Facility Use Forms Instructions

Forms: (available in hsdpublic/Facility and Concession Use Request Forms, and in the school and district offices)

- In-District Facility Use form: submitted by district employee to use district facility for district-related purposes i.e. band concert, drama event, district-employee group meeting

- Facility Use Agreement-Public: submitted by patron (employee or not) to request use of district facility for non-district related use, i.e. AAU basketball, parent group using the concession stand, Senior parent group, band boosters, etc.
    - **Please note Regulation #15**: 'Users/Groups must provide the district a current Certificate of Liability Insurance naming Highland School District #203, PO Box 38, Cowiche, WA 98923 as "Certificate Holder". A minimum of $1,000,000.00 of coverage is required.

- Waiver-Hold Harmless: submit with all facility use requests

- Lystedt Law Concussion Education: submit with any sports related facility use request

- Facility Cleanup Check Off List: sign and submit with any facility use NOT using concession stand. Keep a copy for reference

- Concession Cleanup Check List: sign and submit with facility use using the concession stand. Keep a copy for reference.

- Library Facility: Any user requesting use of the HHS/HJH library must complete and submit this form.

Please complete and submit to the district office the appropriate forms for the facility and event.

All requests must be pre-approved before using any facility. Please allow a minimum of 5 business days for processing.

Staff please note: If using the 4.0 In-District Facility Use Fill-in form, do not 'Save' it (unless to your own desktop) after printing your copy to sign and submit.

Contact Julie in the District Office with questions.