Centralia School District No. 401

Application for Use of School Facility

Buildings & Grounds
2320 Borst Avenue, Centralia, WA 98531
Phone: (360) 330-7600 Fax: (360) 330-7604

SCHOOL BUILDING/FACILITY	DATES REQUESTED:	NUMBER ATTENDING?	SET-UP BEGIN TIME:
FIELD/ROOM/SPACE REQUESTED		OPEN TO PUBLIC? Yes ☐ No ☐	ACTIVITY START TIME:
EVENT TITLE	NAME OF CONTACT		ACTIVITY END TIME:
NAME OF ORGANIZATION			BREAKDOWN END TIME:
BILLING ADDRESS Street _____ City _____ ZIP _____			CONTACT PHONE EMAIL

EVENT DESCRIPTION/EXTRA SERVICES/EQUIPMENT REQUIRED
(athletic events/leagues - see #20 on reverse)

IS AN ADMISSION FEE BEING CHARGED? ☐Yes ☐No

HAS YOUR ORGANIIZATION APPLIED FOR FACILITY USE WITH CENTRALIA SCHOOL DISTRICT BEFORE? ☐Yes ☐No

All information on this application must be completed and signed before this application will be approved.
I have read, understand and agree to abide by all PROCEDURES, RULES, REGULATIONS and INSURANCE COVERAGE REQUIREMENTS. ☐Yes ☐No
Has Compliance Statement HB 1824 (youth sports head injury) been completed and submitted with this application? ☐Yes ☐No
I am authorized to sign this agreement. ☐Yes ☐No

SIGNATURE OF APPLICANT DATE

SIGNATURE OF BUILDING FACILITY USE CONTACT DATE

SIGNATURE OF SUPERVISOR OF BUILDINGS & GROUNDS DATE

BUILDINGS & GROUNDS USE ONLY
Custodial Fee _____ Custodian will be present from _____ to_____
Recovery/Rental Fee_____ Total Fees _____
Special Instructions
CATEGORY # INVOICE #

Insert # of hour or days for each in your class	Category 1		Category 2		Category 3		Category 1 Calculation	Category 2 Calculation	Category 3 Calculation
Stadium Supervision per hr. (required)	$31.00	hr.	$31.00	hr.	$31.00	hr.	$0.00	$0.00	$0.00
Track and Field per hr.	$19.50	hr.	$40.00	hr.	$99.00	hr.	$0.00	$0.00	$0.00
Field Lights per hr.	$50.00	hr.	$50.00	hr.	$50.00	hr.	$0.00	$0.00	$0.00
Restrooms per day	$32.00	day	$32.00	day	$32.00	day	$0.00	$0.00	$0.00
Ticket Booth Use per day	$15.00	day	$15.00	day	$15.00	day	$0.00	$0.00	$0.00
Score Board per hr.	$15.00	hr.	$15.00	hr.	$15.00	hr.	$0.00	$0.00	$0.00
Locker Room Use per day	$15.00	day	$15.00	day	$15.00	day	$0.00	$0.00	$0.00
Press Box Use per hr.	$15.00	hr.	$15.00	hr.	$15.00	hr.	$0.00	$0.00	$0.00
Coustodial Time per hr.	$41.00	hr.	$41.00	hr.	$41.00	hr.	$0.00	$0.00	$0.00
						TOTAL	$0.00	$0.00	$0.00

Category 1 - School or Child-related Groups or Other Government Agencies including those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Examples: Scouts, Campfire, PTO, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. When facilities are used outside of regular school hours, or the district incurs extra utility, cleaning or supervision costs, a fee, to be established by the superintendent, shall be charged to recoup those costs.

Category 2 - Non-profit Groups includes those organizations which might wish to use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district shall charge a rental rate in excess of costs incurred, except that such excess charges may be waived when a service club or other non-profit group is raising funds for charitable purposes. To be granted this exception, the charitable organization must be recognized by the Philanthropic Division of the Better Business Bureau. Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities. Similar treatment may be granted public universities or colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Non-profit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than two years and may not average more than twelve hours of use per week.

Category 3 - Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents.

(Board Policy 4330)

APPLICATION PROCEDURES

1. Applications for the use of facilities may be obtained at all offices in the Centralia School District.
2. The applicant is encouraged to directly contact the school to check on dates that a particular space is available.
3. Complete the Application for Use of School Facility request form. Provide all requested information to avoid unnecessary delays in processing your application.
4. Applications for all uses of school facilities shall be submitted to the building principal or building designee.
5. If approved by the principal, the application is forwarded to the Supervisor of Buildings & Grounds. The supervisor will review, assign fees assign additional requirements as appropriate, and forward to the assistant superintendent.
6. The application must be received at least ten (10) days prior to the facility use. Application processing will begin in June for events that will occur in the fall and in December for events that will occur in the spring. Submission in advance of these dates will not guarantee approval of your application. Our fiscal year is September through August. For groups with events spanning two fiscal years, invoices will be separated by fiscal year.
7. Payment for charges or the certificate of insurance, when applicable, must be received prior to the facility use.
8. Application copies will be sent to the principal, filed at the Buildings & Grounds office and returned to the applicant with an invoice if appropriate. A copy of a signed application becomes the applicant's permit for use. If the application is not consistent with the Board policy, or the space is not available, the contact will be notified or the application will be returned without a signature.

