Stadium Complex Application

Date received by District:_____

Issaquah School District No. 411 (www.issaquah.wednet.edu)
Attn: Facility Use Specialist
5150 220th Ave SE
Issaquah, WA 98029
Telephone: 425-837-7127
Email: DoskyM@issaquah.wednet.edu

PLEASE SUBMIT AT LEAST TWO (2) WEEKS IN ADVANCE

Please read, complete and sign application. Return both pages along with a Certificate of Liability Insurance and an Additional Insured Endorsement. Application can be emailed or mailed to the address above. A Confirmation will be emailed to your address listed below.

Dates/Time Requested: (attach list if necessary)

Date	Start/End Times

Date	Start/End Times

Type of Activity:_____ Circle One: ☐ Adult ☐ Youth Group

Requesting Facility: _____

Billing Address: _____

City/State/Zip Code: _____

Contact Name:_____ Telephone#:_____

E-Mail Address:_____ Cell#:_____

PAYMENT OF FACILITY USE FEES: The building rental fees are listed on the reverse side on this form. Confirmation of rental will include all fees. If the rental time exceeds the time listed on this application, additional fees will be billed accordingly.

AGREEMENT: Applicant agrees to the terms and conditions as listed on the reverse side of this form and in the Issaquah School District Regulation and Procedure 4260P; Use of District Facilities. This is a legally binding document and may only be signed by a person 18 years of age or older.
Applications will be processed after school events and those groups that are given priority as established by the Issaquah School District Facility Use Regulation.

PLEASE CHECK THE FOLLOWING AREAS YOU ARE REQUESTING:

		Issaquah High School
		Liberty High School
		Skyline High School
		Field & Track
		Lights
		Press Box & PA System
		Scoreboard Equipment
		Concession Stand
		Issaquah Middle School (Turf)
		Cougar Mountain Middle School (Turf)

		Beaver Lake Middle School (Turf)
		Pine Lake Middle School (Turf)
		Maywood Middle School (Turf)
		Pacific Cascade Middle School (Turf)
		High School Baseball Fields (Turf)
		Issaquah Softball Field #1 (Turf)
		Issaquah Softball Field #2 (Grass)
		Skyline North Soccer / Softball #1 & #2
		Skyline Multi-Purpose Field #3
		Skyline Multi-Purpose Field #4

District Approval_____ Reservation #_____ Date_____

Certificate of Liability Insurance & Additional Insured Endorsement_____ Proof of Status _____

Applicant Signature:_____ Date: _____

Pursuant to the WASHINGTON ELECTRONIC AUTHENTICATION ACT, an electronic signature has the same legal effect as a manual or handwritten signature. An electronic signature will not be denied legal effect or enforceability solely because it is electronic, and any requirement for a signature is satisfied by an electronic signature. By submitting an electronic signature, the individual identified and providing the electronic signature herein verifies acknowledgement of the binding legal effect and enforceability of the electronic signature. You hereby swear that you are the parent or legal guardian of the above named student and that the information is accurate to the best of your knowledge.

Stadium Complex Application

AGREEMENT AND CERTIFICATE OF INSURANCE: The signatory hereby makes application to Issaquah School District No. 411, for use of school district facilities described on this document and certifies that the information given in the application is correct. The signatory further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the School District for any damage arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

INSURANCE REQUIREMENTS:

All Facility Users are required to have the following insurance requirements in place prior to reserving a facility.

- Commercial General Liability limits of $1,000,000 per occurrence - $2,000,000 General Aggregate.
- $2,000,000 Products/Completed Operations Aggregate
- Issaquah School District 411 is required to be added as an "Additional Insured" on the Commercial General Liability policy along with the *Additional Insured Endorsement*.
- You will turn in two documents (1) *Certificate of Liability Insurance*, and (2) *Additional Insured Endorsement*. These **both** should name the Issaquah School District as follows:

  Issaquah School District 411
  5150 220th Ave SE
  Issaquah, WA 98029

- In addition, the Certificate of Liability Insurance should also list the Certificate Holder

  as Issaquah School District 411
  5150 220th Ave SE
  Issaquah, WA 98029

The *Certificate of Liability Insurance* and *Additional Insured Endorsement* must accompany the Facility Use Application.

_____(Initial)The applicant agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the school district and/or designee._____(Name of program), a community athletic program, verifies that it does not discriminate against any person on the basis of sex in the operation, conduct or administration of its program.____ (Initial)

HOLD HARMLESS AGREEMENT: The undersigned hereby makes application to the District for use of school facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application and agrees that all rules and regulations of the Board of Directors and the building administrator(s) will be followed by the participants and will reimburse the District for the use and/or any damage arising from said use of the building as invoiced. In consideration for the use of District premises, the user assumes all liability for and shall indemnify, hold harmless and defend the Issaquah School district, its directors, officers, officials, employees and agents, as well as their successors and assigns, from and against all loss, damage or expense which the District sustains or incurs, and against any and all claims, demands, suits, and actions whatsoever, including expense of investigation and litigation, on account of injury to or death of persons, including without limitation employees of the District, employees/volunteers of the user, any child or adult visiting or participating in any of the user's programs or on account of damage to or destruction of property, including without limitation property owned by and property in the care, custody or control of the District during the terms of this permit to the extend caused.

