Klickitat School District

Facility Use Agreement

Coversheet

*90 Day Advanced Scheduling Limit*

## *\*\*Single event requests will not be scheduled more than ninety (90) days in advance of the requested event date.\*\**

## Approval Process

1. Complete Facility User Agreement Form and all necessary appendix items as described below.
2. Obtain approval by the supervisor of the facility request
3. Submit completed packet with site approval to District Contact for district approval. *Agreement is not valid until District approval is received.*

## Required

## Facility Use Agreement Form

## Certificate of Insurance

## Schedule of Rates for School Facilities -­‐ Acknowledgement

Required, if applicable

* Youth Sports
* Concussion and Head Injury & Sudden Cardiac Arrest Disclosure
* Unsupervised Facility Access (use of facility without custodian)
* Key & Security Agreement Form
* KSD Staffing Requests & Services
	+ Custodial Services
	+ Kitchen Services
	+ Event Monitor Services
	+ Key & Security Alarm Services
	+ Security Services
* Waiver of Liability
* Weight Room Agreement & Application
* Kitchen Usage Agreement & Application
* Internet Acceptable Use Agreement (for nonpolitical nonprofits only)

Emergency Notification

User agrees to notify immediately the contact person below in the event of any accidents, injuries, property damage, or other issues that arise during the event.

District Contact Designee for this event:

 Name Phone Number

*After completing the attached forms:*

*Remove and keep the front pages #1 & #2 then return the back pages #3 - #8 to the district office.*

Klickitat School District

General Facility Custodial

 Cleaning Procedures for Facility Renters

*(Only for renters who have not requested custodian services)*

As stated in the Facility Use Agreement renters are responsible for cleanup of the rented facility areas, unless the renters have requested custodial services for a fee (see agreement for details). The directions below are for renters to follow when cleaning only the areas used by the renters. All renters are to abide by the directions below. Access to custodial equipment at each facility will be provided at the time of the event/rental. Please clean facilities to the standard of cleanliness established by the district by leaving the facilities in the original condition as found. The concept that we use is; “leave it as clean as you found it” this ensures a safe and clean facilities for our community and students. If the facility is not cleaned to this standard prior to your event, please notify district office immediately so that district staff can address the issue.

For all Renters:

1. Empty all garbage cans into outside trash dumpster and replace the plastic garbage sacks in garbage cans, keys to the dumpster will be provided.
2. Wipe down all benches, tables, & chairs with appropriate labeled container of sanitizer/cleaner.
3. Return all tables and chairs to proper area or designated storage area.
4. Clean all floors:
	* Sweep all tile floors
	* If dirtied, mop all tile floors with appropriate labeled container of sanitizer/cleaner
	* If dirtied, vacuum all carpets
5. Check restrooms and clean:
* Empty all garbage cans into outside trash dumpster and replace the plastic garbage sacks in garbage cans
* Wipe counters, sinks, and mirrors with appropriate labeled container of sanitizer/cleaner
* Flush all toilets
* If dirtied, clean the inside and outside of toilets with appropriate labeled container of sanitizer/cleaner
* Sweep restroom floors
* If dirtied, mop all tile floors with appropriate labeled container of sanitizer/cleaner
* Check toilet paper and paper towel dispensers and soap dispensers
	+ If items need restocked inform district office immediately
1. Report any maintenance issues or facility problems to the district office

In addition for long, term Renters:

Weekly: Wipe freezers and refrigerators with stainless steel cleaner, dust tops

 Monthly: Clean the stainless kitchen roll up curtains, Kitchen hood

*Reminder:*

*As stated in the Facility Use Agreement; the Klickitat School District reserves the right to require and charge additional custodial fees as needed.*

Klickitat School District Facility Use Agreement

Application to Use School Facilities

The Klickitat School Board of Directors wishes to encourage use of school facilities by the community as long as use is for a lawful purpose and does not interfere with the conduct of the district’s educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and the current schedule of user fees. All youth sports groups must provide a letter of compliance with the state mandated Youth Sports Concussion and Sudden Cardiac Arrest Awareness Management and Protocols. Funds may be charged for use of school facilities to ensure that funds intended for education of children are not used for other purposes. Groups using school facilities must comply with state 'Safe and Drug Free Schools’ regulations; alcohol, tobacco, drugs (including marijuana), firearms, and/or other weapons are not permitted on school property at any time. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district’s interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, origin, gender or sexual orientation.

