

Issaquah School District No. 411 (www.issaquah.wednet.edu)  
Attn: Facility Use Scheduler  
565 N.W. Holly Street  
Issaquah, WA 98027-2899  
Telephone: 425-837-7127  
Fax: 425-837-7614

Date received by District \_\_\_\_\_

**PLEASE SUBMIT AT LEAST TWO (2) WEEKS IN ADVANCE**

**Please complete, sign and return to the address listed above or fax, along with a Certificate of Insurance. A Confirmation will be mailed or e-mailed to your address listed below.**

Please list ALL requested dates (attach sheet if necessary): Today's Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Circle day(s) of the week M T W TH F S SU

Actual Time of the Event: \_\_\_\_\_ to: \_\_\_\_\_

Time entering the building (setup): \_\_\_\_\_ Time leaving the building (cleanup): \_\_\_\_\_

School Requested: \_\_\_\_\_ Room(s): \_\_\_\_\_

Type of Meeting/Activity: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Age of Participants: \_\_\_\_\_

Is food being served? Yes / No Is access to kitchen needed? Yes / No

Setup needs: # of chairs: \_\_\_\_\_ # of tables: \_\_\_\_\_ Other: \_\_\_\_\_

Please indicate type of setup (row seating, u-shape, tables/chairs, etc.): \_\_\_\_\_

Additional requests: \_\_\_\_\_

**Group Requesting Facility:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Is your group registered as a non-profit agency in the State of Washington? Yes / No

**PAYMENT OF FACILITY USE FEES:** The building rental fees are listed on the reverse side of this form. Confirmation of rental will include all fees. If the rental time exceeds the time listed on this application, additional fees will be billed accordingly after the event.

Applicant agrees to the terms and conditions, as listed above and on the reverse side of this form and in the Issaquah School District Policy and Procedure 4260 and 4260P - Community Use of District Facilities.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Applications will be accepted for the following school year on June 1. Applications will be processed after school events and those groups that are given priority as established by the Issaquah School District Facility Use Policy.*

District Approval \_\_\_\_\_ Reservation # \_\_\_\_\_ Date \_\_\_\_\_  
Certificate of Insurance \_\_\_\_\_ Proof of Status \_\_\_\_\_

# Facility Use Application

**AGREEMENT**

The signatory hereby makes application to the Issaquah School District No. 411, for the use of school district facilities described on the reverse side of this form and certifies that the information given is correct. The signatory further states that he/she has the authority to make this application and agrees to all of the rules and regulations as stated in Policy and Procedures 4260 and 4250P - Community Use of District Facilities. The applicant agrees to exercise the utmost care in the use of the school premises and property.

**HOLD HARMLESS AGREEMENT**

Except for the district's sole negligence, the facility user shall agree to defend, protect, and indemnify for costs, legal and any and all other expenses or damages and to hold harmless the district, its offers, employees, agents, and directors from any and all claims, liabilities or suits arising directly or indirectly out of the use of the district's facilities.

**CERTIFICATE OF INSURANCE**

All Facility Users will be required to carry general liability insurance for not less than \$1,000,000 bodily injury and \$500,000 property damage. Certificates of Insurance (with Issaquah School District No. 411 listed as an additional insured) must accompany Application.

**RULES AND REGULATIONS** (See Policy & Procedures 4260 and 4260P - Community Use of District Facilities for complete list.)

- Applications are not considered officially approved until a printed confirmation is returned to the applicant.
- At the sole discretion of the district, the district may cancel an approved facility use application if such action is deemed to be advisable or necessary.
- All groups are obligated to notify the district if they cancel a facility use agreement. If the applicant does not give the district a 48-hour notice of cancellation, the applicant will forfeit the facility use fee.
- The District may require that the full rental fee be paid two (2) weeks in advance of the use. In most cases, facility users will be billed monthly.
- All groups must provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group's compliance with all appropriate rules and regulations.
- A paid school district employee must always be in the building during the use of school district facilities.
- Profane language, disruptive conduct or possession and/or use of liquors, drug or narcotics shall not be permitted on school premises. State law prohibits use of all tobacco products on school property in accordance with RCW 28A.210.310.

**FACILITY USE FEES**

Class 1 – Local Non-Profit Youth Groups (65% of participants must live within the Issaquah School District boundaries)

Class 2 – Other Youth & Adult Groups (youth groups not qualified as Class 1, adult non-profit groups, religious organizations, and government agencies)

Class 3 – Commercial Groups

Facility	<u>Class 1</u> Local Non-Profit Youth Group	<u>Class 2</u> Non-Commercial Groups	<u>Class 3</u> Commercial Groups
Classroom	No Charge	\$15.00 per hr	\$30.00 per hr
Library	No Charge	\$20.00 per hr	\$35.00 per hr
Elementary Multi Purpose Room	No Charge	\$20.00 per hr	\$40.00 per hr
Elementary Gym	No Charge	\$20.00 per hr	\$50.00 per hr
Middle School/High School Auxiliary Gym	No Charge	\$20.00 per hr	\$60.00 per hr
Middle School/High School Main Gym	No Charge	\$35.00 per hr	\$80.00 per hr
Middle School Commons	No Charge	\$35.00 per hr	\$55.00 per hr
High School Commons	No Charge	\$35.00 per hr	\$80.00 per hr
High School Theater	No Charge	\$25.00 per hr	\$55.00 per hr
High School Full Stage	No Charge	\$25.00 per hr	\$55.00 per hr
Skyline Theater	\$25.00 per hr	\$45.00 per hr	\$110.00 per hr
Skyline Full Stage	\$25.00 per hr	\$45.00 per hr	\$110.00 per hr
Computer Labs	\$35.00 per hr	\$45.00 per hr	\$80.00 per hr
Elementary/Middle School Fields	No Charge	\$10.00 per hr	\$25.00 per hr
Tennis Courts	No Charge	\$5.00 per hr	\$15.00 per hr
Parking Lots	\$20.00 per day	\$40.00 per day	\$55.00 per day

Custodial Services

Required for all rentals on Saturday and Sunday, after 10:00 p.m. on weekdays or during the summer after 3:00 p.m.

\$35.00 per hr (rate will be calculated based upon the time entering/leaving the building, plus 1½ hours, 3 hour minimum)

\$54.00 per hr (holiday overtime rate)

Energy Fee

Elementary \$15.00 per hr\*

Middle/High School \$20.00 per hr\*

Kitchen

Technician \$32.00 per hr

District-Owned Equipment

The district reserves the right to assess a fee for equipment such as piano, audio/visual equipment, etc.

Theatre

Stage Manager \$30.00 per hr

Student Stage Tech. \$13.00 per hr

Extensive Setup Fee

Any group requiring extensive setup and cleanup, or groups larger as a result of increased energy costs. than 100 in attendance will be charged a setup fee of \$35.00.

\*These rates can be adjusted without prior notification

INITIAL \_\_\_\_\_