

Issaquah School District No. 411 (www.issaquah.wednet.edu)

Attn: Facility Use Specialist
 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 read, complete and sign both the application and Field Use Regulations and Guidelines. Return both along with a Certificate of Liability Insurance and Additional Insured Endorsement listing the Issaquah School District as an additional insured. Application can be emailed, faxed or mailed to the address above. A Confirmation will be emailed to you.

Dates/Time Requested: (attach list if necessary)

<u>Date</u>	<u>Start/End Times</u>

<u>Date</u>	<u>Start/End Times</u>

Type of Activity: _____

Circle One: Adult Youth

Group Requesting Facility: _____

Billing Address: _____

City/State/Zip Code: _____

Contact Name: _____ Telephone #: _____

E-Mail Address: _____ Cell#: _____

PAYMENT OF FACILITY USE FEES: The building rental fees are listed on the reverse side on 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.

AGREEMENT: Applicant agrees to the terms and conditions as listed on the reverse side of this form and in the Issaquah School District Policy and Procedure 4330; Community Use of District Facilities.

Signature: _____ Date: _____

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

PLEASE CHECK THE FOLLOWING AREAS YOU ARE REQUESTING:

Circle One	Issaquah High School Liberty High School Skyline High School
	Field, Track, Restrooms
	Lights
	Locker Room
	Press Box/PA
	Scoreboard Equipment

	Concession Stand
	Issaquah Baseball Field (Turf)
	Issaquah Softball Field #1
	Issaquah Softball Field #2
	Liberty Baseball Field
	Liberty Softball Field
	Skyline Baseball Field (Turf)

District Approval _____ Reservation # _____ Date _____

AGREEMENT AND CERTIFICATE OF INSURANCE

The signatory hereby makes application to Issaquah School District No. 411, for use of school district facilities described on this document and certifies that the information given in the application is correct. The signatory 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. The applicant further agrees to reimburse the School District for any damage 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 facilities or equipment will be reported to district authorities immediately.

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. A Certificate of Liability Insurance **and an Additional Insured Endorsement** listing Issaquah School District as an additional insured must accompany the Stadium Use Application. PROVIDING THE ADDITIONAL INSURED IS MANDATORY!

_____ (initial) **The applicant agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the school district and/or designee.**

_____ (Name of program), a community athletic program, verifies that it does not discriminate against any person on the basis of sex in the operation, conduct or administration of its program. _____ (initial)

HOLD HARMLESS AGREEMENT

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 officers, 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 School District.

RULES AND REGULATIONS GOVERNING AFTER-SCHOOL USE OF STADIUM COMPLEXES AND FIELDS (See Policy/Procedures 4260/4260P - Community Use of District Facilities for more information.)

- Applications must be submitted at least two (2) weeks in advance of a scheduled use. Applications shall not be considered officially approved until a printed confirmation is returned to the applicant.
- 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.
- Minimum stadium rental is two (2) hours on school days and three (3) hours on non-school days.
- A Field Supervisor must be on duty during field/stadium use by all non-school groups.
- All users are obligated to notify the district if they must cancel a stadium or field reservation. If the user does not give the district 48 hours' notice to the Central Facility Use Scheduler at 425-837-7127, the user will still be required to pay the facility use fees.
- At the sole discretion of the district, the district may cancel an approved stadium use application if such action is deemed to be advisable or necessary.
- Please refer to Policy/Procedures 4260P - Community Use of District Facilities, page 6-7, for more information regarding field regulations and general requirements.

FACILITY USER CLASSIFICATIONS:

Class 1 - Local Non-Profit Youth Groups

Class 3 – Other Youth & Adult Groups (youth groups not qualified as Class 1, adult non-profit groups, religious organizations and government agencies)

Class 4 – Commercial Groups

Stadium Complex Fee Schedule

Facility	Local Non-Profit Youth Groups	Other Youth & Adult Groups	Commercial Groups
Field/Track/Restrooms/ Field Supervisor	\$50.00 per hr	\$60.00 per hr	\$275.00 per hr
Lights	\$30.00 per hr	\$30.00 per hr	\$30.00 per hr
Locker Room ¹	\$165.00 per event	\$165.00 per event	\$165.00 per event
Press Box & PA System	\$30.00 per event	\$30.00 per event	\$30.00 per event
Scoreboard Equipment	\$30.00 per event	\$30.00 per event	\$30.00 per event
Concession Stand ²	\$30.00 per hr	\$30.00 per hr	\$85.00 per hr

