

FACILITY USE AGREEMENT
Application to Use School Facilities

The School Board of Directors wishes to encourage use of school facilities by the community as long as use is lawful purpose and does not interfere with the conduct of the district's educational programs...

NAME OF ORGANIZATION Pacific County Board of Commissioners
CONTACT NAME Natasha Nesbitt NUMBER OF TEAMS/PARTICIPANTS 50
ADDRESS P.O. Box 187, South Bend, WA DAYTIME PHONE 875-9337
NATURE AND PURPOSE OF ACTIVITY Community Forum
SPECIFIC FACILITY/SCHOOL REQUESTED

- Classroom, Stage, MS Commons, Commons, Gym, Computer Rm., Athletic field, Library, Stadium, Kitchen

DATES TO BE USED 7/9/2013 TO 7/9/2013 DAY OF WEEK Tuesday

TIMES OF DAY/EVENING: FROM 5:00 AM/PM TO 8:00 AM/PM

WILL CUSTODIAN SERVICES BE NEEDED? No. WILL ADMISSION BE CHARGED? No.
(Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs and performing routine cleanup.)

EQUIPMENT NEEDED: [x] Chairs [x] Tables [] Flag [] Podium [] Screen [x] Microphone [] Projector

FACILITY RENTAL FEES will be determined by the latest established rental rates. Payments of charges shown on the application form are to be made to the district within 30 days.

AGREEMENT AND INSURANCE

The person or organization entering into this agreement with School District for the use of 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 rules and regulations.

In accordance with Chapter 28A.335 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 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.

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 _____

SEE REVERSE SIDE

NASELLE HS

RULES AND REGULATIONS

- Applicant/organization is responsible for the safety and conduct of its participants and spectators. Applicant further acknowledges that it is responsible for apprising any participants as to any inherent or known risks from the activity or venue and ensuring that they understand such risks prior to participating.
- 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 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.
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
- 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 expense incurred by the district in connection therewith.

FOR DISTRICT USE ONLY

Approved Disapproved

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 Billed \$ _____ Date Billed ____/____/____

Signature of District/Building Facilities Coordinator _____ Date _____

Naselle High School

Fax - 560-942-3416

Policy No. 4260F
Community Relations

RAYMOND SCHOOL DISTRICT
APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

Group/Individual Making Request Pacific County Board of Commissioners Date 8/1/2013

Type of Meeting, Name of Course, etc. Community Forum

Approximate Number Attending 50 Is meeting open to public? Yes

Name of Contact Person Natasha Nesbitt

Address P.O. Box 187, South Bend Phone 875-9337

Facility Desired (Cafeteria, Classroom, Gym) Cafeteria

Date(s) Desired 8/13/2013 Time: From 5:00 pm To 8:00 pm

Key(s) Issues _____ Date (Keys) to be Returned _____

Name of school district employee present during use of facilities _____

Equipment Desired (P.A. System, Audio-Visual Equipment, Tables, Chairs, etc.) Tables/Chairs
P.A./Audio

THE ABOVE APPLICATION FOR USE OF SCHOOL FACILITIES IS APPROVED
SUBJECT TO THE FOLLOWING REGULATIONS:

Liabilities and Procedures:

1. Application for use of school facilities shall be made through the principal's office.
2. The superintendent shall determine a fee schedule applicable for use of District facilities. The fee schedule shall be evaluated on an annual basis. The superintendent shall make any reduction or waiver of the fee.
3. Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of the adequate supervision will be agreed upon at the time the authorization is issued.
4. Alcoholic beverages and other narcotics will not be permitted in school facilities or on school property at any time. Smoking is not permitted on school property.
5. All applicants for the use of District facilities shall hold the District free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of District facilities. Also, in the event that property loss or damage is incurred during such use or

- occupancy, the amount of damage shall be decided by the superintendent based on actual costs of repair including labor and materials. A bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
6. The superintendent possesses the authority to make the final decision on use of school facilities by a group. However, the group may appeal such decision to the Board of Directors.
 7. Because of the value of the District's playing fields to the community's total recreational opportunity, the fields may be used by all residents. However, the use must be appropriate and compatible with each playfield and its surrounding area. Such use shall not result in destruction, damages or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage.
 8. Due to the liability factor, when students are using the weight room, a qualified adult must be in attendance.
 9. Only designated individuals shall be issued a key. The key shall be issued only for the duration of the use and shall be turned in when the use is completed. A Facilities Use Form will be approved prior to the key being issued.
 10. If individuals given a key are found to misuse the privilege of having the key, the following consequences will take place:
 - a. The individual will conference with the principal. The situation will be discussed and the problem will be solved. If deemed deemed necessary by the principal, the individual's key will be returned.
 - b. Such problems could result in the individual not being issued another key in the future.
 - c. If key(s) should be lost, the individual is responsible for the cost of replacement of the keys and any additional costs incurred in maintaining the security of the facility.
 11. To insure that appropriate security measures are understood, the principal will instruct each person checking out a key and/or using the facility in the following areas: Building security, appropriate supervision of individuals during the activity, proper care (including janitorial cleanup) of the portion of the facilities which are to be used, and consequences if appropriate rules are not followed.
 12. Individuals using the facility will be responsible for their own medical coverage in case of accident or injury and will hold the district harmless of any medical damages. The district cannot and will not provide participant coverage for those individuals using the facilities.
 13. Individuals using the facility will be restricted to occupying only designated areas and will not be allowed to loiter in non-designated areas.
 14. In using gyms, the user will see that all participants use standard approved gym shoes. Gym shoes worn outside and into the gym are unacceptable.

15. Facilities should be signed for at least THREE school days before date requested.

Anticipated Financial Obligation:

1. A custodian or authorized staff member must be on the premises for insurance purposes when any nonschool group is using a District facility.
2. The user will assume additional expenses incurred for cooks, janitors, or supervisors when it becomes necessary to pay salaries beyond regular hours or it becomes necessary to clean an area not properly cleaned by user.
3. Use of the kitchen requires a child nutrition services staff person to supervise the kitchen during the activity. The user will assume the expense for the staff person not to exceed \$24.50 per hour. In addition, there will be a non-refundable \$25.00 fee for kitchen use by non-school groups.

Refundable Damage/Cleaning Deposit \$100 (may be waived for non-commercial use)

Anticipated Charges:

Please see attached letter.

Garbage Fee _____ \$25.00 _____

Food Service _____ hours @ _____ per hour = \$ _____

Custodial _____ hours @ _____ per hour = \$ _____

Audio/Visual _____

Special Instructions _____

Total anticipated cost	_____
Deposit received	_____
Receipt#	_____

The renter/user Pacific County agrees to indemnify and hold harmless Raymond School District #116, its appointed and elected officials and employees while acting within the scope of their duties as such, from and against all claims, demands, loss, liability of any kind and character, including costs of defense, arising out of or in any way connected with the renter/user's use of the school facilities specified in this Agreement.

This form shall be signed and returned to the superintendent or his/her designee prior to any use by the renter/user of school facilities covered by this Agreement.

BY SIGNING BELOW THE GROUP/INDIVIDUAL HEREBY AGREE(S) TO ABIDE BY THE ABOVE REGULATIONS AND ALL OTHER TERMS OF THIS AGREEMENT. I UNDERSTAND THAT THE ABOVE COSTS ARE ESTIMATES AND ACTUAL COSTS MAY VARY ACCORDING TO USE.

By _____ (Group or Individual Making Request)

RAYMOND SCHOOL DISTRICT

By _____ Date Approved _____
Building Principal

By _____ Date Approved _____
Superintendent

Revised October 2003