NAME OF ORGANIZATION

CONTACT NAME NUMBER OF TEAMS/PARTICIPANTS

ADDRESS DAYTIME PHONE

NATURE AND PURPOSE OF ACTIVITY

SPECIFIC FACILITY/SCHOOL REQUESTED (facilities list found on rental fee schedule back page)

DATES TO BE USED: TO DAYS OF WEEK

TIMES OF DAY/EVENING: FROM AM/PM TO AM/PM

WILL ADMISSION BE CHARGED? IF YES HOW MUCH? WILL STAFF SERVICES BE NEEDED? YES or NO

IF YES MARK IN THE APPROPIRATE BOX: CUSTODIAN KITCHEN EVENT MONITOR BUILDING KEY/SECURITY

(When staff services are requested staff members are restricted to their specific job titles. For example: custodians are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs and performing routine cleanup.)

If EQUIPMENT NEEDED write the number required in box: Chairs Tables Podium Screen Microphone Projector Other

FACILITY RENTAL FEES will be determined by the latest established rental rates. Payments of charges shown on the application form are to be made to the district within 30 days. Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises.

AGREEMENT AND INSURANCE

The person or organization entering into this agreement with the Klickitat School District for the use of facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the Klickitat School District for any damage arising from the applicant’s use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

In accordance with Chapter 28A.335 RCW, private nonprofit groups serving youth are required to provide proof of bodily injury coverage of no less than $50,000 per occurrence/$100,000 aggregate. For-profit, business groups are required to provide proof of general liability coverage of no less than $1 million dollars per occurrence. The Klickitat School District must be named as an additionally insured on said policy. Coverage cannot be cancelled or reduced without thirty-(30) day’s written notice to the Klickitat School District. (Low-cost Special Events Liability Insurance is available through the school district’s carrier.)

 (Initial)The applicant agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury and sudden cardiac arrest awareness in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW and HB 5083, section 3 if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the Klickitat School District &/or designee.

The applicant agrees that the Klickitat School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the Klickitat School District and its officers, employees, directors and agents from claims, liabilities, or suits, 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 Klickitat School District.

*I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:*

*SIGNATURE OF APPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

SEE REVERSE SIDE

Klickitat School District Facility Use Agreement

Application to Use School Facilities

RULES AND REGULATIONS

* Applicant/organization is responsible for the safety and conduct of its participants and spectators.
* All non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2 and sudden cardiac arrest awareness as prescribed by SB 5083, section 3.
* Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
* All events will be required to meet the occupancy load and fire and safety regulations of the Klickitat School District, Klickitat County and State of Washington.
* Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
* Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
* Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
* Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
* Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
* District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals cannot use district-owned expendable supplies.
* Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
* Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
* The applicant/organization shall not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.
* Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant.
* Facility use is cancelled when facility/building is closed due to an emergency.
* The Klickitat School District reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

Compliance Statement For:

 Youth Sports Concussion/Head Injury HB 1824 section 2 &

Sudden Cardiac Arrest Awareness SB 5083 section 3

(AS REQUIRED)

The following Compliance Statement by: requests the use of the Klickitat School

(Applicants Name)

District facilities for the following dates:

 , a private non-profit youth sports group, verifies all

 (Organization Name)

coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824, section 2 and sudden cardiac arrest awareness as prescribed by SB 5083, section 3.

Attached is a proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least $50,000 due to bodily injury or death or one person and at least $100,000 due to bodily injury or death to two or more persons.

Signed: Date:

 (Applicant Representative of Private Non-Profit Youth Sports Group)

Klickitat School District Facility Use Fee Schedule

# As per Klickitat School District Policy 4260 and Washington State law (RCW 28A) the Facility Use Fee Schedule is divided into three Categories: 1) *School or Child-Related Groups or Other Government Agencies*, 2) *Non-profit or Other Groups*, 3) *Commercial Enterprises*. All non-school groups will be classified into one of three categories. The categories are further classified into Groups as either: A) District User or B) Non-District User. Placement in a category and user group will determine placement on the Facility Use Fee Schedule. Please read the description below of all three Categories and two Groups for an explanation of the Facility Use Fee Schedule. The Building Facility Coordinator will calculate the fees at the time of the application approval. For any questions please contact the main office at 509-369-4145.

# Categories:

1. *School or Child-Related Groups or Other Government Agencies* include 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.
2. *Non-profit or Other Groups* include those organizations which might wish to use school facilities for lectures, promotional activities, political rallies, entertainment, college courses, wedding receptions, community parties, funerals, community fund raisers, sororities, adult recreation, etc., or other activities for which public halls or commercial facilities generally are rented or owned. *Special Note: Rental charges may be waived when a service club or other non-profit group is raising funds for charitable purposes or local rented or owned commercial facilities are unsuitable or unavailable for use.*
3. *Commercial Enterprises* includes profit making organizations and business-related enterprises. If available the District would prefer commercial organizations to use commercial or private facilities when possible.

