

## **Use of School Facilities**

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.

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.

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

### **School or Child-Related Groups or Other Government Agencies**

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

**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. Nonprofit Groups**

Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district may charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes.

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.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate.

**Commercial Enterprises**

Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

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.

Cross References: Policy 3422

Student Sports – Concussion and Head Injuries

Legal References: [RCW 4.24.660](#)

Liability of school districts under contracts with youth programs

[RCW 28A.230.180](#)

Educational and career opportunities in the military, student access to information on, when

Lynden School District No. 504  
BOARD POLICY

No. 4260

[RCW 28A.320.510](#)

[RCW 28A.335.150](#)

[RCW 28A.335.155](#)

[20 USC Sec. 7905](#)

[34 CFR Sec. 108.6](#)

[AGO 1973 No. 26](#)

Night schools, summer schools,  
meetings, use of facilities for  
Permitting use and rental of  
playgrounds, athletic fields,  
or athletic facilities  
Use of buildings for youth  
programs — Limited  
immunity  
Boys Scout of America Equal  
Access Act  
Equal Access to Public School  
Facilities For The Boy Scouts  
of America and Other  
Designated Youth Groups  
School districts — Use of school  
facilities for presentation of  
programs — Legislature —  
Elections

Management Resources:

*Policy and Legal News*, February 2014

*Policy and Legal News*, July, 2013

*Policy and Legal News*, June 2013

*Policy News*, December 2011

*Policy News*, August 2009

Other updates/corrections

Equal access to K-12 campuses  
law goes into effect

Use of School Facilities policy  
clarification

Changes in WSSDA's *Policy  
Reference Manual*

Concussion and Head Injuries  
Legislation

Adoption Date: August 25, 1994

Revised: June 19, 1997

Revised: March 16, 2000

Revised: June 26, 2002

Revised: October 26, 2006

Revised: January 8, 2015

Revised: September 18, 2025