



Building Bridges to the Future

Riverview School District Comprehensive Review Regarding Facility Use **May 26, 2014**

During the past several months, internal (district) and external (surrounding district) research was conducted concerning the use of district facilities for students, staff, parents, and community organizations. Research included:

1. Completing comprehensive research in surrounding districts and sharing results with the School Board during a Work Study conducted on March 11th. The superintendent elicited School Board input for further in-district analysis and research with a goal of making recommendations concerning facility use, fees, and communication moving forward;
2. Conducting research in-district on identifying what groups rent indoor facilities and outdoor fields before school, after school, and on weekends;
3. Conducting research in-district on the hours groups rent indoor facilities and outdoor fields before school, after school, and on weekends;
4. Determining what student groups use indoor and outdoor facilities before school, after school, and on weekends;
5. Conducting research on how many hours students use indoor and outdoor facilities before school, after school, and on weekends;
6. Competing an assessment on if facilities and fields are available to interested rental groups;
7. Reviewing current protocol for renting the ESC Assembly Hall and making decisions on future use, purpose, hours, and parameters based on the review;
8. Evaluating the fee structure for all facility rentals and making a request to the School Board to approve any recommended changes;
9. Analyzing if building additional gym space on school property is a possibility and, if so, under what conditions; and
10. Reviewing communication of information concerning facility use and initiating changes based on the review.

Comprehensive research was completed in surrounding school districts.

Fees for facility use were similar in almost every fee category. Access to facilities both in terms of hours and use of fields, classrooms, furniture, tables, chairs, equipment, etc. was similar to the average of districts surveyed.

Results/Conclusion: Fees should remain the same except the initial facility use processing fee and the hourly custodial rate. The initial facility use fee should be lowered from \$25 to \$15 per application. The hourly custodial fee, when applicable, should be increased by \$2 per hour to match district custodial salaries.

Research was completed in-district on what external groups are renting indoor facilities and outdoor fields before school, after school, and on weekends.

Results/Conclusion: For a reliable and valid sample size, the entire first semester of the 2013-2014 school year was used to study district-wide indoor and outdoor facility use. Facilities were consistently used by community groups or individuals as early as 6:00 a.m. and as late as 11:00 p.m. The total district-wide hours for Community/Private functions was 1,295 hours for indoor building facility use and 246 hours for outdoor facility use accounting for 1,541 total hours. The total district-wide hours for School District functions was 2,310 hours for indoor building facility use and 500 hours of outdoor facility use accounting for 2,810 total hours.

External Individual and Community Groups using the facilities included but were not limited to the following:

- Private Individual Usage
- Private Schools
- Numerous Arts Organizations
- Service Club Meetings
- Foundations such as Riverview Education Foundation
- Non-profits such as Snoqualmie Valley Community Network and Friends of Youth
- For-profits
- PTSA
- Churches
- Boys and Girls Sports including but not limited to basketball, football, volleyball, baseball, fast pitch, soccer, gymnastics, AAU Girls and Boys Basketball, Redmond Boys and Girls Club (various),
- Boys and Girls Clubs
- Boy Scouts of America

- Girl Scouts of America
- Local Businesses
- YMCA
- Fundraisers
- State and Regional Conferences

Internal Student and Staff Groups using the facilities before or after school or on weekends included the following:

- Club and Activity Meetings and Events
- After School Enrichment and Intervention Classes
- Summer School
- Sports
- ASB
- Drama
- Music Rehearsals and Concerts
- Visual Arts
- Extended Day
- Homework Club
- School Events Such as Curriculum Nights, STEM Nights, etc.
- Parent Conferences
- Student Seminars for Career Planning and College Preparation

A review was conducted on the current protocol standards for renting the Educational Service Center (ESC) Assembly Hall.

Results/Conclusion: The Riverview Educational Service Center Assembly Hall has become a school district and community hub for a wide variety of events. Hours of usage before or after business hours or on weekends for first semester of the current school year include 175 hours for School District functions and 167 hours for Community/Private functions.

