



The best education for every student.

STEILACOOM

Historical School District No. 1

Facility Use Process

The public is encouraged to use school district facilities when such use is not in conflict with school operations. The public will be expected to reimburse the district for such use to ensure funds intended for education are not used for other purposes. The following documents/steps listed below are required prior to requesting use of facilities on the website under the link Departments-Facility Use Request-Community. **All requests must be processed on the Steilacoom Historical School District website:**

- Download, read and review the *Use of School District Facilities* [Policy 4260](#), [Procedure 4260](#) and [Facility Use Fee and Rate Schedule](#).
- To determine category or group for an organization while processing a request, please see page one of *Use of School Facilities* [Procedure 4260](#).
- First time requesters must register with [SchoolDude Calendar](#) to create a login.
- Once you login review the [SchoolDude Calendar](#) to locate specific location needed and availability.
- The applicable documents are required to be attached with your facility request:
 - Certificate of Insurance of \$1,000,000.00 combined single limit comprehensive general liability for bodily injury listing the Steilacoom Historical School District No. 1 as an additional insured/certificate holder with the endorsement page attached.
 - All nonprofit organizations, including youth and adult sports must provide documentation of registration with the [Washington State Office of the Secretary of State](#). If the nonprofit wants to conduct a fundraising event from the public, they must provide documentation of registration with the [Charities program of the Secretary of State](#). The nonprofit organization must also provide evidence the charity beneficiary will receive at least 60% of the gross revenue.
 - Group 1d must provide a letter and a roster certifying that participants are 75% district enrolled students.
 - Organizations other than nonprofit, associations, or political groups must show documentation of registration with the State of Washington. i.e. Business license.
 - Download and complete a [Facility Use Agreement](#).
 - Any organization requests involving athletic events must download and complete the [Head Injury and Sudden Cardiac Arrest Compliance Statement](#).
- Requester will receive a confirmation and/or denial email after review.