



Administrative Regulation 7120 Community Use of School Facilities

Responsible Office: Facilities Management Department, Housekeeping Division

REGULATION

1. Use of Facilities

- a. The District will make available, upon proper and timely application, school district-developed facilities and/or jointly developed facilities at such times when the use of these facilities are not in conflict with school district sponsored programs and activities.
- b. All requests for the use of facilities by any outside organization wishing to use the building(s) and/or athletic field(s) after school hours are subject to School Board Policies, Administrative Regulations, city and county ordinances including those regarding licensure, and rental fee schedules adopted by the Washoe County School District Board of Trustees.

2. Application Process

- a. Arrangements for rental of a facility are to be made through the principal of the school concerned except in cases of emergency.
 - i. The principal will accept applications for the use of the facility no later than March 15 of each year for summer use; no later than June 15 for first semester use; and no later than November 15 for second semester use. To the extent possible, the principal will provide continuity for existing programs from year to year.
 - ii. Applications for use of the facilities received after the above deadlines will be considered on a first-come, first-served, space-available basis. Absent a Reciprocal Use and Maintenance Agreement, scheduling conflicts will be resolved using the Priority of Use guidelines.
- b. If the principal approves the application, s/he will place on the application set rental fees according to the approved rental fee schedule.
- c. The school shall forward the application to the Facilities Management Department, Housekeeping Division, for final approval, provided that there is no reason for its denial because of one or more of the laws, policies or regulations that govern the school district.
- d. In the event that a program or activity must be rescheduled, the party rescheduling the program or activity shall; whenever possible, provide a minimum of fifteen (15) days written notice to the other party.

- e. In the event that a program or activity must be discontinued, the party discontinuing the program or activity shall provide a minimum of ninety (90) days written notice to the other party.
- f. Athletic Field Use
 - i. High school varsity football fields, soccer fields, and high school varsity baseball diamonds/ fields are generally excluded from regular league play and practices. For league champion-ships and other events, when deemed appropriate by the school principal, these fields may be available on a case-by-case basis.

3. Priority of Use

- a. For District-developed indoor facilities, priority of use will be given as follows:
 - i. School district-sponsored programs and activities;
 - ii. Non-profit programs and activities solely for youth;
 - iii. Government-sponsored programs and activities solely for youth;
 - iv. All other programs and activities solely for youth;
 - v. All other programs and activities.
- b. For District-developed playgrounds and fields, priority of use will be given as follows:
 - i. School district-sponsored programs and activities;
 - ii. Non-profit programs and activities solely for youth, including youth sports, or non-profit organizations which serve adults and children with disabilities;
 - iii. Government-sponsored programs and activities solely for youth;
 - iv. All other programs and activities solely for youth;
 - v. All other programs and activities.
- c. For jointly developed facilities priority of use will be given as follows:
 - i. School district sponsored programs and activities;
 - ii. Other sponsored programs and activities where the sponsoring organization has either participated in the development of the facility or has agreed to maintain the facility;
 - iii. Non-profit programs and activities solely for youth;

- iv. Other programs and activities solely for youth;
 - v. All other programs and activities.
4. Terms and Conditions – The full terms and conditions associated with the community use of Washoe County School District facilities can be found in accompanying document FM-P001, Terms & Conditions, and FM-F001, Facility Use Form.
- a. No reservations will be made until a properly completed application, is approved by the school principal and the Facilities Management Department, Housekeeping Division. Four (4) copies of the Application for Use of Facilities shall be prepared. Upon final approval of the use of facilities by the Facilities Management Department, Housekeeping Division, the copies shall be distributed as follows: one (1) copy to the applicant, one (1) copy to the principal of the school whose facilities will be used, and (1) one copy to School Police , and one (1) copy to the Facilities Management Department, Housekeeping Division. When fees are charged, the Facilities Management Department, Housekeeping Division, will notify the Business Office.
 - b. All approved applicants shall, at applicants' own cost, procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with applicants' operation and use of school district facilities with per occurrence limits no less than \$100,000 property damage and \$100,000/\$300,000 bodily injury; or \$300,000 combined single limit per occurrence. The Washoe County School District, its Board of Trustees, officers, employees, and agents shall be named as additional insureds on applicants' insurances. Applicants shall also provide certificates of insurance to verify the required insurance coverage.
 - c. When a charge is made for admission, scheduled fees will always be collected. The only exceptions to this rule will be parent and teacher/faculty groups. For regularly occurring adult sports use of a school district-developed facility, a \$3 per participant/per season maintenance fee will be collected and remitted to the school district. Please see separate page for the School Facilities Rental Schedule.
 - d. All facility use charges include heat, existing lighting, and custodial/maintenance and/or School Police services if the function occurs during normal custodial hours. Charges for facility use after normal custodial hours or for events that require labor for special set up and cleanup will include the custodial and School Police service charge, per shift hour. Requests for special arrangements such as public address system,

the use of lighting panels, extra chairs, etc., will result in additional cost to the applicant. Any waiver of charges granted an organization shall be limited to the facility charges. Special or after hours custodial costs incurred by the district for a specific building use will be charged to the organization. Equipment, furniture and fixtures common to the operation of the building and grounds to be used are also granted for use.

