



LETTER OF UNDERSTANDING

THIS *LETTER OF UNDERSTANDING* is made and entered into by and between EVERETT PUBLIC SCHOOLS, hereinafter the "District" and the CITY OF EVERETT, hereinafter the "City," *pursuant to the authority granted the District and City in the Interlocal Agreement between the parties regarding cooperative use of facilities, equipment, and personnel dated Sept. 7, 1999.*

Exhibits A thorough K are attached and intended to define the unique and specific purpose and details regarding program management and responsibilities related to the individual facility use.

RELATIONSHIPS

Nothing contained in this agreement shall establish an employee - employer relationship between the City and the District or its students. The City and District shall be solely responsible for the conduct, supervision, and instruction of their respective employees and volunteers while on-duty at the facilities during the program hours and locations identified within the attached exhibits.

DURATION

This *Letter of Understanding* shall commence on *the final date of signature of this Letter of Understanding* and extend two years from the final signature date.

TERMINATION

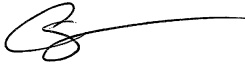
Either party may terminate this *Letter of Understanding* with or without cause at any time by giving at least thirty (30) days written notice to the other party.

ENTIRE UNDERSTANDING

This *Letter of Understanding* shall constitute the entire agreement of the parties and no other written, oral or other agreement shall be binding on the parties: provided, however, the *Interlocal Agreement* shall apply. Any conflicts or inconsistencies between the *Interlocal Agreement* and this *Letter of Understanding* shall be controlled by the *Interlocal Agreement*.

CITY OF EVERETT

EVERETT SCHOOL DISTRICT



Ian B. Saltzman

Cassie Franklin, Mayor

Dr. Ian Saltzman, Superintendent

Date: 09/27/2023

Date: 09/27/2023

ATTEST:



Marista Jorve, City Clerk

Date: 09/27/2023



EXHIBIT A
Use of Everett School District facilities by the City of Everett
for the purpose of:

Conducting Official City Business

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of District facilities for official city business use by City employees.

PROGRAM MANAGEMENT

For consistency and continuity one (1) District representative and one (1) Park representative shall be identified as the liaisons for all requests for District facilities for purposes other than those covered under separate letters of understanding.

RESPONSIBILITIES

The City shall be responsible for:

- A. Providing one (1) City representative to liaison with the District.
- B. Submitting the required signed paperwork as identified by the District liaison.
- C. All set up, clean up and take down of facilities.
- D. Picking up a key/access pass, for use of the requested facility as required by the District.
- E. Returning the facility key/access pass, when applicable, the next business day after use of the facility.
- F. Securing facility after use is complete.
- G. Adequate adult supervision at all times during City use of District facilities.
- H. Compliance with District use requirements. An application may be revoked at any time under any of the following circumstances:
 - a. It is found to contain false or misleading information.
 - b. An individual or group, willfully or through gross negligence, mistreats the equipment or facilities or violates any of the regulations established for use of the facility.
 - c. A request may be revoked per District Policy and Procedure #4333.
 - d. An individual or organization is not acting in the best interest of the District.
 - e. Rental is not for a City approved business reason.

- f. An accidental conflict in scheduling reservations occurs.
- I. Requirement of outside contractors to name the District as an additional insured.

The District shall be responsible for:

- A. Identifying and sending all necessary paperwork for facility use.
- B. Providing facility keys/access pass for District facilities.

Exhibit B
Use of Everett School District facilities by the City of Everett
for the purpose of:

Adult Basketball Leagues

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of Adult Basketball Leagues. The Adult Basketball Leagues will be offered to men and women in Everett and surrounding Snohomish County.

PROGRAM MANAGEMENT

The Athletic Maintenance Supervisor for the Everett Parks and Facilities Department has program responsibility for the Adult Basketball League.

RESPONSIBILITIES

The District shall be responsible for:

- A. Providing all necessary paperwork for facility use.
- B. Processing and approval of facilities as requested by the City for program use at no charge to the City. Approval shall be confirmed by July 1st of each calendar year.
- C. Scheduling and confirmation of facility use.
- D. Provision of score boards and score board controllers as made available by the District

The City shall be responsible for:

- A. Submission of facility use paperwork annually for approval by the District.
- B. Funding all expenses related to the program which may include but are not limited to supplies, contract costs, staff wages and benefits, and transportation costs for participants.
- C. Development, management, operation, and supervision of the program.
- D. Supervision as required by City of Everett policy and procedures.
- E. Provision of all equipment and supplies to operate the program.
- G. Use of facility lights as agreed to by Parks and Facilities staff and a school Principal or designated District official.
- H. Requirement of outside contractors to name the District as an additional insured.

