sponsoring group or individual.
- Participants and facility users driving to the school shall park in those areas so designated for parking. Vehicles improperly parked in areas designated as no parking (bus loading zones, handicapped zones, etc.) shall receive a warning notice for the first offense and upon a second offense, notification of proper authorities will be made which could result in the impounding of the vehicle in question.
- Groups using the facilities shall be in no area other than their assigned areas.
- No youth related groups are allowed without adequate adult supervision.
- In the event that a youth related activity is taking place, and the children are present who are not participating in the activity, it shall be the sponsoring group's responsibility to provide adequate adult supervision for those children or to notify the parents of those children of the difficulty involved in providing supervision.
- For safety purposes, children are to be accompanied at all times by an adult. If the applicant is a youth organization, children are to be closely supervised by adults and restricted to those specific areas rented by the applicant. Regular monitoring of halls, rest rooms, and outside areas is mandatory whenever children are present. Unsupervised children may result in barred use of facility. Supervision of participants, spectators, and crowd control is the responsibility of the applicant.
- Tournaments and large spectator events will be considered on an individual request basis. Additional restrictions and fees to be determined by the Superintendent or his/her designee.
- Weight rooms are not available for rental or use by outsider user groups.

LAKWOOD SCHOOL DISTRICT #306

FACILITIES USE AGREEMENT

**Acknowledgement of responsibilities, rules and regulations. Please read, sign, and date below.**

- The lessee and all members of the group occupying school facilities are responsible for reasonable and proper care of the facility used and any materials or equipment found herein. Any loss or damage resulting from activities of the group or activities of any person present because of the activity booked will be billed to the leasing organization. Failure to comply with this regulation, and to pay any damage charges which may be assessed, will result in denial of further privilege of use of school facilities.
- The leasing organization is responsible for the conduct of all its members using the facilities booked, and while on school premises in connection with the activity booked, including any persons, whether members or not, who are on school premises because of the activity booked. Adequate adult supervision of youth groups must be provided by the leasing sponsor to assure proper conduct of occupants. Such adult supervision must be present with youth groups and in effective control at all times when members of the youth group are in the school building.
- Lessee shall remove, at their own expense, materials, equipment, furnishings and rubbish.
- Organizations using facilities on a non-charge basis are responsible for total clean-up of areas used.
- The undersigned hereby makes application to Lakewood School District for use of school facilities as described and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations established herein for the site requested. The Applicant agrees to pay Lakewood School District #306 the scheduled fees and for any damages arising from the Applicant's use of said facilities. The Applicant agrees to exercise the utmost care in the use of the school premises and property and agrees to protect, indemnify, and hold harmless the School District, its elected and appointed officials, employees, agents, and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the applicant's activities and/or use of premises in connection with this application, except for the sole negligence of the district.
- **WAIVER OF LIABILITY:** In consideration for the use of District premises, the Applicant agrees to exercise the utmost care in the use of the school premises and property and agrees to protect, indemnify, and hold harmless the District, its elected and appointed officials, employees, agents, and volunteers from and against any and all claims, damages, demands, actions, lawsuits, liens, liabilities, penalties, or fines, including without limitation, those related to or arising out of any physical injury (including illness or other ailment resulting from the presence of a communicable disease) or pecuniary loss directly or indirectly attributable to the Applicant's activities and/or use of school facilities in connection with this application, to the fullest extent allowed by law.

I hereby acknowledge receipt of the facility use regulations and agree to comply with the guidelines set there regarding use of school facilities.

I, \_\_\_\_\_, as representing authority of our group, have read and understand the rules and regulations of the Lakewood School District as they pertain to public and community use. My signature below confirms and verifies that I have read and understand these rules and regulations and agree that my group and I will abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Lakewood School District #306  
PO BOX 220 N. Lakewood, WA 98259  
Facility Use Application**

**All requests must be in writing. Phone-in requests will not be accepted.**

**Name of Organization** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

**Description of Event** \_\_\_\_\_

**Day of Event** (please circle) Sun Mon Tues Wed Thurs Fri Sat **Date** \_\_\_\_\_

Please attach a calendar if this is a multiple date event.