Multiple Uses: A single application may be made for a series of meetings of like character to be held at the same school facility. However, separate applications must be submitted for each school facility requested for use.
Cancellation: The applicant shall give at least two days notice to the Buildings & Grounds office of any cancellation of previously scheduled facility use. In the case where proper notice is not given, the District may charge for any expenses incurred and cost recovery or rental fees will be assessed.
Permits (if necessary): Applicants are responsible for obtaining any required permits and for satisfying all city, county, state and federal codes and regulations associated with the proposed activities.
Appeals: The Supervisor of Buildings & Grounds possesses the authority to make the final decision on the use of school facilities and the appropriate charges. However, the applicant may appeal such decision to the Superintendent.

RULES & REGULATIONS

1. District or school organization activities shall have priority over other requests for use of facilities, regardless of prior approvals or the date of application.
2. The District reserves the right to refuse any application or cancel a previously authorized use permit and refund the unearned portion of any payment made when it deems such action is in the best interest of the District.
3. Authorization for the use of school facilities shall not be considered an endorsement or approval of the using group, nor the purposes they represent.
4. Sponsoring organizations or individuals requesting use of facilities and/or equipment of the Centralia School District shall not discriminate on the basis of race, color, religion, sex, national origin, marital status, physical or mental disabilities, or age.
5. Sponsoring organizations shall have sufficient competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time a use permit is granted.
6. All people are to be in the area specified in the agreement for facility use. Users failing to comply may have their permit terminated.
7. The purpose of the use must be as stated on the application; deviation shall be considered a breach of contract and may result in the permit being terminated.
8. The District reserves the right to reject any application when it believes a commercial facility would be more appropriate.
9. Organizations using facilities agree to restore equipment and furniture to its original arrangement and to leave the facility clean. If custodial service has been arranged, they will perform the final cleaning and site inspection.
10. All applicants may be held responsible for any expenses incurred by the District arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay the District's invoice for the amount due. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required.
11. Facilities will not be made available for any use which might result in undue damage or wear.
12. The use of tobacco products, alcoholic beverages and other narcotics is prohibited by law in school buildings and on school grounds.
13. Boisterous conduct, betting, or other forms of gambling are prohibited in school buildings and on school grounds.
14. Keys to the buildings or facilities will not be issued to any individual or group unless authorized by the Supervisor of Buildings & Grounds. Building custodians or other authorized District personnel will open doors.
15. The building custodian shall be in the building when a District facility is in use by any non-district group, unless authorized by the Supervisor of Buildings & Grounds. The custodian shall remain in the building during the entire event and will be responsible for closing and securing the building after the use.
16. The use of decorations or the application of material to the stadium or stadium facilities shall be at the discretion of the building principal and the Supervisor of Buildings Grounds.
17. Use of certain equipment or services may require training or additional charges.
18. The use of kitchens is dependant on the approval of the Supervisor of Food Services. When school kitchens are used, a food service employee will be present or an in-service will be required. The requestor must also meet the requirements of the Lewis County Health Department.
19. Sportsmanship – All athletic events/leagues must submit their sportsmanship code with their application. This code will outline behavior expectations for both participants and spectators. The leagues enforcement procedures for this code should also be included. A sample of sports guidelines is available from Centralia High School athletic department.

The District shall have the right to monitor all user events and may require termination of any event that does not comply with District policy or is contrary to the law.

INSURANCE COVERAGE

1. The applicant agrees to show proof of insurance, prior to its use of the facilities, comprehensive general liability insurance. The Centralia School District is to be named an additional insured. A certificate of insurance must be received by the district prior to approval and use of any district facility. For information on obtaining event insurance contact Centralia High School or the Centrralia District Office.
2. Applicant accepts conditions and status of the requested facility and understands that this permit may be revoked or cancelled any time with or without cause and the applicant shall have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from such revocation or cancellation.
3. The applicant agrees to exercise the utmost care in the use of the school facilities and agrees to protect, indemnify, and hold harmless the Centralia School District from all claims, liabilities, damages, or rights of action resulting from the use of said facilities, except for the sole negligence of the Centralia School District.