

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES

INTRODUCTION

The District encourages community use of district properties beyond the regular school day under the terms and conditions of this policy.

After district needs have been satisfied, district buildings and grounds will be made available for supervised activities by other organizations, keeping the City of Tukwila—a service partner in serving our students and families—as a priority. Groups operating solely for commercial gain are not eligible to use District facilities.

Merchandising activities or activities that promote the sale of merchandise for profit are also prohibited. The School District does not want to compete with private enterprise. It may reject a request when it believes a commercial facility should be used. For example, rock concerts are appropriately held at commercial facilities, but not on district property.

Access to facilities will be a balance between the need for community access and student security. The School District will deny requests for facility use which conflict with School Board policy in the following areas:

1. requests which may be in any way prejudicial to the best interests of the schools or the educational system.
2. requests that violate existing City ordinances.
3. requests for which adequate sponsorship and supervision are not provided.

PRIORITY USE CATEGORIES

In order to carry out this policy, groups seeking the use of school facilities have been divided into priority use categories.

First Priority - Tukwila School District Programs

The Tukwila School District has priority use of its facilities. The School District may cancel or reschedule community permits if conflicts occur. A Facility Use Application must be completed in advance for use after regular class hours of any of the facilities listed below that are available for outside rental.

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The person sponsoring the school activity must first confirm space availability with the school Principal or designated school building personnel. When there is a conflict with City of Tukwila facility use, the school will notify the City's scheduling office at least five (5) working days before the school intends to use its own facility.

A Facility Use Application must be signed and approved by the respective principal, program manager, or designated school building personnel. Permits must be received at least ten (10) working days prior to the activity.

Once the permit is approved, copies are sent to the appropriate site (i.e, the principal, program manager, custodian, PAC Manager, Athletic Director or Business Office).

Second Priority - City of Tukwila

Supervised activities of the City of Tukwila have second priority for facility use. We will not “hold facilities in isolation” for one particular group, but will work with the City to ensure that all groups have the opportunity to present schedules in advance so scheduling does not become biased. The Tukwila School District will work with all groups to ensure equitable access to our facilities.

Third Priority - Community Groups

Space is available for other eligible community and non-profit groups on a first-come, first-serve basis.

All facility use requires the district to have personnel available in order to provide access to our facilities (see attached fee schedule).

FACILITY USE LOCATIONS - The following facilities are available for use:

1. General building sites,

A. Three elementary schools

- Spaces available for use in gyms, classrooms, kitchen, commons, and library. All spaces are subject to fees as indicated in our district's fee schedule.

B. Showalter Middle School

- Spaces available for use in gyms, classrooms, kitchen, commons, library, and weight/conditioning room. All spaces are subject to fees as indicated in our district's fee schedule.

C. Foster High School

- Spaces available for use in gyms, classrooms, kitchen, commons, library. All spaces are subject to fees as indicated in our district's fee schedule.

D. Administration Building

- Spaces available for conference use.

2. Performing Arts Center (PAC)

A. For public and private use. All spaces are subject to fees as indicated in our district's fee schedule.

3. Werner Neudorf Stadium

A. Use of the Track: Unscheduled use of the track is permitted for community members wishing to jog or walk from **5:00 a.m.– 8:00 a.m.** (prior to students arriving to school) and **4:00 p.m. -10:00 p.m.** (when students are not present for school instruction or when sponsored athletic events are occurring). This is to ensure community members are safe while events are occurring. Community use is appropriate on weekends when students are not in school.

- Community members will need to use the card access gate to enter the facility.
- Safety of our students and staff are our number one priority. Access cards maybe picked up at the district office during hours of operation for citizens of Tukwila free of charge.

Citizens cannot use the stadium during school hours while students are on the field or participating in educational classes.

B. Use of the Artificial Turf Field:

Unscheduled use of the turf field is prohibited. The Athletic Director will schedule all use of Werner Neudorf Stadium. Use of restroom facilities, ticket booth and/or concession building may be included as defined in the fee schedule. (See Fee Schedule)

Tukwila School District # 406

Adoption: October, 2013