

FACILITY USE APPLICATION

**SUBMIT AT LEAST 2 WEEKS IN
ADVANCE OF USE**

4260 F-1
Revised 10/28/2025

Tahoma School District No. 409
Attn: Facilities Use Coordinator
25720 Maple Valley-Black Diamond Road SE
Maple Valley, Washington 98038
425-413-3400 Fax: 425-413-3455

APPLICATIONS ACCEPTED BY SPORTS SEASON:

FALL (Sep-Nov) beginning August 1
WINTER (Dec-Feb) beginning November 1
SPRING (Mar-May) beginning February 1
SUMMER (Jun-Aug) beginning May 1

Please complete, sign and return to the address listed above, a Certificate of Liability Insurance, and when applicable a 501(c)(3) non-profit letter, a team roster and a signed Coach's Concussion Form. Confirmation will be emailed to the email address listed below. This agreement is legally binding and must be signed by someone 18 years of age or older. Applications submitted without insurance, included or on file, will not be accepted.

NOTICE: APPLICATIONS ARE NOT APPROVED UNTIL APPLICANT HAS RECEIVED A CONFIRMATION

Event Title _____

Purpose of Event _____

Number of Attendees _____ Are you collecting Admission/Registration Fee? Yes _____ No _____

Entity collecting the money _____ Purpose of collected funds _____

For internal use ONLY - CSC Finance Department approval _____

User Group Name _____ Responsible Party _____

Billing Address _____ City _____ State _____ Zip _____

Email Address _____ Telephone _____

Facility Requested:

Location:

- ☐ TSHS
- ☐ MVMS
- ☐ STMS
- ☐ CRES
- ☐ GPES
- ☐ LWES
- ☐ RCES
- ☐ SLES
- ☐ TES
- ☐ Transportation
- ☐ CSC

Building Area:

- ☐ Main Gym
- ☐ Mat Room
- ☐ Aux Gym
- ☐ Commons
- ☐ Library
- ☐ Kitchen
- ☐ Conference Room
- ☐ Boardroom North
- ☐ Boardroom South
- OTHER:**
- ☐ _____

Fields/Stadium Area:

- ☐ Maxwell w/ lights (includes bathrooms)
- ☐ Baseball Field/s
- ☐ Fastpitch Field
- ☐ Soccer Field (Aux)
- ☐ Football Field
- ☐ Tennis Courts
- OTHER:**
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Additional Request:

List ALL Dates	Circle Day(s) of Week	Set up/Tear Down Times	Time Event Starts	Time Event Ends
	M T W T H F S S U	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM

***If requesting more than a week, please attach a spreadsheet or word doc with all dates and times being requested. ***

It is agreed that this application is made subject to the general regulations for use of the public-school buildings. The undersigned agrees that these rules shall be strictly observed and accepts entire responsibility for the enforcement of them and agrees to protect the premises and indemnify the school district for any damage due to the occupancy of the buildings or grounds covered by this permit. It is understood and agreed to by the applicant that this permit may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage, or expense whatsoever. The applicant further agrees to protect, indemnify and save harmless the district and its officers and employees from any claims, liabilities, damages, allegations, or rights of action directly or indirectly resulting from the use of the premises covered by this application.

Applicant's Signature _____ Date _____ I have read the regulations and limitations on the back of this form _____

A Facility Use Application must be completed for all gym, field and stadium facility requests. These requests will not be accepted through the on-line facility rental system.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

AGREEMENT

The signatory hereby makes application to the Tahoma School District No. 409, for the use of school district facilities and certifies that the information given is correct. The signatory further states that he/she has the authority to make this application and agrees to all of the rules and regulations as stated in Policy 4260 and Procedure 4260P - Use of District Facilities (see district website <http://www.boarddocs.com/wa/tahoma/Board.nsf/Public.>) The applicant agrees to exercise the utmost care in the use of the district premises and property.

HOLD HARMLESS AGREEMENT

Except for the district's sole negligence, the facility user shall agree to defend, protect, and indemnify for costs, legal and any and all other expenses or damages and to hold harmless the district, its offers, employees, agents, and directors from any and all claims, liabilities or suites arising directly or indirectly out of the use of the district's facilities.

CERTIFICATE OF INSURANCE

Applicants must provide a certificate of insurance proving the user has at least \$1,000,000 bodily injury and \$500,000 property damage single limit liability insurance and that the policy names the Tahoma School District as an additional insured.

RULES AND REGULATIONS

(See Policy 4260 and Procedure 4260P - Use of District Facilities for a complete list of rules and regulations.)

1. **REQUESTS WILL BE APPROVED OR DENIED WITHIN 14 BUSINESS DAYS OF THE SUBMISSION DATE.**
2. **Facility Requests are not considered officially approved until an email is sent to the applicant stating the request has been approved.**
3. **At the sole discretion of the district, the district may cancel an approved Facility Request if such action is deemed to be advisable or necessary.**
4. All groups are obligated to give the district Facility Use Coordinator 24-hour notice when cancelling a facility use agreement. "No shows" may be responsible for some fees to recoup costs.
5. It is the applicant's responsibility to state on the application, **in detail**, the intended use of this facility.
6. All groups must provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group's compliance with all appropriate rules and regulations.
7. Alcohol, firearms, or narcotics will not be brought to or consumed on the school ground premises.
8. Boisterous conduct, profane or improper language, and other objectionable practices will not be allowed in school district facilities.
9. Use of tobacco, tobacco products, or nicotine products shall not be allowed in school district facilities.
10. A designated school district employee or representative must be on site during any usage.
11. **Only that portion of the building listed and approved on the application will be available for use by the group.**
12. When the building or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for cost of repair, replacement, and/or cleaning of the facility, and may be denied use of school district facilities until payment is received.
13. Applicants are required to leave the facility free of all garbage, and remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school district facilities. If this is not done, the organization to whom the permit is issued will be required to pay the cost of the removal and cleaning.
14. Keys to buildings or facilities will not be issued to community user groups with the exception of issuing keys to specific community sports groups for lock boxes. The facilities will be opened and closed by school district personnel or an authorized representative. Stadium and field gates may be opened and closed by community sports groups via lock box keys.
15. All equipment, furniture, and other school property will be protected and left in the same location and condition as originally found.
16. User group must conform to all local ordinances including police and fire department regulations.
17. All meetings will terminate, and the facility will be vacated by 10:00 p.m. on school nights, unless otherwise approved.
18. Kitchen equipment usage will be permitted only when supervised by a district employee or representative.
19. The user group will be responsible for the enforcement of the above-related regulations and shall be responsible for all participants, spectators, and affiliated personnel. When large crowds are anticipated, it will be the responsibility of the using organization to notify local law enforcement agencies for aid in handling traffic and crowd control.

User Charges

Users of the facilities will be charged according to the appropriate rental schedule as defined under Procedure 4260P. Groups using the facilities will be charged for services of district personnel required for supervision, custodial services and/or kitchen staffing. These charges will be based on the current rates paid by the district. Rates are to be reviewed on an annual basis or as needed by the school district.

Payments

All charges and fees for services performed by custodians, food service personnel, etc., shall be arranged through and paid to the school district's Facilities Use office. Organizations, groups or individuals shall not make any payment directly to any school employee or make any individual arrangements with employees as to service charges. All charges or damages shall be billed from the Facilities Use office, directly to the applicant, usually the month following the facility usage. Any group or individual with an outstanding invoice will be denied future use of Tahoma School District facilities.