



Application for use of School Facilities

Application Date: _____

Please Check All That Apply

- RSD
 City of Renton
 For Profit
 Non Profit

Include 501c(3) Documents

Building Requested

Organization Making the Request

Contact Name

Contact Phone Number

Contact Email

Purpose for Which the Facility Will Be Used (Please Describe)

Approximate Number Expected: _____ Will there be an admission, collection, or funds solicited: Yes No

If so, for what purpose will proceeds be used? _____

Expected gross receipts? _____ What type of supervision will be provided? _____

Are you requesting the use of school facilities for organized youth sports? Yes No

If Yes, The Concussion Head Injury Supplement must be attached. _____(initial)

Specify Facilities Requested (Only those facilities requested will be made available)

- Main Gym
 Auxiliary Gym
 Cafeteria
 Commons
 Auditorium
 Kitchen (Requires additional application)
- Classroom
 Parking Lot
 Restroom
 Library
 Other _____

Beginning Date _____
Ending Date _____
Days of the Week _____
Start Time (Incl. Set-up) _____
End Time (Incl. Clean-up)

Beginning Date _____
Ending Date _____
Days of the Week _____
Start Time (Incl. Set-up) _____
End Time (Incl. Clean-up)

(For more than two date ranges: please attach a separate list of dates, times, and resources requested.)

Billing Name _____
Billing Email

Address _____
Billing Phone

City _____
State _____
Zip Code

Total Charges: _____

The total charges will be calculated by the business office and are based on the board approved fee schedule and the selected resources above. Once submitted and returned to you, please refer to the attached fee worksheet for a breakdown of these charges.

Agreement: *The undersigned hereby makes application to Renton School District No. 403 for use of school facilities described above and certifies that the information given in the application is correct. The undersigned further states that they have the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the Renton School Board and the Principal or Building Manger of the school in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of school premises and property and to save the Renton School District harmless from all liability resulting from use of said facilities and further agrees to use ONLY those facilities indicated above. Applicant further agrees to read and abide by the Rules and Regulations set forth in this application.*

Name: _____
(Requestor)

Name: _____
(Building Principal/Manager)

Signed: _____
(Requestor) _____
(Date)

Signed: _____
(Building Principal/Manager) _____
(Date)

Business Office Approval: _____
Not an Official Contract Until Signed by the Business Office _____
(Date)

Rules and Regulations

1. District facilities may be used for open meetings and performances subject to the policies of the district. District functions shall have priority over community requests for facility use.
2. Applications for all uses of facilities by "non-school groups" shall be submitted to the building principals/managers who shall determine the availability of facilities desired and acquaint the applicant with the existing policies, regulations and service charges. The building principal/manager is not authorized to approve a waiver of fee. The Superintendent or designee possesses the authority to make the final decision on the use of school facilities by a group. Both the building principal/manager and the Superintendent or designee shall approve applications for revenue raising activities.
3. A single application may be made for a series of meetings of like character.
4. The district reserves the right to cancel any permit, and refund the unearned portion of any payment made, at the district's discretion, without explanation.
5. The applicant shall give at least a five (5) business day notice to the building Principal/Manager of any cancellation of previously scheduled facility use. In case of failure to do so, applicant will forfeit deposits and incur charges for expenses.
6. The district reserves the right to reject any applicant without explanation.
7. No use of building or grounds will be granted if the primary purpose is for private or commercial gain, or for advertising purposes, unless approved by the Superintendent or designee.
8. All building use permits shall expire at the close of school year. Applications for use of school buildings during summer, holidays or vacations must be approved by the building principal/manager prior to the close of school.
9. There shall be adequate adult supervision and sponsorship, including police and fire protection surveillance, when necessary.