EXHIBIT C
Use of Everett School District facilities by the City of Everett
for the purpose of:

Sports Camps

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of Sports Camps. Sport Camps are camps offering a quality learning environment and an opportunity for introductory education on fundamental athletic skills and development.

PROGRAM MANAGEMENT

The Athletic Maintenance Supervisor for the Everett Parks and Facilities has program responsibility for the Sport Camp program.

RESPONSIBILITIES

The District shall be responsible for:

- A. Providing all necessary paperwork for facility use.
- B. Processing and approval of facilities as requested by the City for program use at no charge to the City. Approval shall be confirmed by April 1st.
- C. Scheduling and confirmation of facility use.
- D. Provision of in ground volleyball netting as made available by the District.

The City shall be responsible for:

- A. Submission of facility use paperwork annually for approval by the District.
- B. Funding all expenses related to the program which may include but are not limited to supplies, contract costs, staff wages and benefits, and transportation costs for participants.
- C. Development, management, operation, and supervision of the program.
- D. On-site supervision at an age-appropriate ratio as required by City of Everett policy and procedures.
- E. Provision of all equipment and supplies to operate the program.
- F. Staff training to include a minimum of one staff member on site at all times with a current first aid/CPR age-appropriate certification.
- G. Use of facility lights as agreed to by Parks and Facilities staff and a school Principal.

H. Requirement of outside contractors to name the District as an additional insured.

EXHIBIT D
Use of Everett School District facilities by the City of Everett
for the purpose of:

Tennis Programs

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of tennis courts.

PROGRAM MANAGEMENT

The Athletic Maintenance Supervisor from the Everett Parks and Facilities Department and the Everett School District will work together to schedule the use of District tennis courts other than those referenced in the Clark Park Tennis Court agreement.

RESPONSIBILITIES

The District shall be responsible for:

- A. Maintaining and replacement of tennis nets. Replacement of tennis nets will occur as needed by mutual agreement of both parties.
- B. Cleaning and maintenance of the courts as needed during the school calendar year for the school programs and teams.
- C. Signage which outlines the district use of the courts in relation to hours of use and restrictions, regulations, and rules.
- D. Approval of all requests submitted by the Everett Parks and Facilities department for use of District courts.
- E. Provision of keys to the Everett Parks and Facilities department to access any school gates necessary to access the tennis courts.
- F. Costs associated with all utility charges for tennis court use.

The City shall be responsible for:

- A. Ordering, placement, and any costs associated with use of a port-o-let unit if needed for parks department programs.
- B. Regulation of use as defined in the agreement with regard to park hours, regulations and rules for use of the courts, including signage.
- C. Pick-up and cleaning of tennis courts after daily use during scheduled programs.

- D. The provision of adequate adult supervision for all programs conducted on District tennis courts.
- E. Replacement of nets at the expense of the city, at District facilities, due to Parks and Facility program wear and tear on an as needed basis and by mutual agreement.
- F. Requirement of outside contractors to name the District as an additional insured.

Exhibit E
Use of Everett School District facilities by the City of Everett
for the purpose of:

Adult Volleyball Leagues

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of Adult Volleyball Leagues. The Volleyball Leagues will be offered to men and women in Everett and surrounding Snohomish County.

PROGRAM MANAGEMENT

The Athletic Maintenance Supervisor for the Everett Parks and Facilities Department has program responsibility for the Adult Volleyball League.

RESPONSIBILITIES

The District shall be responsible for:

- A. Providing all necessary paperwork for facility use.
- B. Processing and approval of facilities as requested by the City for program use at no charge to the City. Approval shall be confirmed by July 1st of each calendar year.
- C. Scheduling and confirmation of facility use.
- D. Provision of in-ground volleyball netting as made available by the District.

The City shall be responsible for:

- A. Annual submission of facility use paperwork for approval by the District.
- B. Funding of all expenses related to the program which may include but are not limited to supplies, contract costs, staff wages and benefits, and transportation costs for participants.
- C. Development, management, operation and supervision of the program.
- D. Supervision as required by City of Everett policy and procedures.
- E. Provision of all equipment and supplies to operate the program.
- G. Use of facility lights as agreed to by Parks and Facilities staff and a school Principal or designated District official.
- H. Requirement of outside contractors to name the District as an additional insured.

