

SERIES 4000: Community Relations

**Form: 4260F1
FACILITY USE APPLICATION**

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
Email: schwindenc@issaquah.wednet.edu

Date received by District _____

PLEASE SUBMIT AT LEAST TWO (2) WEEKS IN ADVANCE

Please read, complete and sign application. Return both pages along with a Certificate of Liability Insurance and an Additional Insured Endorsement. Application can be emailed, faxed or mailed to the address above. A Confirmation will be emailed to your address listed below.

Please list ALL requested dates (attach sheet if necessary): _____

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: _____

Billing Address: _____

City/State/Zip Code: _____

Contact Name: _____ **Telephone:** _____

E-Mail Address: _____ **Cell Phone:** _____

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 & Additional Insured Endorsement _____ Proof of Status _____

Facility Use Application

AGREEMENT AND CERTIFICATE OF INSURANCE

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 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. Certificates of Insurance listing Issaquah School District No. 411 as additional insured and an Additional Insured Endorsement must accompany Application.

_____(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 (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 – Non-Profit Enrichment Classes (Classes where a tuition fee is charged)

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

Facility	<u>Class 1</u> Local Non-Profit Youth Group	<u>Class 2</u> Non-Profit Enrichment Class	<u>Class 3</u> Non-Commercial Group	<u>Class 4</u> Commercial Group
Classroom	No Charge	\$5 per hr	\$15.00 per hr	\$30.00 per hr
Library	No Charge	\$5 per hr	\$20.00 per hr	\$35.00 per hr
Elementary Multi Purpose Room	No Charge	\$5 per hr	\$20.00 per hr	\$40.00 per hr
Elementary Gym	No Charge	\$5 per hr	\$20.00 per hr	\$50.00 per hr
Elementary Outdoor Space	No Charge	\$5 per hr	\$10.00 per hr	\$15.00 per hr
Middle/High School Aux Gym	No Charge		\$20.00 per hr	\$60.00 per hr
Middle/High School Main Gym	No Charge		\$35.00 per hr	\$80.00 per hr
Skyline High School – Lg Gym	No Charge		\$50.00 per hr	\$80.00 per hr
Middle School Commons	No Charge	\$5 per hr	\$35.00 per hr	\$55.00 per hr
High School Commons	No Charge		\$35.00 per hr	\$80.00 per hr
Computer Labs	\$35.00 per hr		\$45.00 per hr	\$80.00 per hr
Middle School Grass Fields	\$10.00 per hr		\$15.00 per hr	\$25.00 per hr
Tennis Courts	No Charge		\$5.00 per hr/court	\$15.00 per hr/court
Parking Lots	\$20.00 per day		\$40.00 per day	\$55.00 per day

Custodial Services

Required for all rentals on Saturday and Sunday 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/video equipment, etc.

Extensive Setup Fee

Any group requiring extensive setup and cleanup, or groups larger than 100 in attendance will be charged a setup fee of \$35.00. (Weekdays only)

*These rates can be adjusted without prior notification as a result of increased energy costs.