

REQUEST / AUTHORIZATION FOR USE OF FACILITIES / FIELDS

PLEASE FILL IN ALL HIGHLIGHTED AREAS

1. FACILITY:	AREA(S):
2. REQUESTOR GROUP: (School / TSD Department Name / Outside Organization Name)	
3. CONTACT NAME / PHONE:	
4. ORGANIZATION ADDRESS:	
5. EMAIL: (Confirmation / Invoice sent by email)	
6. GROUPS: Group 1 (School / District Requestors Only) ACCOUNTING <input checked="" type="checkbox"/> School event: <u>97000 63 LOC BRC 5317</u> <input checked="" type="checkbox"/> ASB event: _____ <input checked="" type="checkbox"/> District event: _____ BRC Signature: _____	(Outside Organizations – MUST have Certificate of Liability on File) Group A <input checked="" type="checkbox"/> 75% District Youth, PTA/Boosters, Metro Parks, Employees Group B <input checked="" type="checkbox"/> Non-district Nonprofit Youth; Small Community Adult groups Group C <input checked="" type="checkbox"/> Religious Institutions, Colleges, Adult Nonprofit Organizations Group D <input checked="" type="checkbox"/> Profit / Private Group E <input checked="" type="checkbox"/> TSD Contract on File

7. PURPOSE OF ACTIVITY: _____ **# EXPECTED:** _____

8. EQUIPMENT / REQUESTS: _____ **FOOD PRESENT:** Yes No

9. OUTSIDE REQUESTOR: Check off and attach necessary documents / requests for services:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Liability Insurance (REQUIRED FOR RENTAL) | <input checked="" type="checkbox"/> Request for Sound/Lighting Technician (High Schools) |
| <input checked="" type="checkbox"/> 501c3 (proof of Nonprofit) | <input checked="" type="checkbox"/> Kitchen (supervision must be provided): Contact. 253.571.3370 |
| <input checked="" type="checkbox"/> Team Rosters with addresses (proof of 75% District youth) | <input checked="" type="checkbox"/> Security (must be provided by TSD): Contact 253.571.1288 |

Month	Dates (must have 30-days notice)	Day(s) of Week	Unlock/Lock	Event Time
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				

*Signing Indicates you agree to the "General Rules for Use of School Facilities" on the reverse.
 *Payment of fees is required two weeks prior to use or request may be cancelled.
 *Must show a copy of Request during event as proof of reservation.

10. _____
Signature of Requestor Date **Signature of Facility Representative** Date

TO BE COMPLETED BY CHIEF CUSTODIAN	FOR DISTRICT OFFICE USE ONLY
Custodial hours:	Fees:
Signature of Chief Custodian	Total Due:
Date	

General Rules for Use of School Facilities

1. Applicants will provide proof of insurance for \$1,000,000.00 combined single limit comprehensive general liability insurance for bodily injury, with the Tacoma School District named as an additional insured. Certain activities may require additional insurance at the District's discretion based on the nature and scope of use. Contact the Maintenance and Operations Department at (253) 571-3313 regarding insurance coverage questions. The group in whose name the use permit is issued is responsible for damage done to District property and for restitution of such damage.
2. The applicant/user organization shall defend, protect, indemnify and hold the District, its officers, employees and agents harmless from any and all liabilities or rights of action directly or indirectly arising out of the use of the premises covered by the Building Use Request.
3. The District is not responsible for losses of personal property by individuals or groups during an approved building activity.
4. The Board of Directors reserves the right to 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.
5. So long as the District allows outside groups to use its school buildings, grounds and facilities, it will provide equal access to the Boy Scouts and other designated youth groups. The following district official has been designated to handle inquiries regarding the Boy Scouts of America Equal Access Act: Chief Operating Officer, P.O. Box 1357, Tacoma, WA 98401-1357 (253) 571-3300.
6. Per Building Use Regulations, requests must be presented at least 30 days in advance of date desired but no more than 60 days in advance. Special consideration may be given to those groups with future calendar deadlines.
7. Per Building Use Regulations, no group will be authorized for more than two (2) times a week, if other groups are requesting the facility.
8. By signing this form, Applicant agrees to be financially responsible for any charges incurred. No requests for reductions in the rental fees or extra costs will be considered.
9. The applicant shall notify both the facility and Buildings & Grounds Department of any cancellation of previously scheduled event at least five (5) working days prior to scheduled use. In case of failure to do so, the District may invoice for expenses incurred in preparation for use of the facility requested.
10. The use of facilities shall be restricted to those spaces and times specifically covered in the Building Use Request. If a user does not comply with this requirement, the District may charge the user additional facility use fees for which the user shall be responsible. If an applicant has unpaid fees, it may be denied further use of District facilities.
11. All applicants/user organization must comply with District rules:
Use of language or actions which are offensive or profane to a person of ordinary sensibilities will not be tolerated.
Liquor, drugs or use of tobacco products are prohibited on District property.
Weapons are prohibited on District property.
In addition, individual schools and facilities may compile and post in a conspicuous location other supplemental special rules which are applicable to specific situations and locations.
12. All applicants/organizations using school facilities shall provide adequate adult supervision which shall remain with the group during all activities and be responsible for the group's conformance with all rules and regulations.
13. The applicant is responsible for providing emergency telephone access and first aid kit for emergency situations.
14. A private, nonprofit youth program, by signing this form, verifies that it complies with the policies for management of concussions and head injuries as set out in RCW 28A.600.190.
15. Fire and safety regulations of the Tacoma School District, the City of Tacoma and the State of Washington must be observed at all times.
16. In its use of the facility, the applicant/user shall not discriminate in violation of federal or state law or local ordinance.
17. All groups shall leave the school facilities in the same order and condition in which they found them.
18. Tables, chairs, desks and other furniture and equipment shall not be moved from one room to another unless specifically mentioned on the permit and, by or under, the direct supervision of a District employee. Extra or unusual services for program or activities must be identified in the Building Use Request.
19. No decorations or the application of materials to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces. No wax or other substances shall be applied to the floors.
20. This agreement does not include the right of advertising on school premises other than the right to post signage two hours in advance of an event for the purpose of directing people to the location of the event.