Exhibit F
Use of Everett School District facilities by the City of Everett
for the purpose of:

Adult Recreational Sports Leagues

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of Adult Recreational Sports Leagues. The Adult Recreational Sports Leagues will be offered to men and women in Everett and surrounding Snohomish County.

PROGRAM MANAGEMENT

The Athletic Maintenance Supervisor for the Everett Parks and Facilities Department has program responsibility for the Adult Recreational Sports Leagues.

RESPONSIBILITIES

The District shall be responsible for:

- A. Providing all necessary paperwork for facility use.
- B. Processing and approval of facilities as requested by the City for program use at no charge to the City. Approval shall be confirmed by July 1st of each calendar year.
- C. Scheduling and confirmation of facility use.

The City shall be responsible for:

- A. Submission of facility use paperwork annually for approval by the District.
- B. Funding all expenses related to the program which may include but are not limited to supplies, contract costs, staff wages and benefits, and transportation costs for participants.
- C. Development, management, operation and supervision of the program.
- D. Supervision as required by City of Everett policy and procedures.
- E. Provision of all equipment and supplies to operate the program.
- G. Daily facility light maintenance as agreed to by Parks and Facilities staff and a school Principal or designated District official.
- H. Requirement of outside contractors to name the District as an additional insured.

EXHIBIT G
Use of Everett School District facilities by the City of Everett
for the purpose of:

Community Outdoor Recreation Access

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of community outdoor access at schools located in “park deficit areas.” The community outdoor access at schools will be available to all community members in Everett and surrounding Snohomish County.

RESPONSIBILITIES

The District shall be responsible for:

A. Providing free community outdoor access at the following schools:

- Emerson Elementary
- Garfield Elementary
- Hawthorne Elementary
- Jackson Elementary
- Lowell Elementary
- View Ridge Elementary
- Madison Elementary
- North Middle School
- Whittier Elementary

B. Outdoor spaces at schools are generally open for community use after school hours unless needed for school activities or rented by community organizations. This includes community access to school outdoor spaces after hours.

This includes athletic fields, playfields, tracks, covered play areas, playgrounds, and play equipment.

Gates will be left unlocked and accessible for community use in the evenings and through the weekend.

Grass fields throughout the district may be closed at certain times when undergoing regularly scheduled grounds renovation activities such as aerating, thatching, fertilizing or overseeding.

Everett Public Schools strives to provide equitable access to the community of district fields, playgrounds and covered play areas. There may be times that facilities must be closed to use due to vandalism, maintenance, or poor field conditions. Everett Public Schools will hang signage when grass fields throughout the district may be closed when

undergoing regularly scheduled grounds renovation activities such as aerating, thatching, fertilizing or overseeding.

EXHIBIT H
Use of City of Everett facilities by the Everett School District
for the purpose of:

Conducting Official School District Business

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of City facilities for official school district business use by District employees.

PROGRAM MANAGEMENT

For consistency and continuity one District representative and one Park representative shall be identified as the liaisons for all requests for Parks and Facilities facility use by the District.

RESPONSIBILITIES

The District shall be responsible for:

- A. Providing one District representative to liaison with the Parks and Facilities Department.
- B. Submitting the required signed paperwork as identified by the Parks and Facilities liaison.
- C. All set up, clean up and take down of facilities.
- D. Picking up a key/access pass, for use of the requested facility at the Recreation Office in Forest Park, 802 E Mukilteo Boulevard, during business hours at least one business day prior to facility use date.
- E. Returning the facility key/access pass, to the Recreation Office, the next business day after use of the facility.
- F. Securing facility after use is complete.
- G. Adequate adult supervision at all times during District use of City facilities.
- H. Compliance with City use requirements. An application may be revoked if any of the terms, conditions and requirements provided on the facility rental paperwork are not met. Revocation of an application can also occur under the following circumstances:
 - a. Rental is not for a District approved business reason.
 - b. An accidental conflict in scheduling reservations occurs.

The City shall be responsible for:

- A. Identifying and sending all necessary paperwork for facility use.
- B. Providing facility keys/access pass for park facilities.

EXHIBIT I
Use of City of Everett facilities by the Everett School District
for the purpose of:

Soccer Practices and Games

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of district sponsored high school soccer games and practices. The District soccer program, in terms of this letter of understanding, is defined as facility use of the soccer fields at the Kasch Park Athletic Complex for any District high school soccer team program. Annual use of field numbers 2 and 3 Monday through Friday between 2:00 p.m. – 5:30 p.m. as scheduling allows. Weekend use may be available as determined by city staff.

