



# Everett Christian School

## FACILITIES USE POLICY

Last updated: 2025

Everett Christian School facilities and equipment are to be primarily used to meet the mission, vision, and curriculum of ECS. Although ECS facilities are not generally open to the public, we sometimes make our facilities open to school families, alumni families and other Christ-centered organizations. Generally, priority shall be given to school members, their immediate families, and organized groups that are part of the organization or sponsored activities of ECS. The ECS Board, Administration or designee must approve all uses of ECS property to ensure that its use meets the mission and vision of the school.

### **Compliance With Mission**

Facility use will not be permitted to persons or groups holding, advancing or advocating beliefs or practices that conflict with the school's mission, vision and statement of belief. These are summarized in, among other places, the school's bylaws, handbooks and in various places on its website at [www.everettchristian.org](http://www.everettchristian.org). Individuals and groups who rent ECS facilities must promptly disclose any potential conflicts of purpose and/or beliefs to the school Administration or Board. This policy is consistent with our belief that allowing ECS property and facilities to be used for purposes that we determine are contrary to the school's mission and vision would be an endorsement of those purposes and a contradiction of the school's mission, vision and statement of faith. Further, it is important that the school present a consistent message to the community and that school staff and members conscientiously maintain that message as a part of their Christian life and worldview.

### **Facility Use Hours**

Facilities are available to use during non-school hours and when there is no ECS event scheduled (Christmas program, sporting event, etc.). ECS-sponsored events take priority over other facility uses.

### **Scheduling Events**

Facility use requests must be made to the ECS Administrator through the [ECS School Use Request Form](#). The event will be reserved and placed on the calendar only when the ECS Board, Administrator or designee approves the use.

### **Fees**

The use fee is \$400 for activities lasting up to 4 hours, with a \$250 refundable security deposit. Payment must be made no later than 1 week before the scheduled event, unless previously arranged with ECS. Longer rental agreements shall follow these general fees and may require a larger security deposit.

### **Responsibilities**

At the time of application, the requestor must agree to the General Release and Waiver attached to the School Use Request Form. The school also reserves the right to require a certificate of insurance from the renter for their event or use of school property.

The renter is solely responsible for any damages incurred during its use of school property. The school is not responsible for theft or damage to personal property brought onto the premises.

In the event that unforeseen circumstances necessitate a previously approved event be moved off school property, the school will give prompt and proper notification to the renter, and all fees will be refunded.

### **Insurance**

If required by the school, the renter will agree to secure and maintain for the duration of the event commercial general liability coverage in the amounts set forth below from an insurance company licensed to do business in the State of Washington with a rating of A – VIII or better in the most recent AM Best's rating system, in which Everett Christian School is named as additional insured. The renter shall provide the school with a certificate evidencing such coverage no less than thirty (30) days prior to the event, and such coverage shall not be changed without the prior approval of the school.

Such coverage shall be in limits no less than the following:

- a. \$ 1,000,000.00 for injuries, including death, sustained by one person;
- b. \$ 1,000,000.00 for injuries, including death, to two or more persons;
- c. \$ 100,000.00 for property damage;
- d. \$ 500,000.00 automobile liability for all owned and hired autos;

The renter shall also provide applicable workers compensation insurance for their employees, as required by applicable law. All coverage provided hereunder shall be endorsed to be primary to and non-contributory of any valid collectable insurance of Everett Christian School.

### **Facility Use Guidelines**

1. Use of the school is subject to a signed and approved [ECS School Use Request Form](#) prior to reservation.
2. The school's capacity limit of 105 must be observed.
3. No alcohol may be served in school facilities.
4. Smoking (of any kind) in any indoor school facility is strictly prohibited.
5. Groups are restricted to only those areas of the facility that the group has reserved with approval.
6. Groups are restricted to use of only the school-owned equipment, furniture, and other materials that the group has reserved with approval.
7. All consumable goods must be provided by the requesting party.
8. The requesting party is responsible for all setup and cleanup duties. School equipment, including tables and chairs, must be returned to original placement unless arranged prior to the event.
9. Food and beverages in classrooms are prohibited.
10. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on school premises. Any person exhibiting such behavior will be required to leave the premises.
11. No dangerous items are allowed on school property.
12. Adult supervision is required at all times.
13. All trash must be placed in wastebaskets located throughout the school.
14. All lights must be turned off and doors locked upon departure.