



Administrative Regulation 7121

COMMUNITY USE OF SCHOOL BUILDINGS / GROUNDS AND OTHER DISTRICT FACILITIES

Responsible Office: Office of Capital Projects/Facilities Management, Housekeeping Division

PURPOSE

The Superintendent has adopted this administrative regulation to implement the provisions of Board Policy 7120 and establish the procedures related to the application for and use of school facilities, to include buildings, rooms, and athletic fields, and other facilities in the Washoe County School District ("District" or "WCSD").

REGULATION

1. The District may make available, upon proper and timely application, and in its sole discretion, District-developed facilities and/or jointly developed facilities provided that the safety and privacy of students, staff, and visitors is maintained and the use does not:
 - a. Conflict with District-sponsored or -sanctioned programs and activities and with the established priority of use procedures;
 - b. Result in an excessive cost to the District, particularly with regard to maintenance of school grounds and facilities; and/or
 - c. Conflict with the District's policies, regulations, and procedures.
2. All requests for the use of school buildings and/or grounds and other District facilities by any outside organization, to include staff representing an outside organization or an activity outside the course and scope of their employment, are subject to the District's Board policies, administrative regulations and procedures, and rental fee schedules, as well as applicable city and county ordinances including those regarding licensure, and state and federal laws and regulations.
3. The District prohibits:
 - a. Bullying, cyber-bullying, harassment, sexual harassment, and/or discriminatory practices, to include those based on race, color, religion, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, genetic information, veterans or military status, marital status, disability or the presence of any sensory, physical or mental handicap by outside groups in the use of its facilities.
 - b. Discrimination against any youth group listed in Title 36, as a patriotic society, (i.e. Boy Scouts of America) from access to public school facilities use.

4. Priority of Use (See Administrative Procedure 7121A, Terms and Conditions / Fee Schedule, for additional information)
 - a. For District-developed indoor facilities, playgrounds, and fields, priority of use will be given as follows:
 - i. District-sanctioned or school-sponsored programs and activities;
 - ii. District-recognized teams and organizations;
 - iii. Non-profit or government-sponsored programs and activities solely for youth, including youth sports, or non-profit organizations which serve adults and children with disabilities;
 - iv. All other programs and activities solely for youth;
 - b. All other programs and activities including general public groups, organizations, businesses, or private citizens. For jointly developed facilities priority of use will be given as follows:
 - i. District sanctioned and/or school-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. District-recognized teams and organizations;
 - iv. Non-profit programs and activities solely for youth;
 - v. Other programs and activities solely for youth;
 - vi. All other programs and activities.
5. Fee Schedule
 - a. The District utilizes a four-tier structure for determining fees to be assessed for the use of buildings, rooms, playgrounds, athletic fields, and other District facilities. The tier structure and fees schedule enables the District to recoup labor costs incurred when facilities are used outside of regular building hours, for field/grounds maintenance and repair, or when the District incurs extra utility, cleaning, or supervision costs. In all cases, where the use of a custodian(s), school police, or site supervision occur outside normal operational hours, labor costs shall be assessed. (See Administrative Procedure 7121A, Terms and Conditions / Fee Schedule, for additional information)
 - i. Tier I – No room or field fee charges shall be assessed during normal operational hours, weekends, or holidays.

- ii. Tier II - Subject to minimal fee charges for use during normal operational hours, weekends, or holidays.
- iii. Tier III - Subject to fee charges for use during normal operational hours, weekends, or holidays.
- iv. Tier IV - Subject to a set fee per season for the use of outdoor fields for practice and/or games/competitions. This applies to District-recognized teams and organizations only. Such teams and organizations must have prior approval and been established as a "recognized" team through the District's Student Activities and Athletics Department.

6. Application Process

- a. Arrangements for rental of a facility are to be made through the principal or designated site administrator of the school or other facility concerned, except in cases of emergency.
 - i. The site administrator 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.
 - ii. To the extent possible, the site administrator will provide continuity for existing programs from year to year.
 - iii. 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 District's priority of use guidelines.
- b. If the site administrator provides preliminary approval to the application, he/she will place on the application the applicable rental fees according to the District's rental fee schedule.
- c. The site administrator shall forward the application, proof of liability insurance, and any applicable fees 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 District.

