

Lind-Ritzville Cooperative Schools

507 North E Street Lind, WA 99341 (509)677-3499 | 209 E Wellsandt Ave Ritzville, WA 99169 (509)659-1660

APPLICATION & AGREEMENT for USE OF SCHOOL FACILITIES

Please note: District activities/events are our first priority and will take precedence over outside requests.

Organization: _____ Today's Date: _____

Contact Person: _____ Phone: _____

Mailing Address: _____ Email: _____

Nature & Purpose of Activity: _____

Event will be Supervised by: _____ Phone: _____

Date of Event: _____ Time of Use From: _____ To: _____

Facilities are available for use after 3:45 p.m. when school is in session.

Will Admission be Charged: _____ YES _____ NO (If yes, please see fee guideline on back)

Building Requested: _____ Lind Elementary _____ Ritzville Grade School
_____ Lind-Ritzville Middle School _____ Lind-Ritzville High School

Area Requested:

_____ Classroom _____ Gymnasium _____ Library _____ Kitchen
_____ Cafeteria _____ Athletic Field _____ HS Commons _____ HS Collaboration Room
_____ Other (Including special equipment needs) _____

Ritzville Grade School & Lind-Ritzville High School utilizes electronic door locks to control access to its facilities. Please specify the times you would like the doors to be unlocked and locked.

Door Unlock Time: _____ Door Lock Time: _____

For use of the Lind Elementary School & Lind-Ritzville Middle School, keys will need to be checked out at the Lind School District Office. Key Picked Up Date: _____ Key Returned: _____

Janitorial Services:

_____ Yes, we will need janitorial services - Actual cost (\$200 minimum charge) Billed after event

_____ No, our group will not need janitorial services & will clean facilities ourselves.

Please Note: The district reserves the right to charge for custodial services as deemed necessary.

Youth Sports

_____ (Please Initial) The youth sports group (non-school district athletics) verifies that all coaches, athletes, and their parents or guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824 (section 2) and for cardiac arrest as prescribed by SB 5083 (section 3).

Please see reverse

Agreement: The applicant agrees that the Lind-Ritzville Cooperative Schools and its agents or employees will not be liable for any damage to person or property due to negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, defend, indemnify and hold harmless the Lind-Ritzville Cooperative Schools and its officers, employees, directors and agents from claims, liabilities, or suits, including all defense costs, 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.

The undersigned hereby makes application to Lind-Ritzville Cooperative Schools for use of school facilities described above and certifies that the information given in the application is correct. The applicant further agrees to reimburse the Lind-Ritzville Cooperative Schools for any damage arising from the applicant's use of the facilities.

Signature: _____ Date: _____

Submit Completed Form to District Office for processing.

Building or AD Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

Any individual or group using the facilities for profit or business must pay a fee for such use. A \$50 deposit must be made prior to use of the facility.			
Facility Rental Fees	Per Day Rate	Facility Rental Fees	Per Day Rate
Ag Shop or Classroom	\$50	Football Field	\$40/day \$75/night
Collaboration Room	\$75	Kitchen* /Cafeteria *must contact kitchen staff prior to use	\$40
Gym/Stage	\$50	Gym/Stage & Kitchen* /Cafeteria	\$85
Cleaning or Extra Help - Actual Cost (\$200 minimum) Billed after event The district reserves the right to charge for custodial services as deemed necessary.			
The Superintendent may make an exception to the above fee schedule including non-profit activities that promote student learning.			

Please see Lind-Ritzville Cooperative Schools ["Use of Facilities Policy #4260"](#) for additional information.
Policies & procedures are available at www.lrschools.org

To be completed by Lind-Ritzville Cooperative Schools:

Date Received: _____ Application Approved: Yes _____ No _____

Reason Not Approved: _____

Fees for Use of Facilities:

Deposit \$ _____

Rental Fee \$ _____

Custodial Fee \$ _____

Total Due \$ _____ Payment Received On: _____ Insurance Certificate Received: _____

Notified: Building: _____ Facilities Supervisor: _____ Group: _____ Added to District Calendar: _____

Facility Usage Expectations

(Please keep for reference)

1. Prior permission must be granted by the building principal and superintendent.
2. Check with the building secretary about available dates. **Please note, school events/activities are our first priority and will take precedence over outside requests.**
3. Insurance certificates are required prior to any group using school facilities. The appropriate forms from the district office must be completed and signed by participating adults to secure requested dates. A deposit of \$50 must be made prior to the use of the facility. **Proof of insurance MUST be provided for any youth program.**
4. Private non-profit sports groups must verify that all coaches, athletes, and their parents or guardians have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824 (section 2) and for cardiac arrest as prescribed by SB 5083 (section 3). As required by RCW 28A.600. Please see LRCS Board [Policy #4260 - Use of School Facilities](#) for additional information.
5. For the safety of our staff & students, any individuals/groups arriving during school hours (7:30 AM - 4:00 PM Monday - Friday) **MUST sign in at the building office.**
6. The activities of the group must be confined to the area requested on the application for use.
7. Use of tobacco products, use or possession of alcohol or drugs on school property is prohibited by law in school buildings and on school grounds.
8. There will be no food or beverages allowed except in specific areas. Specific areas include: cafeteria, kitchen, elementary gyms. HS & MS Gyms: Food & beverages will be allowed in the foyer, but not inside of the gym.
9. Arrangements must be made with district personnel prior to the use of the facility regarding specific expectations, cleaning materials available, checking out keys, etc. **For example, the kitchens have a specific list of cleaning instructions. You must make arrangements to meet with kitchen staff to go over these expectations.**
10. After being used, it is expected that the facility and its contents will be returned in the same condition prior to use. This includes general clean-up, emptying trash to the outside dumpster, sweeping floors, turning off lights, locking the building, returning furniture, etc. **Custodial service fees will be charged if the facility requires additional clean up.** Return key to appropriate personnel and request a refund of your deposit if applicable.
11. The individual signing the building use request form shall be responsible for any damage to the building.
12. Use of any school district equipment must have prior approval. (This includes all athletic equipment)

Use of Building Janitorial Items

(Please keep for reference)

Lunchroom

1. Dump Garbage and replace liners (2 liners per can)
2. Wipe down tables and seats
3. Sweep and mop lunchroom floor
4. Put tables back as they were

Kitchen*

1. Wipe down the counter and sinks.
2. Dump garbage and replace liners (2 liners per can)
3. Sweep floor and rubber mats
4. Mop floor and rubber mats

***Please Note: prior to using kitchen facilities, you must contact kitchen staff for additional cleaning expectations.**

Gym

1. Sweep gym floor
2. Spot mop gym floor if needed
3. Put away any equipment that was used

Bathrooms

1. Sweep floors
2. Dump garbage if needed
3. Mop floors
4. Wipe down toilets and sinks if needed

Security

1. When leaving the building: check that lights are off and doors are shut and locked.

Contact Information:

Lind District Office: 509-677-3499

Ritzville District Office: 509-659-1660

Lind Elementary School: 509-677-3481

Ritzville Grade School: 509-659-0232

Lind-Ritzville Middle School: 509-677-3408

Lind-Ritzville High School: 509-659-1720

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.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.