

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