

Use of School Facilities

Policy 4260

The board believes that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule. Procedure 4260P outlines all fees.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, ethnicity, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct, or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning, or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

Professional fund-raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group, or organization.

For rental rate purposes, organizations seeking the use of school facilities have been divided into four categories:

CLASSIFICATION 1 – SCHOOL & SCHOOL DISTRICT RELATED GROUPS:

Classification 1 consists of co-curricular and extra-curricular groups, employee groups, and other Kelso School District sponsored student groups.

CLASSIFICATION 2 – KELSO COMMUNITY YOUTH RELATED NON-PROFITS AND YOUTH GROUPS:

Classification 2 consists of youth sport and activity groups where membership consists of at least 75% Kelso students, and are organized within the Kelso School District boundaries. Category 2 includes school related PTA's and booster clubs.

CLASSIFICATION 3 – OTHER EXTERNAL NON-PROFIT AND COMMUNITY GROUPS:

Classification 3 consists of other Kelso/Longview community groups and non-profits, church groups, service clubs, fraternal organizations, and youth sport clubs/teams not included in Classification 2. Requests from organizations outside the Kelso/Longview area, and within Cowlitz County, will be made on a case by case basis.

CLASSIFICATION 4 – COMMERCIAL FOR PROFIT AND POLITICAL GROUPS

Classification 4 consists of for profit businesses and political parties wishing to use Kelso School District facilities, as well as groups, and private parties not included in other classifications.

- All category classifications will be determined by the Kelso School District Facilities Department at time of application, and may be revised accordingly. The superintendent, or designee shall determine final classification decisions.
- The Kelso School District reserves the right to charge all categories specific fees and rental items in order to meet requests and minimize costs to the school district's operational budget.

Rental Charges

Classification 1 & 2 may use school facilities without rental charge. However, a charge will be made for labor required.

Classification 3 & 4 shall be on separate rate schedules. Classification 3 shall reflect direct costs to the District, and in some cases indirect costs; Classification 4 shall reflect direct and indirect costs to the District.

Cross Reference:	Policy 3422	Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest
Legal References:	RCW 28A.230.180	Access to campus and student information directories by official recruiting representatives informing students of educational and career opportunities
	RCW 4.24.660	Liability of school districts under contracts with youth programs
	RCW 28A.320.510	Night schools, summer schools, meetings, use of facilities for
	RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	RCW 28A.335.155	Use of buildings for youth programs – Limited immunity
	20 USC Sec. 7905	Boy Scouts of America Equal Access Act
	34 CRFR Sec. 108.6	Equal Access to Public School Facilities for the Boy Scouts of American and Other Designated Youth groups
	AGO 1973	No. 26, Initiative No. 276 – School districts – Use of school facilities for presentation or programs – Legislature - Elections

Adopted: 03.13.06

Revised: 10.7.19 | 09.22.25