

Application for Use of School Facility

See Fee Schedule and Facility Use Categories on District Web Site	Support Services, Buildings & Grounds 2020 80 th Avenue SW, Tumwater, WA 98512 Phone: (360) 709-7725 Fax: (360) 709-7742		SCHEDULE ID #
SCHOOL BUILDING/FACILITY	DATES REQUESTED:	% OF TUMWATER PARTICIPANTS?	SET-UP BEGIN TIME:
FIELD/ROOM/SPACE REQUESTED		# ATTENDING:	ACTIVITY START TIME:
EVENT TITLE	NAME OF CONTACT		ACTIVITY END TIME:
NAME OF ORGANIZATION			BREAKDOWN END TIME:
BILLING ADDRESS			CONTACT PHONE
Street _____			EMAIL
City _____ ZIP _____			
EVENT DESCRIPTION/EXTRA SERVICES/EQUIPMENT REQUIRED (athletic events/leagues - see #20 on reverse)			
IS AN ADMISSION FEE BEING CHARGED? <input type="checkbox"/> Yes <input type="checkbox"/> No		HAS YOUR ORGANIZATION APPLIED FOR FACILITY USE WITH TUMWATER SCHOOL DISTRICT BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>I have read, understand and agree to abide by all PROCEDURES, RULES, REGULATIONS and INSURANCE COVERAGE REQUIREMENTS. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Has Compliance Statement HB 1824 (youth sports head injury) been completed and submitted with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I am authorized to sign this agreement. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
COMMENTS (APPLICANT)			
SIGNATURE OF APPLICANT		BUILDINGS & GROUNDS USE ONLY	
DATE		Custodial Fee _____ Custodian will be present from _____ to _____	
SIGNATURE OF BUILDING FACILITY USE CONTACT		Recovery/Rental Fee _____ Total Fees _____	
DATE		FACILITY USE CATEGORY #	INVOICE #
COMMENTS (DISTRICT)			

APPLICATION PROCEDURES

1. Applications for the use of facilities may be obtained at all offices in the Tumwater School District.
2. The applicant is encouraged to directly contact the school to check on dates that a particular space is available.
3. Complete the Application for Use of School Facility request form. Provide all requested information to avoid unnecessary delays in processing your application.
4. Applications for all uses of school facilities shall be submitted to the building principal or building designee.
5. If approved by the principal, the application is forwarded to the Supervisor of Buildings & Grounds. The supervisor will make the final decision and assign fees and additional requirements as appropriate.
6. The application must be received at least seven (7) days prior to the facility use. Application processing will begin in June for events that will occur in the fall and in December for events that will occur in the spring. Submission in advance of these dates will not guarantee approval of your application. Our fiscal year is September through August. For groups with events spanning two fiscal years, invoices will be separated by fiscal year.
7. Payment for charges or the certificate of insurance, when applicable, must be received prior to the facility use.
8. Application copies will be sent to the principal, filed at the Buildings & Grounds office and returned to the applicant with an invoice if appropriate. A copy of a signed application becomes the applicant's permit for use. If the application is not consistent with the Board policy, or the space is not available, the contact will be notified or the application will be returned without a signature.

Multiple Uses: A single application may be made for a series of meetings of like character to be held at the same school facility. However, separate applications must be submitted for each school facility requested for use.

Cancellation: The applicant shall give at least 48 hours notice to the Buildings & Grounds office of any cancellation of previously scheduled facility use. In the case where proper notice is not given, the District may charge for any expenses incurred and cost recovery or rental fees will be assessed.

Permits (if necessary): Applicants are responsible for obtaining any required permits and for satisfying all city, county, state and federal codes and regulations associated with the proposed activities.

Appeals: The Supervisor of Buildings & Grounds possesses the authority to make the final decision on the use of school facilities and the appropriate charges. However, the applicant may appeal such decision to the Superintendent.

RULES & REGULATIONS

1. District or school organization activities shall have priority over other requests for use of facilities, regardless of prior approvals or the date of application.
2. The District reserves the right to refuse any application or cancel a previously authorized use permit and refund the unearned portion of any payment made when it deems such action is in the best interest of the District.
3. Authorization for the use of school facilities shall not be considered an endorsement or approval of the using group, nor the purposes they represent.
4. The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.
5. Sponsoring organizations shall have sufficient competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time a use permit is granted.
6. All people are to be in the area specified in the agreement for facility use. Users failing to comply may have their permit terminated.
7. The purpose of the use must be as stated on the application; deviation shall be considered a breach of contract and may result in the permit being terminated.
8. The District reserves the right to reject any application when it believes a commercial facility would be more appropriate.
9. Organizations using facilities agree to restore equipment and furniture to its original arrangement and to leave the facility clean. If custodial service has been arranged, they will perform the final cleaning and site inspection.
10. All applicants may be held responsible for any expenses incurred by the District arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay the District's invoice for the amount due. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required.
11. Facilities will not be made available for any use which might result in undue damage or wear.

Updated

12. The use of tobacco products, alcoholic beverages and other narcotics is prohibited by law in school buildings and on school grounds.
13. Boisterous conduct, betting, or other forms of gambling are prohibited in school buildings and on school grounds.
14. Keys to the buildings or facilities will not be issued to any individual or group unless authorized by the Supervisor of Buildings & Grounds. Building custodians or other authorized District personnel will open doors.
15. The building custodian shall be in the building when a District facility is in use by any non-district group, unless authorized by the Supervisor of Buildings & Grounds. The custodian shall remain in the building during the entire event and will be responsible for closing and securing the building after the use.
16. The use of decorations or the application of material to walls or floors shall be at the discretion of the building principal and the Supervisor of Buildings & Grounds.
17. All meetings shall terminate and rooms be vacated by 9 p.m. on weekdays during the school year, unless approved by the Supervisor of Buildings & Grounds.
18. Use of certain equipment or services may require training or additional charges.
19. The use of kitchens is dependant on the approval of the Supervisor of Food Services. When school kitchens are used, a food service employee will be present or an in-service will be required. The requestor must also meet the requirements of the Thurston County Health Department.
20. Sportsmanship – All athletic events/leagues must submit their sportsmanship code with their application. This code will outline behavior expectations for both participants and spectators. The leagues enforcement procedures for this code should also be included. A sample of sports guidelines is available from Buildings & Grounds to assist your organization in developing a code.

The District shall have the right to monitor all user events and may require termination of any event that does not comply with District policy or is contrary to the law.

Tumwater School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and the Title IX Coordinator: Shawn Batstone, 360709-7030, shawn.batstone@tumwater.k12.wa.us and Section 504 Coordinator: Chris Burgmeier, 360-709-7040, chris.burgmeier@tumwater.k12.wa.us. Address: 621 Linwood Avenue SW, Tumwater, WA 98512.

INSURANCE COVERAGE

1. The applicant agrees to obtain, prior to its use of the facilities, comprehensive general liability insurance with minimum benefits of \$1,000,000 per occurrence with an annual aggregate of not less than \$2,000,000. The Tumwater School District is to be named an additional insured. A certificate of insurance must be received by the district prior to approval and use of any district facility. For information on obtaining event insurance contact the Buildings and Grounds office.
2. Applicant accepts conditions and status of the requested facility and understands that this permit may be revoked or cancelled any time with or without cause and the applicant shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.
3. The applicant agrees to exercise the utmost care in the use of the school facilities and agrees to protect, indemnify, and hold harmless the Tumwater School District from all claims, liabilities, damages, or rights of action resulting from the use of said facilities, except for the sole negligence of the Tumwater School District.