# User Groups:

1. *District User* includes those non-profit community groups that involve the majority of Klickitat School District residents or non-district families that have students enrolled in the Klickitat School District.
2. *Non – District User* includes those non-profit community groups that involve the less than the majority of Klickitat School District residents.

*Rates effective 5-25-2016, (rates are reviewed annually)*

Staffing charges will depend on the event and the venue. Please contact the facility coordinator at 509.369.4145.

Some facilities are not available for rental and District facilities are not the appropriate venue for some events.

\*\*\*Special Note\*\*\* Access to the Klickitat School District facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee.

FOR DISTRICT USE ONLY

Approved Disapproved Category: 1 2 3 User: District Non-District

Single event School year Summer Days Evenings Saturday Sunday & Holiday

Certificate of Insurance: Date Requested / / Date Received / / .

Concussion & Cardiac Arrest Statement: Date Requested / / Date Received / / .

Facility/Building Rental Fee $ Per Hour/Event = $ Other charges $

Total Billed $ Date Billed \_\_\_ \_/\_ \_\_/\_ \_ Date Paid / / Receipt #

Signature of District/Building Facilities Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_



Facilities Key Usage & Security Alarm Agreement

Klickitat School District

**Conditions Of Use:**

1. I, the undersigned, acknowledge receipt of the key(s) designated below and I will only use the key in the execution of my approved scheduled facilities use event.
2. I also agree not to loan, transfer, give possession of, misuse, modify or alter the below key(s).
3. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the below key(s), nor any other key(s) belonging to the District without express permission of the District.
4. I understand and agree that violation of this agreement may render me responsible for the expense of a re-lock for any affected areas.
5. I also acknowledge that the cost of such re-lock could run into thousands of dollars depending upon the level of key lost.
6. If any key(s) are lost or stolen, I will report the lost or stolen key(s) immediately to the Facilities Coordinator at 590-369-4145.
7. I will return all keys issued to me at the end of my scheduled facilities use event or upon the District request for the key(s).
8. Failing to return key(s) will result in full reimbursement/restitution to the District by me for all costs incurred by the District, see items #2 & #5.
9. I will pay the Klickitat School District the amount of $10.00 per sub-master and/or classroom door keys or $50.00 per grand master, building master and/or exterior door keys. This amount is in addition to any re-locking charges accrued as stated in item #2.
10. I understand and agree that any willful violation or infraction of any part of this agreement shall be considered full and sufficient cause for immediate termination of my facility use agreement.

**Alternative Key Use Option:**

* If you do not wish to be responsible for the opening and closing of the facility after school hours (or when there is not a custodian on duty), there is a $58.00 cost recovery charge to hire a custodian to complete this task.
* The custodian will also manage the security alarm system as well.
* Below please circle which method of Key Usage you have selected.

Custodial Required: Yes No If yes, the hours needed: to

 Sub-total ($58.00 per event)

**Issued Key List:**

(*Key List table below to be completed by the Facilities Coordinator)*

 Campus Room & Key # Date Issued/By Date Returned/To

|  |  |  |  |
| --- | --- | --- | --- |
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**Security Alarm System Management:**

* It is the responsibility of the individual who has applied to use the facilities to make arrangements to turn off or on the security alarm system if the event is outside the Districts normal hours of operation which is typically 7:30 am – 4:00 pm Monday through Friday. The Facilities Coordinator will advise the applicant if district staff will or will not be available to manage the security system.
* There are two methods of having the security system deactivated or activated outside of normal school hours for an event.
* Option one is to hire district staff at a cost per event to manage the security system which also includes key entry & closure as well.
* Option two is to make arrangements with a district employee with access to the needed facilities to volunteer to manage the security system for you.
* Setting off an alarm which requires off duty staff to respond will result in an additional charge to cover the cost of two hours of salary and related payroll costs. There may also be a fee charged by the security system operators, which you would also be responsible for.
* Below please circle which method of Alarm Security Management you have selected.

**Option 1:**

District Staff Required: Yes No If yes, the hours needed: to

 Sub-total ($58.00 per event)

**Option 2:**

District Employee Volunteer: Yes No Employee Name:

**Statement of Understanding:**

* As the applicant for this Special Usage, I take complete responsibility for opening and closing the building and for any cost of repair, equipment loss, or cleanup after use.
* I understand and agree that any willful violation or infraction of any part of this agreement shall be considered full and sufficient cause for immediate termination of my facility use agreement.
* I agree to all the above conditions.

 Applicants Name Print/Type Applicant Signature Date

 Facility Coordinator Name Print/Type Facility Coordinator Signature Date