Stadium Complex Application

RULES AND REGULATIONS GOVERNING AFTER-SCHOOL USE OF STADIUM COMPLEXES AND FIELDS

(See Regulation/Procedures 4260/4260P - Use of District Facilities for more information.)

- Applications must be submitted at least two (2) weeks in advance of a scheduled use. Applications shall not be considered officially approved until a printed confirmation is returned to the applicant.
- The district may require that the full rental fee be paid two (2) weeks in advance of the use. In most cases, facility users will be billed monthly.
- Minimum stadium rental is two (2) hours on school days and three (3) hours on non-school days.
- A Field Supervisor must be on duty during field/stadium use by all non-school groups.
- All users are obligated to notify the district if they must cancel a stadium or field reservation. If the user does not give the district 48 hours' notice to the Facility Use Specialist at 425-837-7127, the user will still be required to pay the facility use fees.
- At the sole discretion of the district, the district may cancel an approved stadium use application if such action is deemed to be advisable or necessary.
- Please refer to Regulation/Procedures 4260P - Community Use of District Facilities, page 8-10, for more information regarding field regulations and general requirements.

Stadium Complex Application

FACILITY USER CLASSIFICATIONS:

Class 1 - District/School Sponsored Groups or In Season Interschool Extracurricular Sports and Activities **(No fee)** **Class 2 -** ISD affiliated non-profit groups and non-profit local youth organizations. (Priorities #2a and 2b)

Class 3 - Local service and civic organizations and youth activities that are not Class 2

Class 4 - Commercial and Other Functions - *Includes semi-professional/professional athletic teams and commercial businesses or organizations which do not possess a non-profit status with the IRS. These include all commercial and/or promotional activities such as for-profit presentations, private tutoring, music lessons, art classes, for profit athletic camps, non-profit athletic camps with less than seventy-five percent (75%) residing within Issaquah School District boundaries, and information meetings on insurance or tax-sheltered annuities. Includes all organizations that charge admission and/or participation fees and/or have as a purpose the generation of income for the host group or individual(s).*

Stadium Complex Fee Schedule

	Class 2	**Class 3**	**Class 4**
Facility	**ISD Affiliated Non-Profit Groups and Non-Profit Local Youth Organizations (Class 2)**	**Local Service/Civic Orgs & Youth Activities (Class 3)**	**Commercial Groups/ Other Functions (Class 4)**
Field/Track/Restrooms/ Field Mgr.	$50.00 per hr.	$150.00 per hr.	$250.00 per hr.
Stadium Lights	$30.00 per hr.	$40.00 per hr.	$50.00 per hr.
Multipurpose Field Lights	$20.00 per hr.	$30.00 per hr.	$35.00 per hr.
Locker Room[1]	$165.00 per event	$180.00 per event	$200.00 per event
Press Box & PA System	$30.00 per event	$60.00 per event	$75.00 per event
Scoreboard Equipment	$30.00 per event	$60.00 per event	$75.00 per event
Ticket Booth	$30.00 per hr.	$45.00 per hr.	$60.00 per hr.
Concession Stand[2]	$30.00 per hr.	$50.00 per hr.	$85.00 per hr.

Middle School Turf Field & Track

Facility	**ISD Affiliated Non-Profit Groups and Non-Profit Local Youth Organizations (Class 2)**	**Local Service/Civic Orgs & Youth Activities (Class 3)**	**Commercial Groups/ Other Functions (Class 4)**
Middle School Field Use (Turf)	$40.00 per hr.	$55.00 per hr.	$110.00 per hr.
Lights	$30.00 per hr.	$30.00 per hr.	$35.00 per hr.

Middle/High School Baseball/Softball Field Fee Schedule

Facility	**ISD Affiliated Non-Profit Groups and Non-Profit Local Youth Organizations (Class 2)**	**Local Service/Civic Orgs & Youth Activities (Class 3)**	**Commercial Groups/ Other Functions (Class 4)**
HS/MS Grass Field Use	$10.00 per hr.	$30.00 per hr.	$50.00 per hr.
HS Turf Field Use	$35.00 per hr.	$60.00 per hr.	$100.00 per hr.
Full Field Prep	$15.00 per use	$15.00 per use	$15.00 per use

[1]Use of the locker room is restricted unless advance approval has been granted.

[2] Use of the concession stand is restricted unless advance approval has been granted. If permission to use concession stand is given (IHS only) a custodian will be scheduled for weekend use only.

- Custodian rate is $40 per hour, minimum of 3 hours, with a $175.00 holiday surcharge.

- ASB Athletic Fee (High School Stadiums only) for outside fields - $10.00 per event.

- Weight Room Equipment Fee - $15.00 per use.

-Honey Bucket Fee: $2.00 fee (per date) up to 4 hours or $4.00 fee (per date) exceeding 4 hours at Issaquah School District Fields.

*Rates can be adjusted annually without prior notification.