



Facility User Agreement

FEES

Payments of charges shown on the issued invoice are to be made to the district within 30 days but no later than 2 business days prior to the event start date. Charges may be levied to cover custodial costs, the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises. Use of other areas is only granted with prior written consent and subject to a user fee.

There are no custodial charges during regularly scheduled custodial hours. If the event takes place outside regularly scheduled custodial hours- meaning on the weekends, school holidays, or evenings during spring, summer or winter breaks - there will be an additional charge of ½ hour prior to the event and at least one hour after the event.

Fees for school facility use shall be in accordance with the current District fee schedule. Full fees or a 30% deposit, depending upon the usage, are to be paid to the Monroe School District at least five (5) full working days prior to the first day of the event so as to allow sufficient time for the insurance of a permit for use of the facility. Groups using facilities for a long-term period may be invoiced on a monthly basis. Each amount must be paid upon receipt of invoice. A \$10.00 fee will be imposed for any date changes after the initial request is approved.

All meetings must terminate, and the facility be vacated by the ending time specified on the facility use permit/invoice or the user will be subject to additional facility fees and custodial charges.

AGREEMENT AND INSURANCE

The person or organization entering into this agreement with the Monroe School District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned 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 Monroe 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.

Groups are required to provide proof of general liability coverage of no less than \$1 million dollars per occurrence. The Monroe School District must be named as additionally insured on said policy. Coverage cannot be canceled or reduced without thirty (30) day's written notice to the district.

Sexual Molestation and Abuse coverage is required for entities working with minors on an ongoing basis (e.g., daycare, recurring classes, day camps, and youth team practices and competitions).



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.600.192 & 28A.600.195 RCW if applicable.

Access to school facilities may not be granted until all requirements are complete and approved by the school district &/or designee.

The applicant agrees that the Monroe School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the Monroe School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

In the event that property loss or damage is incurred during such use or occupancy, the amount of damage will be decided by the superintendent or designee and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

RULES AND REGULATIONS

- Application for use of school facilities will be made to the District's Facility Use Specialist.
- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- **All youth sports groups, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2.**
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Monroe and State of Washington.
- No part of any emergency device such as fire alarms or emergency lighting or windows may be covered up or obstructed. Emergency access shall never be obstructed or blocked for any reason. No electrical wiring is to be changed and no part of the District's facilities may be modified under any circumstances.



- Use of alcoholic beverages, tobacco/delivery devices/vape/vapor/nicotine products, THC products and controlled substances (any unlawful narcotics/ drugs) is prohibited and may not be used or possessed on campus. Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law. Firearms and weapons (RCW 9.41.280), explosives, (RCW 70.74.191), fireworks, and open fires are not allowed on district property.
- Dogs and other animals are not allowed on district property except service animals (RCW 49.60.040).
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- A custodian or other authorized staff member must be on the premises when any non-school group is using school facilities other than outdoor athletic venues.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, painting lines or placing tape on the fields, placing goals, using masking tape on walls and floors, etc.
- District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals cannot use district-owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
- Artificial turf regulations are in effect while using the turf fields. These include the use of turf shoes or molded cleats but no metal spikes. No food, beverages, gum, seeds, heat or flames are permitted on the synthetic fields. Community user groups found to be in violation of this prohibition shall be banned from the use of synthetic turf fields for a period of up to three years.
- The applicant/organization shall not practice discrimination of any kind.
- Requests for use of a school district facility must be received at least three business days prior to the proposed use, except in rare instances when circumstances prevent such prior knowledge. In these instances, the school district shall make a reasonable attempt to accommodate but is not obligated to do so.



- Cancellations by applicants should be received at least 2 full working days prior to use. Otherwise, related actual costs shall be borne by the applicant.
- Non-profit organizations are required to submit 501(c)3 documentation.
- In-district youth sports groups must submit a seasonal team roster on an annual basis.
- Food Trucks - The use of food trucks on campuses should be disclosed when the application for facility use is made. Placement of the food truck is at the direction of the Director of Facilities and will comply with county health requirements.
- Outside user groups wishing to have a food truck at their event must submit a copy of their contract with the food truck, a copy of the Snohomish County Mobile Food Unit permit, and a certificate of Insurance from the food truck. The mobile food unit shall name Monroe School District, 14692 179th Avenue SE, Monroe WA 98272 as "additionally insured" on their insurance policy, with liability coverage of at least \$2,000,000 combined single limit. The insurance shall be primary.
- Facility Use is canceled when the facility/building is closed due to an emergency.
- The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

*****When requesting an event in our online facility request system, Event Manager, you must check the box acknowledging that you have read and agree to these terms & conditions in order to proceed with your request.*****