Highland School District #203

P.O. BOX 38 – 17000 SUMMITVIEW RD
COWICHE, WA 98923
509-678-8630 FAX 509-678-4177

Agreement for School Facility Use

_____ _____
Name of Lessee Organization

requests use of the following school district facilities: _____
School Location and Type of Facility/Field

Day(s) of the week: _____ Time of Use _____ to _____
(Including time for set-up & cleanup)

Time of Event: _____ to _____ (excluding set-up & clean up)

Date(s): _____ through _____ Using the concession stand? Yes _____ No _____

Information you want shared on the website calendar: _____

_____

Equipment needed_____

Purpose of Use: _____

_____ _____ _____
Lessee's Signature Best Contact Phone # E-mail address

Rental fee: _____ Date Paid: _____ Receipt # _____ Insurance on file? _____

Restrictions: _____

Date _____ _____ Approved: ☐ Yes ☐ No
District Designee

Date _____ _____ Approved: ☐ Yes ☐ No
Director of Facilities & Maintenance

USE OF SCHOOL FACILITIES: The following regulations shall be agreed to before use of any school facility is granted. Initial and date on page 2.

1. Lessee is personally responsible for payment of rental 48 hours prior to an activity.
2. Lessee must be 21 years of age or over.
3. Groups will not be allowed in buildings other than rental area.
4. Lessee will be responsible for providing supervision of participants, visitors and guests at all times during the rental period. **Adults ONLY may operate/move the bleachers.**
5. Lessee will be responsible for the cleanliness and general upkeep of the rented facilities and grounds adjacent to rented facilities. **All trash cans inside and outside, will be emptied by the user prior to departure from the facility**. **Failure to empty trash and leave facilities properly cleaned will result**

<u>in the user group being charged a cleaning fee.</u> **NOTE: NO FOOD or DRINK are allowed in the library. Please refer to Library Facility Use Expectations page: sign and return it with this completed form.**

6. Lights must be turned off; shower rooms checked for running water; and building secured before leaving. **ALL PERIMETER DOORS MUST BE CHECKED AFTER YOUR EVENT TO MAKE SURE THEY ARE SECURE.** Unlocked doors or doors with rocks in them for easy access may result in suspension of use.
7. Lessee will be financially responsible for any and all damage that occurs while rental agreement is in effect.
8. School-sponsored activities take precedence for facility use. The Highland School District reserves the right to make necessary adjustment to a scheduled event should the need arise.
9. Lessee will supply own equipment unless prior arrangements are made with the district.
10. By state law, no smoking or alcoholic beverages are permitted in district buildings or on district school grounds.
11. Towels must be supplied by renting party if showers are used.
12. Rental fees will be assessed at the rates currently approved by school board Policy # 4260.
13. If the condition of the grounds/facility/field deteriorates, the District will exercise its right to modify scheduled activities to accommodate repair/restoration of the field/facility.
14. Failure to abide by the above regulations may result in the loss of your facilities-use privileges.
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.
16. Provide the district annually a Lysted Law Agreement Form for all non-school youth sports activities.
17. Invoices will be generated after the event. Payment is due 30 days after the invoice date. The district reserves the right to require payment in advance.
18. Rental applications should be submitted at least 10 days prior day of usage.

I have read and agree to abide by the regulations listed above regarding use of District facilities.

_____ _____

Signature Date