PROGRAM MANAGEMENT

The Everett School District coaches have program responsibility for the soccer program.

RESPONSIBILITIES

The District shall be responsible for:

- A. Submission of use requests to include dates and times to be approved by the City.
- B. Funding of all expenses related to the program which may include but are not limited to supplies, contract costs, coaches/staff wages and benefits, and transportation costs for participants.
- C. Development, management, implementation, and supervision of the high school soccer team.
- D. On-site supervision at an age-appropriate ratio as required by District policy. The District shall ensure those providing on-site supervision meet all legal and District policies in regard to supervision.
- E. Provision of all equipment and supplies to operate the high school's soccer team program.
- F. Compliance with the requirement that all coach/staff training include a minimum of one District employee on-site at all times with a current first aid/CPR age-appropriate certification.

- G, Compliance with litter and garbage pick up to ensure facility is left in the same condition after District use as immediately prior to District use.

The City shall be responsible for:

- A. Scheduling and confirmation of facility use.

EXHIBIT J
Use of City of Everett facilities by the Everett School District
for the purpose of:

Cross Country Team Use

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of District sponsored cross country meets. The cross-country program, in terms of this letter of understanding, is defined as facility use of the Lowell Riverfront Trail or other trails as deemed appropriate for any Everett School District cross country team program. Use is between the months of September and October inclusive and consists of no more than three meets immediately after school hours, Monday through Friday inclusive.

PROGRAM MANAGEMENT

The Everett School District coaches have program responsibility for the cross-country team program.

RESPONSIBILITIES

The District shall be responsible for:

- A. Submission of use requests to include dates and times to be approved by the City.
- B. Funding of all expenses related to the program which may include but are not limited to supplies, contract costs, coaches/staff wages and benefits, and transportation costs for participants.
- C. Development, management, implementation, and supervision of the cross-country team.
- D. On-site supervision at an age-appropriate ratio as required by District policy. The District shall ensure those providing on-site supervision meet all legal and District policies in regard to supervision.
- E. Provision of all equipment and supplies to operate the meets.
- F. Compliance with the requirement that all coach/staff training include a minimum of one District employee on-site at all times with a current first aid/CPR age-appropriate certification.
- G. Compliance with litter and garbage pick up to ensure facility is left in the same condition after District use as just prior to District use.

- H. Use of temporary chalk for course marking and removal of markings after the last meet of the season.

The City shall be responsible for:

- A. Scheduling and confirmation of facility use.

EXHIBIT K
Use of City of Everett facilities by the Everett School District
for the purpose of:

Everett, Cascade and Jackson High School Golf Team Use

PURPOSE

To facilitate a cooperative working relationship between the District and the City in the provision of the high school golf teams' program at Legion Memorial and Walter Hall Golf Courses. This is a District sponsored high school golf program and is offered annually between the months of February - May inclusive.

PROGRAM MANAGEMENT

The City's golf management company General Manager will coordinate golf course facilities for Everett, Cascade and Jackson High School's golf program and will be reviewed by the City of Everett Parks and Facilities Department.

RESPONSIBILITIES

The District shall be responsible for:

- A. Coaching and supervision of all golf teams participants.
- B. Sign up and registration according to District policies.
- C. Creating and submitting to the City's management company General Manager a practice schedule showing dates, times, and locations no later than February 1st annually.
- D. Providing supervision of students, at all times, while at the golf course.
- E. Coordinate within the first week of the season with the General Manager the number of students in each division as tryouts take place.
- F. Assuring the coaches meet with the General Manager at least 45 days prior to the start of the season to book their schedule. The District will provide information relating to the estimated number of tee times needed for tryouts, practices and matches.
- G. Informing the Golf Course General Manager at least 24 hours in advance when pre-arranged rounds will not be used by the high school golf team.

The City, through its management company, shall be responsible for overseeing golf course operations related to:

- A. Coordination and scheduling of dates and times available for tryouts and all team competitions.
- B. Scheduling requests for tournaments between schools.
- C. Informing students of the Joe Richer Junior Golf Club.
- D. Track number of rounds and other desired information for reports.
- E. Allocate a maximum of 1500 rounds annually with no more than 850 rounds being played at any given course per year for the high school golf teams. Rounds are limited to Monday-Thursday. A round is defined as either nine or 18 holes.












Facility use agreement_9-20-2023_SD

Final Audit Report

2023-09-27

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