The Monroe School District is pleased to be able to reopen our schools for facility use in a safe manner that meets all applicable safety requirements and guidance. Monroe’s number one priority is the health and safety of our staff and students. To that end, we have established some additional facility requirements and expectations for reservations:

1. Face Coverings/Masks: correct use of cloth face coverings or masks helps prevent the spread of COVID-19 and is required when indoors at K-12 facilities for all school personnel, students, and visitors. [K-12 Schools Requirements 2021-2022 (wa.gov)](https://www.wa.gov). Violation may result in the cancellation of your reservations.
2. Create a written procedure or plan for employee and volunteer safety and participant interaction and keep the plan updated as guidance is revised. Provide a copy of the plan to the district.
3. Facility use reservations must align with our Monroe Education Association (MEA) agreement. We will not be scheduling facility use reservations during contract hours. Reservations will take place after 5:00 pm.
4. With the exception of the gymnasium, no more than one community user per space will be rented in a building per day.
5. Approval will be based on available custodial staffing. We will provide two days’ notice if there is a staffing shortage. We can reschedule the event or provide a refund.
6. Weekend facility use will incur custodial charges at the rate listed on the website.
7. Reservations and fees need to be submitted and paid at least two weeks prior to the event.

Be aware that any changes in COVID-19 mandates (before or day of your event at any school facility rental) that renders your event non-compliant regarding school policies or state mandates, your facility use may be cancelled or rescheduled to align with new mandates.

By signing this document, you are agreeing to the plan, retaining all necessary paperwork, and upholding the facility use agreement. In the event that the safety plan is not followed or there are violations, your facility use may immediately be cancelled and no refunds will be provided.

Signed:
Representative of Private/Non-Private Youth Sports or Activities Organization and Title

Printed: ___________________________ Date: ___________________________
Representatives of Private/Non-Private Youth Sports or Activities Organization and Title Facility use reservations will not be approved until the guideline statement is signed, facility use plan is submitted and fees have been paid. Any questions please contact our facility use staff at: facility-use@monroe.wednet.edu