Use of Building and Grounds

1. The Board of Directors of Renton School District No. 403 considers school buildings and facilities to be public property, which is to be used in the best interest of the entire community. However, school functions will have priority over community requests in processing applications for building use.
2. A paid school district employee or an adult agreeable to the district must always be in the facility during after-school use of the facilities requested. (When a building custodian is engaged, it is understood that the custodian must be paid a minimum of 3 hours overtime which includes 30 minutes to open the building and a minimum of 30 minutes to close and secure the building.)
3. Applications for use of facilities must be filed with the building principal/manager at least three (3) weeks prior to the date of need.
4. Firearms are prohibited in school district buildings and on grounds (RCW28A.600.010).
5. Cancellations must be made five (5) business days in advance of rental date or applicant will be responsible for rental fee and other expenses.
6. The use of tobacco products and alcoholic beverages in school district buildings and on grounds is prohibited (RCW 28A.210.310).
7. Profane language, possession or use of intoxicating beverages, boisterous conduct and betting or other forms of gambling shall not be permitted on school premises.
8. Decorations or application of material to walls or floors must receive written permission of the building principal/manager.
9. Applicants must remove, at their own expense, all materials and equipment or furnishings left after use of school facilities. The school district will provide only normal custodial services in connection with the use of building or grounds.
10. Classroom use during the school year will not be allowed except by special permission of the building principal.
11. Facilities used shall be limited to those specified on the application. Additional or unusual services of the custodian or other district employees must be discussed with the building principal/manager and indicated on the application. Custodians do not have authority to permit use of facilities or equipment not indicated on the application.
12. Rentals must be paid in advance of rental date unless other arrangements are made at the time of application. Other charges shall be paid promptly after billing by the school district. Late payment charges will be assessed to late payments.
13. Approved applications for the use of school facilities shall be revocable at the discretion of the building principal/manager or the Board of Directors and shall not be considered a lease.
14. Tipping of school personnel is not allowed. Only the school district shall pay employees for services rendered in connection with rental of school facilities.
15. Applicants receipting funds from admissions or collections shall leave a financial statement of revenue and expenses with the building principal/manager and Business Office.
16. Gym shoes are required in gymnasiums for all activity-type games such as basketball and volleyball.
17. The application must exercise the utmost care in the use of school premises and must hold the Renton School District harmless from any and all liability resulting from the use of requested facilities.
18. It shall be the applicant's responsibility to report, in writing, to the building principal/manager any accidents or injuries suffered by individuals during the use of school district facilities.
19. Any destruction of school property occurring during applicant's use of district facilities must be reported in writing to the building Principal/Manager.
20. Adequate adult supervision is required for applications to be approved. This shall include proper police and fire protection if necessary.
21. All meetings and functions shall terminate, and facilities vacated by 10 p.m. on school nights unless otherwise approved by the building principal/manager.
22. Facilities will not be made available for any use which might result in undue damage or wear.
23. School equipment cannot be used except by special request and approval by the building principal/manager. No equipment will be removed from a facility.
24. Games of chance and lotteries will not be allowed in district facilities. "Amusement games" as defined by state law are permitted at school and PTA approved functions when licensed.
25. Motor vehicles are to be parked in designated areas only.
26. District kitchen equipment will not be accessed.

Initials:

Insurance Coverage

Prior to using district facilities, showing evidence by providing a Certificate of Insurance, the Applicant, at their own cost, shall secure and maintain through the duration of this contract, Comprehensive General Liability insurance for bodily injuries (including sickness or death) and property damages, with a limit of not less than \$1,000,000 for each accident or occurrence, and general aggregate with a limit of not less than \$2,000,000; Excess/Umbrella coverage with a limit of not less than \$1,000,000; Comprehensive Automobile Liability insurance for Bodily Injury and Property Damage, including Owned, Hired and Non-owned vehicles with liability limits of not less than \$1,000,000; Employers Liability insurance (Washington Stop-Gap) with a limit of not less than \$1,000,000 per occurrence; and Washington State Workers Compensation insurance - Statutory limits. Insurers affording coverage must carry a Best Rating of A- VIII or better. With regards to General Liability, Auto Liability, Excess Liability, Renton School District #403, its directors, officers and employees, shall be a certificate holder and added as additional insured with the following endorsement forms: Additional Insured form CG2011 for Ongoing and Completed Operations, or equivalent; Waiver of Subrogation form CG2404, or equivalent; and Primary and Non-Contributory form CG20010413, or equivalent. Copies of the forms should be submitted with the Certificate of Insurance. The Additional Insured should read: Renton School District #403, its directors, officers and employees, 300 SW 7th Street, Renton WA 98057.

Indemnification

Subject to the following conditions, the Applicant shall defend, indemnify, and hold harmless the School District, the Architect and their respective agents, employees, consultants, successors and assigns ("Indemnified Parties") from and against all claims, damages, losses and expenses, direct and indirect, or consequential, including costs and attorneys' fees incurred on such claims and in proving the right to indemnification, arising out of or resulting from any act or omission of the Applicant, its agents, any of its Subcontractors of any tier, and anyone directly or indirectly employed by the Applicant or Subcontractors of any tier ("Indemnitor"). The Applicant will fully indemnify the Indemnified Parties for the sole negligence of the Indemnitor. The Applicant will indemnify the Indemnified Parties for the concurrent negligence of the Indemnitor to the extent of the Indemnitor's negligence. The Applicant agrees to being added by the School District as a party to any arbitration or litigation with third parties in which the School District alleges indemnification or contribution from an Indemnitor. The Applicant agrees that all of its Subcontractors of any tier will, in the subcontracts, similarly stipulate; in the event any does not, the Applicant shall be liable in place of such Subcontractor(s). PROVIDED FURTHER that the Applicant agrees to waive its immunity under the Washington State Industrial Act (Title 51 RCW). To the extent a court or arbitrator strikes any portion of this indemnification provision for any reason, all remaining provisions shall retain their vitality and effect.

Renton School District Gender Equity Statement

The Renton School District complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective July 26, 2009) that prohibits discrimination against any person on the basis of sex in the operation, conduct or administration of community athletics programs. Third parties who contract with or receive leases or permits from the Renton School District, for a community athletic program are also prohibited from discriminating on the basis of sex. (See <http://www.hum.wa.gov/documents/Brochures/PA091407B.pdf> for a list of prohibited discrimination in public accommodations under state law.)

If you have questions or comments contact Sheryl Moore, Renton School District, Human Resources, 300 SW 7th Street, Renton WA 98057, 425-204-2370.