The typical types of School District and Community/Private functions follow:

School District: Cedarcrest High School (CHS) Drill Team Practices, District and Regional Training, Professional Development and Committees, CHS AP Testing, Special Events including Student Social Events and Dances, Art Expositions, Band and Choir Concerts, Drama Productions and Dinner Theater, Multi-District Student Conventions and Job Fairs.

Community and Private: Receptions including Weddings and Memorials (Note that per state law, alcohol is not allowed on district property at any time), Private School Events, City Use, Community Events and Celebrations, Service Club Meetings,

Concerts, Theater, Gymnastics, Judo, Law Enforcement and/or Fire Department Training.

When the Educational Service Center was purchased and prior to occupying the facility, what is now known as the Assembly Hall was referred to as a Gym for a short period of time while the district reviewed potential school and community use of the facility. We have come to learn that this label created some confusion with patrons prior to opening the building. The facility has been referred to as the Assembly Hall since occupancy. This describes the primary purpose of the facility, “a place where people can congregate; a very large room used to hold public meetings, to stage shows, etc.; a very large room in a school facility that is used for regular meetings of students and staff.”

The Assembly Hall hours of potential use for community and private groups will occur outside of business hours, beginning at 5:00 p.m. on weekdays, with weekend availability at all hours. School events such as Drill Team Practices will always be prioritized for facility use per the district facility use policy. Business hours at the Educational Service Center occur from 8:00 a.m. until 4:30 p.m. with a half-hour needed at the end of the work day for transition and preparation for potential community use.

The facility can be used for a variety of events, meetings, shows, fairs, plays, concerts, celebrations, weddings, workshops, memorials, receptions, and other events. Ball sports or any sports involving throwing or swinging solid objects will not be allowed in the facility for a variety of reasons including:

- Expense of transitioning the facility for specific use
- Ability to schedule events in the facility so district-wide gym use can be prioritized and maximized for sports use
- Damaging the facility and equipment
- Risk of injury
- Insurance and liability issues identified through an independent risk assessment

However, there are many athletic uses the facility can and does accommodate, including basic dance and ballet, aerobics, jump rope, martial arts, drill team, tumbling gymnastics, training exercises, etc.

An analysis was conducted on the current need for gym space expansion in the Riverview School District.

Results/Conclusion: In evaluating if current facilities are meeting district and public needs, the conclusion is that facilities are meeting the needs. Besides groups not getting preferred times and preferred facility locations, to our knowledge, all groups needing gym or time have been accommodated under district policy.

An analysis was conducted on the future of gym space expansion in the Riverview School District.

Results/Conclusion: Currently there is no plan in the short-term future (1-2 years) to put a bond measure out to voters for approval of the building of additional facilities, including gymnasium space in the Riverview School District. The district will continue to monitor and project student growth and plan for facility expansion accordingly through the district's six-year capital facilities plan that is updated on a yearly basis.

A review was completed regarding communication and access of information concerning facility use.

Results/Conclusion: Generally, communication has gone well with our facility rentals. The district has received consistent positive feedback from community users on response time, respectful communication, and flexibility. The district made a variety of improvements this year, including standardizing and expanding elementary facility use evening hour availability district-wide. In addition, the district added access to the Cedarcrest High School Batting Cages for community use. Additional improvements to be implemented for the 2014-2015 school year include the following:

- Clearer communication of information about who to contact for what concerning facility use on the district website.
- Clearer communication about when facilities are available for community use will be posted on the district website.
- Closer monitoring of facility users to ensure that they are using the facilities they have reserved to ensure maximum availability.
- Incorporating the Utility Surcharge Fee into the total fee to avoid confusion.
- Removing the Damage Deposit Fee from the Educational Service Center Assembly Hall fees to make the process more efficient for users. Instead, any damage charges will be assessed subsequent to facility use.
- Updating and simplifying Facility Use Fee Schedules and Facility Use Forms.