

# FACILITY USE APPLICATION

4260F-1

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

**SUBMIT AT LEAST 2 WEEKS IN ADVANCE OF USE**  
**\$10.00 Application Fee**  
 (Fee waived if application is received 2 weeks in advance of use)

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**APPLICATIONS ACCEPTED QUARTERLY**

FALL (Sep-Nov) by August 1	SPRING (March-May) by February 1
WINTER (Dec-Feb) by Nov 1	SUMMER (June-Aug) by May 1

Please complete, sign and return to the address listed above, along with a Certificate of Insurance. A confirmation will be mailed to the address listed below. Applications submitted without insurance will not be accepted.

**NOTICE: APPLICANT HAS NO RIGHT TO USE FACILITY UNTIL SIGNED APPROVED PERMIT IS ISSUED!**

User/Group Name _____	Responsible Person _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Telephone _____	Telephone _____

<b>Facility Requested:</b> <input type="checkbox"/> Auditorium <input type="checkbox"/> Computer Lab <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom <input type="checkbox"/> Gym (Aux) <input type="checkbox"/> Library <input type="checkbox"/> Commons <input type="checkbox"/> Gym (Main) <input type="checkbox"/> Multipurpose Room	<b>Event/Purpose of Use:</b> <input type="checkbox"/> Pod <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Other _____ <input type="checkbox"/> Stage <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other _____ <input type="checkbox"/> Sports Field (list) _____ <input type="checkbox"/> Other _____
<b>Equipment Requested:</b> <input type="checkbox"/> Bleachers In <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Bleachers Out <input type="checkbox"/> Piano (Fee) <input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Podium <input type="checkbox"/> Field Lights (Fee) <input type="checkbox"/> Public Address System <input type="checkbox"/> Hoops Up <input type="checkbox"/> Risers <input type="checkbox"/> Hoops Down <input type="checkbox"/> Score Board/Clock	<input type="checkbox"/> Soccer Goal Posts <input type="checkbox"/> Volleyball Standards <input type="checkbox"/> Spotlight <input type="checkbox"/> Whiteboard <input type="checkbox"/> Stage Lights <input type="checkbox"/> Yard Markers/Flags <input type="checkbox"/> Stereo <input type="checkbox"/> Other _____ <input type="checkbox"/> Tables # _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> TV/VCR <input type="checkbox"/> Other _____

Please indicate type of setup (row seating, U-shape, tables/chair, etc.) \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ Adult \_\_\_\_\_ Youth \_\_\_\_\_ Admission (if any) Child \_\_\_\_\_ Adult \_\_\_\_\_

Fund Raiser? Yes  No  If yes, Name of Professional Fund Raising Organization: \_\_\_\_\_

List ALL Dates <small>(For requests such as "2<sup>nd</sup> Tuesday of the month" attach a sheet with actual dates)</small>	Circle Day(s) of Week	Time Facility to be Available	Actual Time Event Starts	Time Event Ends
	M T W T H F S S U	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
	M T W T H F S S U	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
	M T W T H F S S U	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

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 \_\_\_\_\_  
Initials

<b>FOR OFFICE USE ONLY</b> Permit Issued # _____ Invoice to Follow for Applicable Fees: <input type="checkbox"/> Rental <input type="checkbox"/> Equipment <input type="checkbox"/> Custodial Staff	Custodial Budget Code: <input type="checkbox"/> Facilities Use <input type="checkbox"/> Building <input type="checkbox"/> Kitchen Staff <input type="checkbox"/> Technical Support <input type="checkbox"/> Energy
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DISTRIBUTION: Facilities Use Coordinator – White    Maintenance – Yellow    Risk Management – Pink    Applicant - Goldenrod

## AGREEMENT

The signatory hereby makes application to the Tahoma School District No. 409, for the use of school district facilities described on the reverse side of this form 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 and Procedure 4260 - Use of School Facilities. The applicant agrees to exercise the utmost care in the use of the school 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 and Procedures 4260 - Use of School Facilities for complete list of rules and regulations.)**

1. Applications are not considered officially approved until a printed permit is returned to the applicant.
2. At the sole discretion of the district, the district may cancel an approved facility use application if such action is deemed to be advisable or necessary.
3. All groups are obligated to notify the district if they cancel a facility use agreement. If the applicant does not give the district a 24-hour notice of cancellation, the applicant will forfeit the rental fee.
4. It is the applicant's responsibility to state on the application, in detail, the intended use of this facility.
5. 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.
6. Alcoholic beverages or narcotics will not be brought to or consumed on the school ground premises.
7. Boisterous conduct, profane or improper language, drinking, and other objectionable practices will not be allowed in school district facilities.
8. Use of tobacco or tobacco products shall not be allowed in school district facilities.
9. A designated school district employee or representative must be on site during any usage.
10. Only that portion of the building listed and approved on the application will be available for use by the organization.
11. 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 facilities until payment is received.
12. Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school facilities. If this is not done, the organization to whom the permit is issued will be required to pay the cost of the removal.
13. Keys to buildings or facilities **will not** be issued to user groups. The facilities will be opened and closed by school district personnel or an authorized representative.
14. All equipment, furniture, and other school property will be protected and left in the same location and condition as originally found.
15. User organization must conform to all local ordinances including police and fire department regulations.
16. All meetings will terminate and the facility will be vacated by 10:00 p.m. on school nights, unless otherwise approved.
17. Kitchen equipment usage will be permitted only when supervised by a district employee or representative.
18. The user organization 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. It is required that a plan of crowd control be submitted by the user group prior to the scheduled event.

## User Charges

1. Users of the facilities will be charged according to the appropriate rental schedule as defined under Procedure 4260P.
2. Groups using the facilities will be charged for services of district personnel required for supervision and/or custodial services. These charges will be based on the current rates paid by the district.
3. 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.

- Custodial Services: Rate will be calculated based upon the time entering/leaving the building, plus 1½ hours
- Kitchen: Will be billed separately after event
- District-Owned Equipment: The district reserves the right to assess a fee if necessary, i.e., piano, audio equipment.