7. General Terms and Conditions

- a. The full terms and conditions associated with the community use of District facilities can be found in associated documents to this Regulation:

Administrative Procedure 7121A, Terms and Conditions / Fee Schedule, and Administrative Form 7122, Application for Use.

- b. The photographic reproduction (photography, filming, and/or videotaping) of school programs, students, staff, or District facilities for commercial purposes by non-District personnel is generally prohibited. Exceptions may be made with the approval of the Office of Communications. Examples of potential exceptions include, but are not limited to, requests by the media and/or for educational purposes.
- c. The District may negotiate cooperative agreements with Washoe County and the cities/communities within Washoe County for the joint use of school facilities and park and recreation facilities immediately adjacent to schools, in accordance with state laws and regulations.
- d. Violation of any of the terms and conditions conveyed by any Board Policy or Administrative Regulation of the District may result in the Facility Use Agreement being deemed to be null and void.
- e. No reservations will be made until a properly completed application, is approved by the site administrator and the Facilities Management Department, Housekeeping Division. Copies of the application, proof of insurance, and any other necessary documentation shall be maintained in accordance with the District's records retention schedule.
- f. In compliance with the terms of the District's Facility Use Agreement (Administrative Procedure 7121A, Terms and Conditions / Fee Schedule), 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. 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.
- g. When Nutrition Services' facilities are to be used by an applicant, the Nutrition Services Department will be notified by the site administrator. The Nutrition Services Department, in conjunction with the site administrator, will determine if personnel are needed, appropriate arrangements will be made, and appropriate charges will be administered.
- h. Requests must be submitted to the Superintendent for the use of 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.

- i. 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 District building or on 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. District-owned vehicles may not be assigned for use by non-school groups, except under lease agreements with other public entities.
 - k. The 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 and when the grounds are not being used by a District activity or an outside organization who has rented the facility. The 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. 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.
 - m. Use of decorations or scenery or moving of furniture or the storing of any property is prohibited unless special permission is given.
 - n. Nothing shall be sold, given, exhibited, or displayed without permission.
 - o. All approved applicants understand and acknowledge that the District reserves the right and authority to prohibit the use of its facilities for any Approved Applicant and its members, without prior notice and for any period of time in the event circumstances arise that may impact the health, safety or welfare of individuals in using the District's facilities. Such circumstances include, but are not limited to, fire, flooding, severe weather conditions, poor air quality, hazardous materials spills and building/facility integrity. The preceding list of possible circumstances is illustrative only and is not intended to be exhaustive.
8. Athletic Field Use
- a. High school varsity football fields, soccer fields, and baseball/softball diamonds/fields are generally excluded from regular league play and practices. For league championships and other events, when deemed

appropriate by the school principal, these fields may be available on a case-by-case basis.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 7120, Community Use of School Buildings Facilities
 - b. Administrative Procedure 7121A, Facility Use Agreement Terms and Conditions / Fees Schedule
 - c. Administrative Procedure 7122, Facility Use Application

2. This regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code, to include:
 - a. Chapter 388, System of Public Instruction
 - i. NRS 388.121 – 388.145, Provision of Safe and Respectful Learning Environment
 - b. Chapter 393, School Property, and specifically:
 - i. NRS 393.071 – 393.0719, Use of School Property for Public Purposes

3. This regulation complies with federal laws and regulations, to include:
 - a. (Boy Scouts of America) Equal Access Act
 - b. Section 504 of the Rehabilitation Act of 1973
 - c. Title II of the Americans with Disabilities Act
 - d. Title VI of the Civil Rights Act of 1964
 - e. Title IX of the Educational Amendments Act of 1972

REVISION 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	2.0	Revisions

06-13-1995 09-09-1997 12-18-2000 01-23-2001 06-27-2006		
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
2/7/2020	5.0	Revised to align to revised terms and conditions and updated application