High School Baseball and Softball Field Fee Schedule

	Local Non-Profit Youth Groups	Other Youth & Adult Groups	Commercial Groups
Field Use (Grass) – PCMS only	\$20.00 per hr	\$25.00 per hr	\$75.00 per hr
Field Use (Turf)	\$35.00 per hr	\$45.00 per hr	\$155.00 per hr
Full Field Prep	\$15.00 per event	\$15.00 per event	\$15.00 per event

¹ Use of the locker room is restricted unless advance approval has been granted.

² Use of the concession stand is restricted unless advance approval has been granted. ASB has first priority to run the concession stand.



Access to Issaquah School District facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee. Please return to the ISD, attention: District Facilities Specialist, prior to your group's first practice/competition.

Issaquah School District Compliance Statement for HB 1824, Youth Sports-Head Injury Policies
(attach to any building/facility use request form)

_____ requests the use of an Issaquah School
(Name of Organization)
District facility, for the following school years: ____/____.
(example: 2009/2010)

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parent/guardian of home and visiting teams have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death or one person and at least \$100,000 due to bodily injury or death to two or more persons.

By signing below, I certify that I have read the above, understand its content, and agree to its terms.

Representative of Private Non-Private Youth Sports Group

Date

FACILITY USE

FIELD USE REGULATIONS and GUIDELINES

School fields may be used during non-school hours in accordance with the following conditions. As a general rule, district staff may not be required to be present. The following regulations must be followed for continued use of the fields.

- Groups must adhere to the start and finish times on their confirmation.
- Change fee of \$5.00 will be applied for revisions made to original confirmation.
- Grounds will not be subjected to undue damage or wear.
- Groups are responsible for field clean up at the end of their use. Remove all trash in the area to the trash cans. If cans are already full, please take trash with you.
- All organized use of school district fields must have adequate adult supervision during the activity. The customer organization is responsible for the conduct of participants and spectators.
- Solicitation is not permitted on school property. Solicitation is defined as any activity promoting, selling or advertising a product, service, membership or support of an organization or group. This includes leaving signage on school property.
- Please do not throw, hit or kick balls into cyclone fencing or backstops.
- Access to a building by persons using the field is prohibited unless special arrangements have been made. Field access to a building may involve the assessment of charges(s). Users may be required to provide portable toilets.
- All applicable fire and safety laws must be observed. Open flames are strictly prohibited. Liability insurance for bodily injury of participants and spectators or for property damage to school district facilities is the responsibility of the customer organization.
- No animals are allowed on Issaquah School District fields or property.
- Smoking, possession of alcoholic beverages and illegal drugs is prohibited on Issaquah School District property.
- It is the league/organization's responsibility to insure that all team coaches, managers, parents and players understand the regulations and guidelines. Failure to follow regulations and guidelines will result in cancellation of field use.
- Footwear appropriate to the surface must be worn. Only coaches, participants, officials and authorized personnel are permitted on the playing field.
- NO food or drinks other than water are allowed on turf fields or track.
- NO sunflower seeds or gum are allowed on turf fields.

- Use of sharp objects on the artificial turf is prohibited. Care should be exercised in moving equipment to avoid cutting or snagging the turf.
- The organization, group or person that made the reservation must give notice at least two (2) business days prior to the scheduled date to cancel the event. Failure to follow this policy will require the customer organization to pay any expenses incurred by the school district.
- The customer organization is financially responsible for damage or vandalism to school district property during its sponsorship activities. If it is necessary for the school district to repair damages or clean the premises, the customer organization will incur the costs.

I have read and understand the above stated terms considered to be the provisions of this reservation and agree to abide by them. I understand it is my responsibility to relay these terms to all persons present at the activity. It is also my responsibility to immediately report any damage to Issaquah School District property to the Facility Use Specialist. I indemnify Issaquah School District, its agents and/or employees from all liabilities for any injuries and/or damages incurred by any person involved in or observing any activity performed pursuant to this reservation.

Signature: _____

Date: _____