

# TOLEDO SCHOOL DISTRICT #237

## DISTRICT FACILITY USE REGULATIONS

1. Application for the use of all school facilities shall be made to the principal of the desired facility.
2. If necessary, the superintendent shall determine and recommend a fee schedule applicable for the use of school facilities.
3. **Smoking and/or the use of tobacco products are not allowed on any school district property. This includes parking lots at all schools and facilities.** Alcoholic beverages and controlled substances shall not be permitted on school property at any time.
4. Groups and/or individuals and the "person responsible" accept responsibility for any damage done to district property and shall reimburse the district for any such damages or changes to original condition. No changes will be made to the facilities without consent from the board of directors (sports facilities) or Principal. (Painting, adding dirt/sand, etc..)
5. When no service charge is made groups and/or individuals and the "person responsible" agree to clean the facilities and restore the equipment/furniture to the original arrangement. **If the District does these tasks the group and/or individuals using the facilities will be charged for specific costs related to the time or materials necessary.**
6. A custodian, authorized staff member, or designated responsible citizen must be on the premises when any group is using school facilities.

Participant supervision will insure that:

- A. Only the proper and agreed upon facilities/equipment will be used.
  - B. Children and/or others not directly involved in the activity will remain in the "checked out" areas under supervision. (i.e.: children may not wander or play in the hallways if only the gym is checked out.)**
  - C. Only those that are part of the "checked out" group will be allowed to participate.
  - D. Proper and effective building security is expected.
  - E. Due care for the facility and district resources. (Turn lights off, don't leave water running, etc...)
  - F. If keys are used in any way they will be returned to the party-in-charge as detailed in the agreement.
7. The district reserves the right to cancel, upon short notice, any meeting or activity in or on any district facility.
  8. Groups or individuals using school facilities agree to hold the district free and without harm from any loss, damage, liability or expense, costs, legal and other expenses related to or arising from acts or omissions of such group or individuals in connection with the use of any school facilities. The group or individuals using the facilities agree to carry public liability insurance with limits as follows.

Non-admission Events	\$500,000	Combined Single Limits
Admission Events	\$1,000,000	Combined Single Limits

Toledo School District is to be named as *Additional Insured* on the user's insurance policy. An insurance certificate with the limits and the additional insured endorsement must be provided to the school district prior to use of the facilities.

**I HAVE READ AND UNDERSTAND THE COVID-19 PROTOCOLS.**

Name of Business/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Endorsement \_\_\_\_\_

**TOLEDO SCHOOL DISTRICT #237**  
**APPLICATION AND AGREEMENT FOR USE OF DISTRICT FACILITIES**

Person making request: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person making request: \_\_\_\_\_ Phone: \_\_\_\_\_

Person responsible (or SAME as above): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of person responsible: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Approximate # attending: \_\_\_\_\_

Will the event be open to the public:    YES    NO

Is there a charge for attending:        YES    NO            COST: \_\_\_\_\_

School and Facility Desired: \_\_\_\_\_

Date(s) desired: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Time(s) desired: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Will keys need to be issued?            YES    NO

Who will receive keys? \_\_\_\_\_

When will keys be returned? \_\_\_\_\_

**PLEASE NOTE: The group or individual making the request and the person signing as the responsible party agree to abide by the enclosed District regulations for this agreement, the payment of fees (if appropriate), insurance endorsement, and all other terms of this agreement.**

Approved \_\_\_\_\_ Not Approved: \_\_\_\_\_

Principal of site desired signature: \_\_\_\_\_ Date: \_\_\_\_\_

Toledo School District does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Section 504/ADA Coordinator, Civil Rights Compliance Coordinator, Chris Rust PO Box 469 Toledo, WA 98591, 360.864.6325, [crust@toledoschools.us](mailto:crust@toledoschools.us)



# TOLEDO SCHOOL DISTRICT #237

## Each Child, Each Day, Each Classroom

### Facility Use, Cleaning, and COVID 19 information

#### **COVID 19 Information**

Please make sure to follow all social distancing guidelines, ensuring 6ft of space between participants. Be sure that equipment is disinfected after each person's use, and that items are not shared between persons.

When utilizing the facilities of the Toledo School District, **you** are required (as noted on the facility use agreement form) to clean up after the completion of your program/sport/activity. The district has provided cleaning supplies including disinfectant spray, wipes, paper towels, brooms etc. These items are located at each school and can be identified by the Gray and Black cabinet located near the use area.

As cleaning chemicals are not suitable for use by children, the **responsible party** who signed out the facility is responsible for making sure that an adult has cleaned, disinfected and swept all areas used including bathrooms, gym floor, bleachers, tables, door handles, stair rails etc. Please take the time to make sure that things are not left on floors, carpets, paint etc. You are also required to return any equipment (tables, chairs, whiteboards etc.) to where you borrowed it from and in the condition you found it in (or better). You will be charged for any time spent by district staff cleaning up after you, and repeated failure to comply with these requirements will result in discontinued use of the district facilities. This includes our athletic teams.

Proper cleaning includes:

- Spraying all touchable surfaces with the provided disinfectant spray, letting it sit for 6 minutes before wiping it down.
- Cleaning up spills or large debris, and then sweeping the floor. If you find substances on the floor that are not part of the original/normal surface, clean it up.
- Clean windows, sinks and water fountains with the provided spray (disinfectant is fine)
- Remove the trash accumulated by your activity and place it into the outdoor dumpster, you will find garbage bags in the cleaning kit to re-line the trash can.

We pride ourselves on keeping our schools safe, clean and a place that we can be proud of, please do your part to be good stewards of our great Toledo Schools!