

Facility Use Application

Kittitas School District
601 North Pierce Avenue
Kittitas, WA 98934
Telephone: 509.968.3115
Fax: 509.968.4730

Date received by District _____

PLEASE PROVIDE UPDATED TEAM ROSTERS!!!

PLEASE SUBMIT AT LEAST TWO (2) WEEKS IN ADVANCE

Please complete, sign and return to the address listed above or fax, along with a Certificate of Insurance. A Confirmation will be mailed or e-mailed to your address listed below.

Please list ALL requested dates (attach sheet if necessary): Today's Date: _____

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 (Yes, Kitchen Use Application needs to be completed)

Setup needs: # of chairs: _____ # of tables: _____ Other: _____

Please indicate type of setup (row seating, u-shape, tables/chairs, etc.): _____

Additional requests: _____

Group Requesting Facility: _____

Group Classification (See Reverse Side for Definitions): Class 1 _____ Class 2 _____ Class 3 _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Name: _____ **Telephone:** _____

E-Mail Address: _____ **Fax:** _____

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 Kittitas School District Policy and Procedure 4260 and 4260P - Use of School 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 Kittitas School District Facility Use Policy.

District Approval _____ Date _____

Certificate of Insurance _____ Total Fees _____

AGREEMENT

The signatory hereby makes application to the Kittitas School District, 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 - Use of School 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.

CERTIFICATE OF INSURANCE

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 (with Kittitas School District listed as an additional insured) must accompany application.

RULES AND REGULATIONS (See Policy & Procedures 4260 and 4260P - Use of School Facilities for complete list.)

- Applications are not considered officially approved until a printed confirmation is returned to the applicant.
- The District will process applications and notify requestor within five business days.
- 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 requires the full rental fee be paid in advance of the use. Activities will not be scheduled until the full rental fee is paid.
- Refunds are at the sole discretion of the Kittitas School District and will be initiated with the business office.
- 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 or Adult Groups (25% of youth participants must attend the Kittitas School District, rosters may be requested)
Class 2 – Other Youth & Adult Groups (youth groups not qualified as Class 1, adult non-profit groups, religious organizations, and government agencies)
Class 3 – Commercial Groups

	Class 1 Local Non-Profit Youth or Adult Group	Class 2 Non-Commercial Group	Class 3 Commercial Group
Facility Fee:	No Charge	\$20.00/hr.	\$40.00/hr.
Custodial Fee:	No Charge	\$20.00/hr.	\$40.00/hr.
Extended Custodial Fee*:	\$30.00/hr	\$50.00/hr.	\$70.00/hr.

* Extended Custodial Fee applies to all facility rentals after 10:00 p.m. on weekdays throughout the school year, on Saturdays and Sundays year long, or after 1:00 p.m. during the summer.

For Office Use Only	Instructions/Notes
Rental Fee: \$ _____	
Custodial Fee: \$ _____	
Total Fees: \$ _____	
Receipt Number: _____	

Facility Director Approval: _____ Date: _____ Calendar Entry Date: _____

The Business Office will receive a copy of the application if a fee is charged.