

## Facility Use Application & Agreement to Use School Facilities

The School Board of Directors wishes to encourage use of school facilities by the community as long as use is of lawful purpose and does not interfere with the conduct of the district's educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and the current schedule of user fees. Funds may be charged for the use of school facilities to ensure that funds intended for education of children are not used for other purposes. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district's interest, or due to the level of previously scheduled use.

Eatonville School District No. 404 complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, marital status, disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's: Title IX/Chapter 28A.640 RCW Officer: Cathy A. Bryant, Eatonville School District, PO Box 698, Eatonville, WA 98328. 360-879-1000. Section 504/ADA Coordinator: Cristin Blaskowitz, Eatonville Special Services, 211 Rainier Ave. N., Eatonville, WA 98328. 360-879-1800

Name of Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Number of Teams/Participants: \_\_\_\_\_ Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Specific Facility/School Requested: \_\_\_\_\_

Nature and Purpose of Activity: \_\_\_\_\_

Total Due to be Paid at District Office \$ \_\_\_\_\_

<b>Please Circle:</b>	Classroom	Stage	Auditorium	Gym
	Cafeteria	Athletic Field	Library	Kitchen
	Computer Rm.	Conference Room	Multipurpose Rm.	Stadium

**Dates to be used From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Time of Day/Evening:** From \_\_\_\_\_ AM / PM To: \_\_\_\_\_ AM / PM

**Will Admission be charged?** NO YES      **Will custodial services be needed?** NO YES  
 Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs and performing routine clean up.

**Circle Equipment Needed:** Chairs Tables Flag Podium Screen Microphone/Sound Equipment Other \_\_\_\_\_

**Facility Rental Fee Schedule Provided Upon Request For Use Of Facilities:**

1. Fill out Facilities Application and turn into Facilities for approval, 224 Mashell Ave. N. 360-879-5501
2. Proof of insurance will be requested and fees will be assigned. Note: Fees are due at time of approval.
3. Take approved application with amount fee's due to District Office at 200 Lynch Street for receipt (8:00am to 3:00pm)
4. Make arrangements with Facilities for entrance to building.

\* The person or organization entering into a rental agreement with the School District for the use of school facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all the rules and regulations. The application further agrees to reimburse the School District for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of school district facilities or equipment will be reported to School District authorities immediately.

\* In accordance with Chapter 28A.355 RCW, private nonprofit groups serving youth are required to provide proof of bodily injury coverage of no less than \$50,000 per occurrence/\$100,000 aggregate. For-profit, business groups are required to provide proof of general liability coverage of no less than \$1 million dollars per occurrence. The School District must be named as additionally insured on said policy. Coverage cannot be cancelled or reduced without thirty(30) days written notice to the district. (Low-cost Special Events Liability Insurance is available through the School District's carrier.)

\*The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the School District and its officer, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the district.

**I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Rules and Regulations

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of Pierce County, the Town of Eatonville, and the State of Washington.
- Use of alcohol, tobacco, and /or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities. Reference: RCW 28A.210.310 & RCW 28A.770
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law. Reference: RCW 9.41.250
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the District has been granted. Groups or individuals cannot use district-owned expendable supplies.
- Applicants are responsible for special set up requirements and clean up, unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental, less expenses incurred, by the district in connection therewith.

### FOR SCHOOL DISTRICT USE ONLY

Approved       Disapproved      Category    I    II    III    IV

Single Event     School year     Summer       Days     Evenings     Saturday     Sunday & Holiday

Certificate of Insurance:     Requested     Received      Facility/Building Rental Fee \$ \_\_\_\_\_

Per Hour /Event =\$\_\_\_\_\_ Other charges \$\_\_\_\_\_ **Total due upon approval of application \$\_\_\_\_\_**

Signature of Facilities Coordinator: \_\_\_\_\_ Date \_\_\_\_\_