**Start Time** (including setup) \_\_\_\_\_ **End Time** (including clean up) \_\_\_\_\_

**Number of Participants** Youth \_\_\_\_\_ Adults \_\_\_\_\_

**Building Requested** (please circle)  
High School Middle School Cougar Creek English Crossing Lakewood Elementary

**Room Requested** (please circle)  
Library Commons Theatre Gym Multipurpose Room Classroom # \_\_\_\_\_ Other \_\_\_\_\_

**Field Requested** (please circle)  
CCE Playfield Hardball #1 Hardball #2 Softball #1 Softball #2 Upper Practice Stadium  
Lower Practice Turf Soccer Field T-Ball Micro Soccer

**Additional Information** \_\_\_\_\_

I understand that my group must adhere to the rules and regulations as stated in School Board Policy #4260 and all Supplemental Facility and Field use regulations. Failure to do so will result in the loss of use of Lakewood School District facilities and fields.

I understand that the facilities/playing fields are not approved for use until an approved copy of the application is returned to me. I further understand that I must have a copy of the approved Facility Use Agreement in my possession during use or permission will be revoked.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**DISTRICT USE ONLY**

Date received \_\_\_\_\_ School Sponsored Y/N Scheduled on Room Time Y/N

Insurance \_\_\_\_\_ Key Issued Y/N

HB 1824 – Youth Sports – Head Injuries Compliance \_\_\_\_\_ Rental Fee \_\_\_\_\_

Custodian Needed for Open/Close Y/N Clean Up Y/N Custodial Fee \_\_\_\_\_

Approved By \_\_\_\_\_ Total Fees \_\_\_\_\_

LAKWOOD SCHOOL DISTRICT #306  
YOUTH SPORTS - HEAD INJURY POLICY

Compliance Statement for HB 1824, Youth Sports - Head Injury Policies

\_\_\_\_\_ requests the use of Lakewood School District #306 facilities for the following dates:

\_\_\_\_\_, a private non-profit youth sports group, verifies all **coaches**, athletes, and their parents/guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.

Applicants will be required to provide proof of coverage for Comprehensive General Liability Insurance for bodily injury at \$1,000,000 per person and \$1,000,000 per occurrence.

Signed:

\_\_\_\_\_  
Representative of Private Non-Profit Youth Sports Group

\_\_\_\_\_  
Date

Note: Access to school facilities may not be granted until all requirements of the Facility use Application are complete and approved by the school district and/or designee.

