

Use of School Facilities by Staff Members Outside of Regular School Hours

Any Lake Stevens School District employee who wishes to use school district facilities at times other than regular school hours (including nights, weekends and non-school days) may do so provided:

- Prior approval from the building principal, athletic office or Communications Department is granted; and
- The events or activities are reserved, and approved, through SchoolDude.

Liability insurance will be required under the following categories:

Event Type:	District	Community Education	Liability insurance required from outside entity (LSJAA, LSBC, Little League, PTA, etc.)	Purple & Gold (LSHS Only)	Private insurance
In season sports and off-season practice/workout	X				
Camps or classes		X			
After hours events and off season sports			X*		
Fundraising Tournaments				X*	
Private tutoring					X

*If the public is invited, custodial or facilitator presence may be required and clean up fees will be applied. Custodial and/or facilitator fees may be applied for all hours outside of normal shift times including holidays, school breaks and weekends (Note: Only Lake Stevens High School has a Saturday custodial shift).

District events: Facility will be used for events and activities directly related to school work or athletics

Community Education: Camps or classes should be arranged well in advance to allow for coordination and promotion. Contact the Communications Department at 425-335-1668 to discuss your plans. All money will be collected and managed by Communications staff members through the Community Education Program.

Outside entity: Teachers or coaches booking events for outside groups for off-season activities should book the event under the outside group and its insurance. Refer to Facility Use Policy 1410.

Purple & Gold (LSHS Only): Work with Purple & Gold if you are interested in having the booster club manage your tournament or activity. All money must be collected and managed by P&G.

Private Instruction/Tutoring: Prior approval must be obtained by the building principal for programs that allow for personal profit i.e., private class offerings/tutoring, etc. These sessions must be booked, and approved, in SchoolDude. Private liability insurance is required and a facility use fee may apply. Contact the Communications Department at 425-335-1668 for facility use information.

Remember:

- Unless there is a facilitator or custodian present, facility users assume full responsibility for building security.
- Terms and conditions: Users agree to comply with all Lake Stevens School District Board policies.