- e. "Tipping" of custodial or other school personnel is not permitted. Only the Board of Trustees authorize payment of school district employees for services involving the use of school facilities. Payment for services rendered to the organization using the facilities by persons who are not regular employees of the school district must be made directly to the individual with whom such arrangements are made.
- f. With the exception of the use of the athletic fields, a school district employee must be present when facilities are being used by an outside group. It shall be the duty of this employee to require that school and school district rules and regulations be followed.
- g. When Nutrition Services' facilities are to be used by an applicant, then the Nutrition Services Department will be notified by the principal. The Nutrition Services Department, in conjunction with the principal, will determine if personnel are needed, appropriate arrangements will be made, and appropriate charges will be administered. Because of school district insurance requirements, any wages paid to the Nutrition Services worker must be paid through the Nutrition Services office.
- h. Washoe County School District Police Officers will be assigned by school authorities as needed. The cost will be the responsibility of the organization using the facilities. An exception may be granted if the organization using such facilities has the inherent ability to provide regularly employed peace officers of the City of Reno, the City of Sparks, Washoe County, or assigned supervisors from the Recreation Department of the City of Reno, City of Sparks, or Washoe County. All such requests for exception will be reviewed by the WCSD School Police for the appropriateness of same, and as well as to staffing levels, under the same standards as outlined above.
- i. Requests must be submitted to the Superintendent for the use of school district furniture or equipment on an emergency basis by the City of Reno, City of Sparks, Washoe County, the University of Nevada, Reno, other political subdivisions of the State of Nevada, or any disaster relief agency.

School district equipment, which includes motor vehicles and cafeteria equipment, is not to be loaned or rented to any private agency, or any

individual when the use of such equipment or furniture will not be in a school district building or on school district property. Applications by public agencies must be submitted to the Facilities Management Department, Housekeeping Division, for the use of folding chairs at other than district sites.

- j. School district-owned vehicles may not be assigned for use by non-school groups, except under lease agreements with other public entities.
 - k. The Washoe County School District Board of Trustees recognizes that a need exists for recreation areas and, therefore, does not deny the use of school grounds to the public outside of school hours. The school district by allowing the school grounds to remain open, assumes no liability for personal injury, property loss, or any other loss, due to the use of school grounds outside regular school hours, it being understood by the user of the facility that use is at his/her/their own risk.
 - l. An authorized officer of the using organization must sign a statement of responsibility for any loss, damage, liability, cost or expense that may arise during usage and/or occupancy. If the organization does not take reasonable and proper care of the facilities, further use may be denied.
 - m. There shall be no smoking, carrying of lit tobacco products, or use of smokeless tobacco products in or about school buildings and premises; nor, shall intoxicants, narcotics, gambling, or use and/or possession of firearms or possession of any dangerous weapons be permitted in or about school building and premises.
 - n. Use of decorations or scenery or moving of furniture or the storing of any property is prohibited unless special permission is given.
 - o. Nothing shall be sold, given, exhibited, or displayed without permission.
5. Facility Use Group Tier Structure – These groupings are a guideline for what group users should be charged for the use of Washoe County School District Facilities and what users are exempt from said charges.
- a. TIER I: No room or field charges during normal operational hours, weekends, or holidays. Custodial or Labor service charges are applicable if Tier I event is held on a WCSD site during weekends or holidays.
 - i. K-12 and extracurricular WCSD sponsored school activities, including booster clubs and parent groups.
 - ii. Political party for the purpose of conducting precinct organizational meetings and precinct elections/caucuses as required by law.

