1202 Wood Ave
Sumner, WA 98390
sumnersd.org/athletics
(253) 891-5555

KNOW VALUE SUPPORT FUTURE READY

Athletics & Facilities Scheduling

FACILITY USE AGREEMENT

The Sumner-Bonney Lake School District (SBLSD) reserves the exclusive right to determine the use and scheduling of all facilities and equipment located on its property. Rental rates, acceptable use, and the extent of use of SBLSD premises, facilities, and equipment are at the sole discretion of the District. Refer to District Regulations and Procedures 4260P for details on cancellations, building use requirements and conduct at school facilities. This document provides an overview to complement the application process.

SCHEDULING

School functions receive first priority. Continued use of a facility is not guaranteed, as school or district needs may take precedence over ongoing activities. A facility use request must be completed and submitted online no less than ten (10) business days before the intended use.

Use of a building is canceled when the building is closed by an emergency, such as school closures for inclement weather or unforeseen circumstances. Situations that arise during an activity that require the assistance of district personnel normally not on duty will result in additional charges (i.e. fire alarms, bomb threats, mechanical/electrical problems. etc.).

An SBLSD event manager or custodian must be present during facility use. They can assist with emergencies but are not authorized to admit users into unauthorized areas or provide unapproved equipment.

DEPOSITS, PAYMENT, AND CANCELLATIONS

Facility Rentals under $1000: Full payment is due no later than ten (10) business days prior to the scheduled event. If payment is not received by the deadline, the reservation will be considered canceled and removed from the schedule. Should your event incur additional charges you will be invoiced for the additional charges.

Facility Rentals over $1000: Upon approval of the event you will receive an estimate through FMX. Final invoices will be issued through FMX no later than the 10th of each month, or the next business day if the 10th falls on a weekend or holiday and will include any additional charges incurred. Invoices will include all events held during the previous month. Payment is due on the last day of the month following the event. Accounts with balances more than thirty (30) days past due will have future reservations placed on hold until the account is brought current.

Payment Options: Payments may be made through the district's Online Payment Site - InTouch, or in person at the District Office. Please note: due to enhanced fraud prevention and data security protocols, phone payments are no longer accepted.

Cancellation Policy: Cancellations must be submitted at least three (3) business days prior to the scheduled event. Cancellations made with less than three (3) business days' notice will be charged the full rental amount, and no refunds will be issued.

For cancellations or questions regarding payments, please contact your Facility Coordinator.

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INSURANCE

All non-school-related groups must provide proof of liability insurance before submitting a facility use request. A Certificate of Insurance for at least $1,000,000 naming Sumner-Bonney Lake School District as an additional insured must accompany the application. Coverage cannot be canceled or reduced without 30 days' written notice to the District. Please refer to the Certificate of Insurance Requirements for all requirements.

EQUIPMENT USE

School equipment must be requested in advance and may require operation by district personnel. Include in your facility request any request for special equipment or set up.

PETS

Only service animals providing a service for a disabled person are permitted on the premises but must remain off of the turf and track. A service animal must be licensed and immunized in accordance with the laws, regulations and ordinance of the city.

SUPERVISION

Adult supervision is required for all activities, including restrooms and hallways.

SETUP AND CLEANUP

Users are responsible for setup and general cleanup unless otherwise arranged. All areas must be left in the original condition. Prior approval is needed for applying materials to walls, floors, or ceilings. Decorations must be removed before departure. The use of confetti or glitter will result in additional costs for cleaning and are strongly discouraged. Staples and nails may never be used.

User is responsible for contacting the event manager or custodian prior to departure, using the phone number provided. Users will be billed for any overtime custodial hours due to additional custodian time needed to restore the facility to school time preparedness.

DAMAGE

Applicants are responsible for any damage incurred.

PARKING

Vehicles must be parked in designated parking areas. Supervisors of the activity should make sure their groups and fans are not blocking or inhibiting district patrons or emergency access. Vehicles parked on sidewalks, grass, or in designated fire lanes can be impounded. Vehicles left in parking lots after an activity run the risk of being locked in, if left longer then the custodian is available and gates are locked.

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FOOD TRUCKS

Food trucks may be allowed on a case by case basis but the request must be made as part of the initial application. It is likely an additional Event Manager will be required and additional charges may apply. Approval must be granted and arrangements must be finalized prior to the day of the event. No other outside food sales are permitted. Food truck vendors must have a certificate of insurance that is provided to the district. For additional requirements see Food Truck Requirements.

CONCUSSION AND HEAD INJURY

Non-profit youth sports groups must agree to and verify that all coaches, athletes and parent/guardian have complied with mandated policies for the management of concussions and head injuries; as amended in RCW 4.24.660 and chapter 28A.600 RCW. Access to school facilities may not be granted until all requirements are completed and approved by the District and or designee.

If you are requesting a facility for a Youth Sports group the Compliance Statement for HB1824- and SB 5083, Youth Sports-Head Injury and Sudden Cardiac Arrest form must be signed.

STADIUM- TURF FIELD EXPECTATIONS

If you are requesting use of a Stadium Turf Field please refer to the Stadium- Turf Field Expectations.

PAC EXPECTATIONS

If you are requesting use of the Performing Arts Center at Bonney Lake High School or Sumner High School please refer to the PAC Expectations.

ADVERTISING/NOTICE FOR NON-DISTRICT RELATED EVENTS

Notice and/or advertising to the public for events using district facilities, which are not related to the Sumner-Bonney Lake School District will state the following:

> "*This is not a Sumner-Bonney Lake School District sanctioned or sponsored event. Authorization for use of district facilities will not be considered as endorsement or approval of the activity, group or organization."*

INFLATABLES

If your event includes inflatables (bounce houses, slides, etc) please indicate this in your scheduling request and refer to your FMX scheduling administrator for requirements.

RESTRICTIONS

The use of alcohol, marijuana, drugs and tobacco, including e-cigarettes, is strictly prohibited on all district property, including parking lots.

Weapons, firearms, open flames, helium balloons, cooling and heating equipment are prohibited.

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Pop up tents are not permitted on the turf fields or track.

Misconduct, improper language, intoxicating substances, or violations of district policy will result in termination of the use permit.

Appropriate footwear is required on gym floors and specialized playing surfaces. No metal cleats on stadium turf fields or track.

No food, seeds or drinks other than water are permitted on the track and turf fields, in the PAC or classrooms.

No pop up tents, chairs or heaters on the turf or track.

INDEMNIFICATION

The applicant agrees to comply with all facility use rules and assumes responsibility for any incurred fees. The applicant must indemnify and hold harmless SBLSD, its officials, employees, and agents from any claims, damages, or liabilities arising from facility use. If renting fields, the applicant affirms they have inspected the fields and found them safe for use.