

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

Attn: Facility Use Scheduler

5150 220TH Ave SE

Issaquah, WA 98029

Telephone: 425-837-7127

Email:

ShomakerB@issaquah.wednet.edu

Date received by District

PLEASE SUBMIT AT LEAST TWO (2) WEEKS IN ADVANCE

A Certificate of Liability Insurance, an Additional Insured Endorsement Page and proof of tax-exempt status is also required two (2) weeks in advance of rehearsal or performance.

Please complete and sign application, read and initial Agreement regarding Rules & Regulations on page two (2). 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 the address listed below.

Date of Application: _____ School Requested: _____

Date(s) Requested for Rehearsal: _____

Date(s) Requested for Performance: _____

Event Time: From: _____ To: _____

Time Entering the School: _____ Time Leaving the School: _____

Name/Type of event: _____

Number of Performers: _____ Expected Audience: _____ Total: _____

_____ BASIC THEATER RENTAL – Includes theater seating, house lights and stage in front of curtain.

_____ FULL THEATER RENTAL – Entire theater (including full stage) (equipment varies among schools).

_____ COMMONS

Microphone (2 available) \$25 /per day Standard Stage Lighting Fee \$100/per day Piano \$50/per day
 Chairs Available (25) Music Stands Available (25) DVD/Projector \$25/per day

Use and operation of line sets, acoustic shell, sound and light equipment requires technicians as determined by Theater Manager.

(3 Hour Minimum)

Stage \$20/per hr.

Lighting \$20/per hr.

Sound \$20/per hr.

Group Requesting Facility: _____ Non-profit: <input type="checkbox"/> Or Commercial <input type="checkbox"/> Billing Address: _____ City/State/Zip Code: _____ Contact Name: _____ Telephone: _____ E-Mail Address: _____ Cell: _____
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PAYMENT OF FACILITY USE FEES: The building rental and personnel 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 on the reverse side of this form and in the ISD Regulation and Procedure 4260 and 4260P - Community Use of District Facilities.

Signature: _____ **Date:** _____

District Approval: _____ Date: _____ Reservation: _____

Certificate of Insurance & Endorsement Page: _____ Proof of Status: _____

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 Regulation and Procedures 4260 and 4260P - 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.

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
5150 220th Ave SE
Issaquah, WA 98029

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

Issaquah School District 411
5150 220th Ave SE
Issaquah, WA 98029

The *Certificate of Liability Insurance* and *Additional Insured Endorsement* must accompany the Facility Use Application.

RULES AND REGULATIONS (See Regulation and Procedures 4260 and 4260P for complete list)

- Applications are not considered officially approved until a confirmation is emailed 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 weeks in advance of the use. In most cases, facility users will be billed monthly. If more time was used than originally scheduled, additional charges will be added.
- All groups must provide sufficient 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.
- No food or drink is allowed in the theatre/black box at any time.
- No glitter, haze or fog machines are allowed.
- Only blue masking tape allowed in theatre and/or on walls.
- 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, drugs, narcotics, firearms, or flammable liquids 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 - District/School Oriented Groups (**No fee**)

Class 2 - Local Non-Profit Youth Groups (75% of participants must live within the Issaquah School District boundaries)

Class 3 - 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 and other Functions (Includes both for profit and non-profit organizations that charge admission and/or participant fees and/or have as a purpose the generation of income for the host group or individual(s).

Facility	Class 2	Class 3	Class 4
	Local Non-Profit Youth Groups	Other Non-profit Youth/ Adult Groups	Commercial Groups/ Other Functions
Black Box	No Charge	\$15.00 per hr.	\$30.00 per hr.
Classroom/Practice Room	No Charge	\$15.00 per hr.	\$30.00 per hr.
Dressing/Green Room	No Charge	\$15.00 per hr.	\$30.00 per hr.
High School Commons	No Charge	\$35.00 per hr.	\$80.00 per hr.
High School Full Theater	No Charge	\$90.00 per hr.	\$150.00 per hr.
High School Basic	No Charge	\$55.00 per hr.	\$110.00 per hr.

Custodial Services

Required for all rentals on Saturday, Sunday, and after 10:00 p.m. on weekdays.

\$40.00 per hour* (rate will be calculated based upon the time entering/leaving the building, plus 1½ hours. 3 hour minimum with a \$175.00 holiday surcharge.)

Additional custodial hours will be added if more time is required for clean-up.

Theatre Techs \$20.00 per hour – 3 hour minimum

Kitchen Services If use of kitchen is requested, a kitchen technician will be assigned and a fee incurred.

\$32.00/ per hour – 2 hour minimum

Energy Fee \$20.00 per hour

*** These rates can be adjusted annually without prior notification.**