LAKWOOD SCHOOL DISTRICT #306  
 FACILITIES RENTAL FEE SCHEDULE

Effective 9-7-2021

Facility	CATEGORY 1 School/Child Related Groups or Government Agencies	CATEGORY 2 Organizations Related to Lakewood Youth Recreation	CATEGORY 3 Non-Profit Groups	CATEGORY 4 Commercial Enterprises
<b>ELEMENTARY:</b>				
Library	N/C	N/C	\$30/Use	\$40/Use
Multi-Purpose Room	N/C	N/C	\$30/Use	\$60/Use
Kitchen	N/C	\$25/Hr + FS	\$35/Hr + FS	\$60/Hr + FS
<b>MIDDLE SCHOOL:</b>				
Library	N/C	N/C	\$30/Use	\$40/Use
Gym	N/C	N/C	\$50/Hr	\$100/Hr
Cafeteria/Commons	N/C	N/C	\$40/Use	\$60/Use
Kitchen	N/C	\$35/Hr + FS	\$45/Hr + FS	\$70/Hr + FS
<b>HIGH SCHOOL:</b>				
Library	N/C	\$24/Use	\$30/Use	\$40/Use
Theater	N/C	\$30/Hr	\$45/Hr	\$100/Hr
Gym	N/C	\$24/Hr	\$40/Hr	\$70/Hr
Cafeteria/Commons	N/C	N/C	\$40/Hr	\$60/Hr
Kitchen	N/C	\$35/Hr + FS	\$45/Hr + FS	\$70/Hr + FS
<b>OUTDOOR FACILITIES:</b>				
Fields	N/C	N/C	\$25/Hr	\$50/Hr
LHS Stadium Turf Field	N/C	\$25/Hr	\$50/Hr	\$100/Hr
Stadium Lights	N/C	\$20/Hr	\$25/Hr	\$40/Hr
Scoreboard	N/C	\$10/Hr	\$10/Hr	\$30/Hr
Locker Rooms	N/C	N/A	N/A	N/A
Concession Stand	N/C	Booster Club gets all the proceeds***	Booster Club gets all the proceeds***	Booster Club gets all the proceeds***
Ticket Booth	N/C	N/C	\$10 Per Event	\$20 Per Event
****Turf Baseball Field	N/C	\$15/Hr	\$30/Hr	\$100/Hr
****Turf Softball Field	N/C	\$15/Hr	\$30/Hr	\$100/Hr
Turf Replacement Fee	N/C	\$25/Use	\$25/Use	\$25/Use
<b>STAFFING:</b>				
Custodian*	2 Hr Min.- (35/Hr.)	2 Hr Min. – (\$35/Hr.)	2 Hr Min. – (\$35/Hr.)	2 Hr Min. – (\$35/Hr.)
Food Service (FS)*	N/C	2 Hr Min. – (\$32/Hr.)	2 Hr Min. – (\$32/Hr.)	2 Hr Min. – (\$32/Hr.)
Stadium Monitor **	N/C	\$20/Hr (If needed)	\$20/Hr.	\$30/Hr.
Field Monitor	N/C	N/C (Included)	N/C (Included)	N/C (Included)
Rider For Damage Done	N/A	Yes	Yes	Yes

For long-term lease agreements (one year) the space provided and rates will be individually approved by the Board of Directors, with an annual review 90 days prior to lease expiration.

\*Two hour minimum, time and a half on holidays (after hours/weekends).

\*\*Will open field and ensure the smooth operation of the event, monitoring the field, grandstands, and bathrooms, enforcing school district rules and regulations.

\*\*\*Groups may set up their own Concession Stand.

\*\*\*\* A \$50 fee will be charged for all non-baseball related activities on these fields.

A Utility Fee of \$.25 per hour on weekdays and \$8.00 per hour on weekends will be charged to Categories 2-4.



# Lakewood School District

## MEMORANDUM

### OFFICE OF THE SUPERINTENDENT

TO: School District User Groups  
FROM: Scott Peacock, Superintendent  
DATE: August 18, 2021  
RE: Serving Food at Events Held at Lakewood Schools

In recent years, we have all become much more aware of the increase in food allergies and food-borne illnesses. We have a number of students in our district with severe or life threatening food allergies. There have also been several news stories in recent years about individuals becoming ill after eating improperly prepared foods.

Several years ago, the District implemented new procedures for classroom parties/celebrations following recommendations from the Snohomish County Health District. These procedures require that all foods served be commercially produced and packaged. Commercially prepared and packaged foods are generally much safer and more reliable than homemade goods. To date, these procedures have not been formally extended to foods served by other school-affiliated groups (PTAs, Booster Clubs, etc.) using District facilities.

Because of the growing health and liability concerns surrounding homemade foods or foods prepared on-site, we are implementing new requirements for school-affiliated groups using our facilities. Groups serving or selling foods must either follow the procedures in place for our school functions (commercially produced and packaged foods only), or obtain a temporary permit from the Snohomish County Health Department to prepare and serve food on -site. Information on how to obtain a permit and what type of permit may be required for specific events can be obtained from:

Snohomish Health District – Environmental Health Division – Food Section  
3020 Rucker Avenue, Suite 104  
Everett, WA 98201-3900  
(425) 339-5250 Fax: (425) 339-5254  
[ehquestions@shd.snohomish.wa.gov](mailto:ehquestions@shd.snohomish.wa.gov)  
[http://www.snohd.org/Shd\\_EH/Default.aspx](http://www.snohd.org/Shd_EH/Default.aspx)

If your group does not intend to serve homemade or on-site prepared food, no permit is necessary. If you intend to serve food that would require a permit (homemade or prepared on-site), please submit the approved permit along with your Facility Use Agreement to the Facilities Office.