

**Form: 4260 F1
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
Email: rentals@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, 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 Regulation and Procedure 4260 and 4260P - Community Use of District Facilities.

Pursuant to the WASHINGTON ELECTRONIC AUTHENTICATION ACT, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect or enforceability solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect and enforceability of the electronic signature. You hereby swear that you are the parent or legal guardian of the above named student and that the information is accurate to the best of your knowledge.

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 Regulation.

District Approval _____ Reservation# _____ Date _____

Certificate of Liability Insurance & Additional Insured Endorsement Proof of Status _____

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 Regulation and Procedures 4260 and 4260P - 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.

INSURANCE REQUIREMENTS:

All Facility Users are required to have the following insurance requirements in place prior to reserving a facility.

- Commercial General Liability limits of \$1,000,000 per occurrence - \$2,000,000 General Aggregate.
- \$2,000,000 Products/Completed Operations Aggregate
- Issaquah School District 411 is required to be added as an "Additional Insured" on the Commercial General Liability policy along with the *Additional Insured Endorsement*.
- You will turn in two documents (1) *Certificate of Liability Insurance*, and (2) *Additional Insured Endorsement*. These **both** should name the Issaquah School District as follows:

Issaquah School District 411
565 NW Holly St
Issaquah, WA 98027

- In addition the Certificate of Liability Insurance should also list the Certificate Holder as

Issaquah School District 411
565 NW Holly St
Issaquah, WA 98027

The *Certificate of Liability Insurance* and *Additional Insured Endorsement* must accompany this Facility Use 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 Regulation & 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 – Priority (1A) District/school sponsored groups or (1B) In-season interschool extracurricular sports or activities. No charge shall be made for the use of school facilities, except when the service required will result in an additional expense to the District. In such cases, a charge equal to the additional cost shall be made, e.g., custodial fee, special equipment arrangements, kitchen employees, energy costs. Energy charge will be assessed during weekend use only.

Class 2 – ISD Affiliated Non-Profit Groups and Local Non-Profit Youth Groups

Class 3 – Non-Profit Enrichment Classes (classes where a tuition fee is charged), Other Non-Profit Youth /Adult Groups (youth groups not qualified as Class 2, adult non-profit groups, religious services, private schools, preschools, colleges, universities, and government agencies)

Class 4 – Commercial Groups/ Other Functions

Facility	Class 2	Class 3	Class 4
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	No Charge	\$20.00 per hr	\$40.00 per hr
Elementary Gym	No Charge	\$20.00 per hr	\$50.00 per hr
Elementary Outdoor Space	No Charge	\$10.00 per hr	\$15.00 per hr
Elementary/Middle School	No Charge	\$15.00 per hr	\$30.00 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
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
Tennis Courts	No Charge	\$5.00 per hr/per court	\$15.00 per hr/per 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 2:30 p.m.

\$40.00 per hr (rate will be calculated based upon the time entering/leaving the building, plus 1 ½ hours, 3 hour minimum with a \$175.00 holiday surcharge)

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 if necessary i.e., piano, audio/video equipment, etc.

Weight Room

\$15.00 per hour

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 annually without prior notification as a result of increased energy costs.