



SHORELINE SCHOOL DISTRICT
Application to use School Facilities
and FACILITY USE CONTRACT

The School Board wishes to encourage the use of school facilities by the community as long as the use is lawful and does not interfere with the district's educational programs, which is the primary purpose of the buildings and grounds. Community use of facilities is subject to the terms of District Policy and Procedures 4330/4330P and the current schedule of user fees. (http://schools.shorelineschools.org/athletics/facility-use-information-procedures/) Funds may be charged for the use of school facilities to ensure that funds intended for education of children are not used for other purposes. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district's interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

NAME/ORGANIZATION \_\_\_\_\_ NUMBER OF PARTICIPANTS: \_\_\_\_\_
CONTACT NAME \_\_\_\_\_ CONTACT EMAIL \_\_\_\_\_
BILLING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_
SPECIFIC SCHOOL REQUESTED \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

NATURE AND PURPOSE OF ACTIVITY \_\_\_\_\_

- Athletic field (grass) \_\_\_\_\_ Conf. Rm \_\_\_\_\_ Custodian \_\_\_\_\_
Athletic field (turf) \_\_\_\_\_ Gym \_\_\_\_\_ Supervisor/Manager \_\_\_\_\_
Track \_\_\_\_\_ Library \_\_\_\_\_ Participation Fee \_\_\_\_\_
Tennis Courts \_\_\_\_\_ Classroom \_\_\_\_\_ Cost for incidentals \_\_\_\_\_
Field Lights \_\_\_\_\_ Stage \_\_\_\_\_ Kitchen (staff required) \_\_\_\_\_
Auditorium \_\_\_\_\_ Theatre \_\_\_\_\_ Parking Lot \_\_\_\_\_
Cafeteria \_\_\_\_\_ Tech Support \_\_\_\_\_

DATE/S TO BE USED \_\_\_\_\_ TO \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_
For weekly series: Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thur \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun \_\_\_

TIME NEEDED: FROM \_\_\_\_\_ TO \_\_\_\_\_ EVENT HOURS: FROM \_\_\_\_\_ TO \_\_\_\_\_

WILL ADMISSION BE CHARGED? \_\_\_\_\_ WILL CUSTODIAN SERVICES BE NEEDED? \_\_\_\_\_
(Custodial services are restricted to unlocking and locking doors, operating lights, providing heat and performing routine cleanup.)

FACILITY RENTAL FEES will be determined by the latest established rental rates. Payments of charges shown on the application form are to be made to the district in advance. Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises.

I have read the rules and regulations on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF BUILDING ADMINISTRATOR \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF DISTRICT ADMINISTRATOR \_\_\_\_\_ Date \_\_\_\_\_

FOR DISTRICT USE ONLY

Contract # \_\_\_\_\_ Class: [ ] A [ ] B [ ] C [ ] D Invoice # \_\_\_\_\_

Certificate of Insurance [ ] Requested [ ] Received Head Injury Compliance Statement [ ] Signed

Facility Rental/Labor Fees \_\_\_\_\_ 15% Surcharge \_\_\_\_\_ Handling Fee \_\_\_\_\_

Total to be Invoiced \_\_\_\_\_

THIS IS NOT AN INVOICE

SEE REVERSE SIDE

**AGREEMENT AND INSURANCE**

The person or organization entering into this agreement with the Shoreline School District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned 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 Shoreline 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.

For-profit, business groups are required to provide proof of general liability coverage of no less than \$1 million dollars per occurrence. In accordance with Chapter 28A.335 RCW, private nonprofit groups are required to provide proof of bodily injury coverage of no less than \$50,000 per occurrence/\$100,000 aggregate. The Shoreline School District must be named as additionally insured on said policy. Coverage cannot be cancelled or reduced without thirty (30) day's written notice to the district.

The applicant agrees that the Shoreline 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 Shoreline 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 Shoreline School District

**RULES AND REGULATIONS GOVERNING USE OF SCHOOL FACILITIES**

1. Application for use of school facilities shall be made with the site administrator at least seven (7) days prior to the date for which facilities are requested. (unless such prior notice is impractical in light of the nature of the event)
2. Applications for use of facilities shall be forwarded to the designated district administrator for determination of fees and final approval.
3. All applications shall be considered according to an established classification schedule and fee schedule as outlined in the District Policy/Procedures 4330/4330P
4. Activities of religious groups must be clearly separated from school sponsored or school related activities.
5. Sponsoring organizations must provide sufficient, competent adult supervision. Security may be required for some activities. Applicant/organization is responsible for the safety and conduct of its participants and spectators.
6. Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities. Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
7. All events will be required to meet the occupancy load and fire & safety regulations of the City of Shoreline and State of Washington.
8. Professional fundraisers representing charities must provide evidence that the fundraiser is recognized by the Philanthropic Division of the Better Business Bureau and is registered/bonded by the State of Washington. Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
9. Building keys will not be issued or loaned on any occasion to anyone other than school personnel.
10. A custodian or other authorized staff member must be on the premises when any non-school group is using school facilities. The user group will be charge for increased staffing caused by their use of the building; the district will determine when additional staff representatives shall be required and will make the determination as to the charges for such staff.
11. It is assumed that the school district will provide for normal janitorial services in connection with the use of facilities.
12. Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application and in accordance with the time specified on the application. Custodians do not have authority to permit use of facilities or equipment not indicated on the application nor to allow for extended times beyond what is indicated on the contract.
13. Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
14. No decorations or application of material to walls or floors will be allowed without the permission of the building principal. Applicants are required to remove at their expense any material, equipment, furnishings or rubbish left after the use of school facilities. Individual schools may compile and post in conspicuous locations other supplemental special rules that are applicable to specific situations and locations.
15. Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors etc.
16. District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals may be charged for expendable supplies.
17. Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant. Facility use is cancelled when facility/building is closed due to an emergency.
18. The applicant/organization, including community athletics programs that use district facilities shall not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The organization will adhere to District Policy/Procedures for Bullying & Harassment 3308/3308P
19. Youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600 (see below)
20. The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

**COMPLIANCE STATEMENT FOR RCW 4.24.660, Youth Sports-Head Injury Policies & Sudden Cardiac Arrest Awareness**

As outlined above, the below representative verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries and sudden cardiac arrest as prescribed by RCW 4.24.660 and chapter RCW 28A.600.190.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Group Name: \_\_\_\_\_