

Wishram School District #94**Application for Use of District Facilities**

Applicant/Organization: _____

Date _____

Address _____

Person in charge _____ Phone _____

Facility/equipment requested:

_____ Gym _____ Classroom _____ Equipment _____

Date requested: _____ Time requested: _____
(from/to)

Describe the activity: _____

Will admission be charged? _____ Fundraising? _____

Primary use: Adults # _____ Children # _____ Total _____

Describe the supervision _____

Describe the cleanup _____

Payment of Rental Fees

Rental fees shall be determined by the latest established rental rates as outlined on the reverse side of this document. Estimated facility use fees must be PREPAID before the building use will be approved.

Agreement and Insurance

The applicant hereby agrees to abide by the laws of the State of Washington, Klickitat County, and by the regulations of Wishram School District #94. It is understood and agreed by the applicant that this permit may be revoked or cancelled by the Wishram School District at any time with or without cause. It is further agreed that the applicant agrees to protect, indemnify and hold harmless the Wishram School Board, District employees and volunteers from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this application.

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, the applicant agrees to pay promptly the District's statement of amount due.

The user may be required to procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be primary and written with limits of \$500,000 combined single limits per occurrence. Coverage cannot be cancelled or reduced with thirty (30) days written notice to the District. If required, a Certificate of Insurance evidencing coverage and a copy of the endorsement naming the District as an additional insured must be submitted to the District office prior to the event.

I have read the rules and regulations above and on the reverse of this form and agree with the guidelines established.

Signature _____	Date _____
DISTRICT USE	_____ Approved _____ Denied
District approval _____	
Evidence of insurance required _____ Yes _____ No Fee _____	

Group Classifications: (circle one)

Class I: School- or child-related groups or other government agencies include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Examples: Scouts, Campfire, PTA, 4-H, garden clubs, polling places. No fee shall be charged provided that additional staff are not employed to supervise or clean the facilities. A rental charge shall be established to recover additional utility costs which are incurred, or, in the event there are no school staff members on duty, to reimburse the District for the costs of providing coverage.

Class II: Non-profit groups include those organizations that wish to use school facilities for lectures, promotional activities, political rallies, entertainment, college courses or other activities for which public halls or commercial facilities generally are rented or owned. The District will charge a rental rate in excess of costs incurred, except that such excess charges may be waived with a service club or other non-profit group is raising funds for charitable purposes. To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau. Professional fundraisers representing charities must provide evidence that they are registered and bonded by the State of Washington. Such fundraisers must provide evidence that the charity will receive at least sixty percent of the gross revenues received from the public prior to approval to use the facilities. Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the District. Non-profit groups of the kind that, in most communities, have their own facilities (churches, etc.) who wish to use facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than two years and may not average more than 12 hours of use/week.

Class III: Commercial enterprises include profit-making organizations and business-related enterprises. While the District would prefer organizations to use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

Class IV: Other community use: Members of the community MAY be granted permission to rent the cafeteria. Rent (up to 4 hours) \$75.00

Cleaning deposit \$50.00 (refundable)

Cleaning will be charged at \$25.00 per hour and will be taken out of the cleaning deposit. Additional cleaning necessary after an event will be charged to the renter. Damage will be charged at actual replacement cost.

Class V: Staff: Employees may use Wishram School facilities on an occasional basis for employee personal use. An Application for Use of District Facilities form (4260F) must be submitted and approved by the superintendent or facilities manager. Facilities must be returned to the initial condition (i.e., garbage taken to dumpster, floors swept and mopped, tables cleaned, etc.) A fee may be charged to cover usage costs.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group or organization or for the purposes it represents.