

Issaquah School District No. 411 [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu)

Attn: Facility Use Scheduler

565 N.W. Holly Street

Issaquah, WA 98027-2899

Telephone: 425-837-7127

Email: [rentals@issaquah.wednet.edu](mailto:rentals@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) and any requested items below (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

<p><b>Group Requesting Facility:</b> _____ <b>Non-profit:</b> _____ <b>or</b> <b>Commercial</b> _____</p> <p><b>Billing Address:</b> _____</p> <p><b>City/State/Zip Code:</b> _____</p> <p><b>Contact Name:</b> _____ <b>Telephone:</b> _____</p> <p><b>E-Mail Address:</b> _____ <b>Cell:</b> _____</p>
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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:** \_\_\_\_\_

"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."

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  
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 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
	<b>Local Non-Profit Youth Groups</b>	<b>Other Non-profit Youth/ Adult Groups</b>	<b>Commercial Groups/ Other Functions</b>
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.