

NORTHSHORE SCHOOL DISTRICT #417
FACILITY USE APPLICATION

Please read and complete all pages of the application and return to Northshore School District, Support Services Center, Attn: Facility Use Specialist, 22105 23rd Drive SE, Bothell, WA 98021-4409. Or FAX to 425-408-7828. Phone: 425-408-7810.

Please allow TEN (10) working days for your application to be processed.

Once permission is granted, a copy of the Facility Use Permit will be issued as a Confirmation. Do not send money with your application - invoices are sent the first week of each month, after your use.

This permit will allow access to the described premises requested and use of the tables/chairs in the room (for additional tables and chairs please contact the Warehouse at 425-408-7870). All other areas are off limits. Please provide your own equipment and supplies. Please keep a copy of your Permit (Confirmation) with you while on campus.

A CURRENT COPY OF YOUR CERTIFICATE OF INSURANCE WITH THE STATED COVERAGE BELOW IS REQUIRED AT TIME OF APPLICATION

Building Requested: Today's Date:

Name of Organization:

Address:

Billing Address (if different than above):

Two (2) Phone Contact Numbers:

EMAIL Address:

Name of Contact & Title:

Type of Activity:

Requested Dates:

Day(s) of week: M T W TH F S SU Group: YOUTH ADULT Time: to (allow for set-up and clean-up)

Room(s): For Sports Groups -# of Teams:

For Gyms at Secondary Sites-Bleachers out: YES or NO Number of Attendees: (use of shower facilities is prohibited)

In consideration for the use of District premises, the permitted assumes all liability for and shall indemnify, hold harmless and defend the Northshore School District #417, its directors, officers, officials, employees and agents as well as their successors and assigns, from and against all loss, damage or expense which the District sustains or incurs, and against any and all claims, demands, suits, and actions whatsoever, including expense of investigation and litigation, on account of injury to or death of persons, including without limitation employees of the District, employees of the permitted, any child or adult visiting or participating in any of the permitted programs or on account of damage to or destruction of property, including without limitation property owned by and property in the care, custody or control of the District during the terms of this permit to the extent caused.

Signature of Applicant Date Name of Organization Requesting Use

PLEASE NOTE:

- (1) This Permit (Confirmation) can be cancelled at any time for school district activities.
(2) Building use will be cancelled when power curtailment is in effect or when there is a closure due to some act or condition out of District control. Northshore School District buildings are not available for community, commercial, school, or youth use during school hours, school functions, vacations, or holiday breaks.

PLEASE READ AND SIGN ON PAGE THREE

**USE OF SCHOOL FACILITIES
RULES AND REGULATIONS**

1. A building use application form shall be completed and returned to the Support Services Office not less than ten (10) working days in advance of intended use for the determination of fees and approval. All applications must include the name of the person who will be responsible for sponsorship, supervision, and security of the facility, to protect premises and property.
2. A paid District employee must always be in the building during and after school use of a school building, but the organization authorized to use the facilities shall assume full responsibility for supervision of the activity involved.
3. All applicable local, state, and federal laws shall be adhered to.
4. Use of alcoholic beverages, tobacco products, profanity, and boisterous conduct on any school premises is prohibited. Bicycle riding, motorcycle riding, roller-blading, and roller-skating are not allowed on school grounds.
5. Proper footwear must be worn on appropriate surfaces. No black sole shoes are allowed.
6. Users are required to remove their excess materials, equipment, furnishings, and rubbish after the use of the facilities and leave the facilities in the same manner and condition in which they found them.
7. The District reserves the right to cancel any use of facilities in order to perform maintenance or in the event of a power curtailment or other situation outside of the District's control. Every effort will be made to give the user twenty-four (24) hour notification.
8. The applicant shall notify the Support Services Office, 425- 408-7810, of any cancellation of previously scheduled event at least forty-eight (48) hours prior to scheduled use. In case of failure to do so, the District may invoice the charges for the time scheduled or a portion thereof.
9. The District reserves the right to cancel or evoke any permit at any time for good cause. In the event of such cancellation or revocation, there shall be no claim or right to damage or compensation on account of any loss, damage or expense whatsoever endured by applicant as a result of such cancellation.
10. No refunds for amounts under \$10.00.
11. Any request for use of special equipment must be referred to an approved by a member of the administrative staff after consultation with the approval by the principal.
12. Rental fees shall be determined by the latest estimated rental rates. Current billings will be mailed out monthly. Prepayments are not accepted. A \$5.00 change fee will be charged for all changes made to the original reservation. A \$5.00 late fee will be charged for all invoices older than thirty (30) days. Permit (Confirmation) will be cancelled for lack of timely payment.
13. Access to facilities will be granted in accordance with the time specified on the permit. All use will stop with sufficient time to vacate the building at the termination time stated on the building permit.
14. The applicant agrees to fully comply in accordance with RCW 4.24.660 and 28A.600 relating to the management of concussion and head injury in youth sports if applicable.

15. The following insurance coverage items are required to rent or lease a Northshore School District facility. A Certificate of Insurance showing the required amount and an endorsement form as outlined below must accompany this application. By signing the application, you agree to provide the following:

- The name insured on the certificate of insurance must match the name on the application.
- \$1 Million per occurrence for Commercial General Liability coverage including Bodily Injury, Personal Injury and Property Damage
- \$2 Million General Aggregate per project
- Workers' Compensation coverage for your employees, volunteers, and/or independent contractors
- Name "Northshore School District, its officials, agents and employees" as additional insured on the Commercial General Liability policy. **NOTE: An Additional Insured endorsement must be issued by the carrier to effectively convey an Additional Insured status to the Certificate Holder. In the event the insurance carrier authorizes the agency to issue an Additional Insured endorsement on its behalf, Northshore School District requires supporting documentation to accompany the agency-issued endorsement such as form CG2011 or equivalent.**
- The following name and address should be used for the Certificate Holder: Northshore School District, 3330 Monte Villa Parkway, Bothell, WA 98021

By signature below, I acknowledge that I have read and understand all the information on this application and have agreed to abide by the rules and terms herein.

Signature of Applicant

Date