- iii. County Election Department for the conducting of elections.
 - iv. Public agency for the purpose of holding personnel examinations.
 - v. WCSD partnerships with government agencies.
 - vi. WCSD parent organization general monthly meetings.
 - vii. Partners in Education meetings /events as long as it is not a fundraising or profit making event.
 - viii. Fundraisers that are school sponsored and in-house only.
 - ix. Non-profit organizations that are not charging, collecting, or accepting admissions, contributions or charges from participants or those admitted.
 - x. Organizations for public, literary, scientific, recreational or educational meetings, or for the discussion of matters of general or public interest provided:
 - 1. The public is invited.
 - 2. No admissions, contributions or charges are collected.
 - 3. Such use does not require extra services of school personnel for which extra salaries would have to be paid.
 - 4. To semi-educational organizations such as Boy Scouts, Girl Scouts, and Campfire, if the meetings are properly supervised and chaperoned.
 - 5. Nonprofit latch key programs provided there is no conflict with school programs or course offerings of the school district and the facility is used when additional custodial services are not required.
 - 6. Tutoring services provided by WCSD teachers that are using their own site classroom for tutoring their own site students.
 - 7. Kid's Café.
 - 8. WCSD Administration / Support Services.
- b. TIER II: Subject to minimal payment for use during normal operational hours, weekends, or holidays. Custodial or labor service charges are applicable if Tier II event is held on a WCSD site during off hour weekdays (i.e. summer evenings when school is out), weekends, or holidays.

- i. To organizations for public, literary, scientific, recreational, or educational meetings or for the discussion of matters of general or public interest.
 - 1. When admissions, contributions or charges are collected or accepted from participants or those admitted.
 - 2. Non-profit - when admissions, contributions or charges are collected or accepted from participants or those admitted.
 - 3. When the use requires extra salaries must be paid. (Salaries, stipends, overtime as indicated on Facilities Use Form).Public recreation groups, summer camps & activities.
 - 4. City, county, state, and other government agency meetings / programs.
 - 5. WCSD Parent Organizations activities / fundraisers.
 - 6. Commercial enterprises donating goods and services – no monetary donations / offers accepted.
 - 7. Tutoring services provided by WCSD teachers or non-district staff that are using other site facilities for tutoring WCSD students.
 - 8. Fundraisers that are put on by youth organizations and have vendors/ businesses selling goods on site. (i.e. craft fairs, carnivals)
 - 9. Camps – Sports, Art, Music, Theater, Science, etc. - that are advertised on site only where event is taking place.
 - 10. Youth sports leagues when admissions, contributions or charges are collected or accepted from participants or those admitted and that are affiliated with WCSD site sports programs.
- c. TIER III: Subject to payment for use during normal operational hours, weekends, or holidays. Custodial or labor service charges are applicable if Tier III event is held on a WCSD site during off hour weekdays (i.e. summer evenings when school out), weekends, or holidays.
 - i. To general public groups, organizations, businesses, private citizens, or:
 - 1. For regularly occurring adult sports use.
 - 2. Adult sports tournaments.

3. Churches, organizations, groups that have recurring use – weekly, bi- weekly, or monthly.
 4. Out of county activities.
 5. Business or corporate activities.
 6. Fundraisers – using commercial / business entities that sell goods for profit and giving portion of profits as a monetary donation / offer.
 7. Adult Camps – Sports, Art, Music, Theater, etc. - that are advertised on site only where event is taking place.
 8. Community Theater events that charge admission.
 9. Community Music events that charge admission.
 10. Youth sports tournaments that are not affiliated with WCSD sites. (I.E. AAU tournaments, sports vendor sponsored events.)
 11. Independent contractors (i.e. day care, youth recreation) using facilities while charging users for services.
- ii. Community Education – Subject to payment for use per Community Education guidelines and procedures
1. Adult Education
 2. Adult ESL
 3. Driver’s Education
 4. Camps – Sports, Art, Music, Theater, etc. that require District wide advertising.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District’s Strategic Plan.
2. This regulation complies with Board Policy 7120, Community Use of School Facilities, and aligns with the following associated documents:
 - a. Administrative Procedure (List) FM-L001, Facility Rental Fees.
 - b. Administrative Procedure (Form) FM-F001, Facility Use Form.
 - c. Administrative Procedure FM-P001, Facility Use Terms and Conditions.
3. This regulation complies with Nevada Revised Statutes (NRS) Chapter 393, School Property, and specifically:

a. NRS 393.071 – 393.0719, Use of School Property for Public Purposes

REGULATION HISTORY

Date	Revision	Modification
11/11/1966	1.0	Adopted
05-28-1968 11-02-1976 06-14-1977 06-15-1982 05-27-1986 01-14-1992 12-15-1992 06-13-1995 09-09-1997 12-18-2000 01-23-2001 06-27-2006	2.0	Revisions
6-27-2006	3.0	Revisions Are Effective 09-01-2006
12-20-2011	4.0	Revised pursuant to AB227 of the 2011 Session of the Nevada Legislative Session; format changes
11/21/2012	4.1	Regulation number changed to align with Policy 7087
11/23/2015	4.2	Number change to align with Board Policy 7120