SCHOOL YEAR: 2026-2027
(Sep. 1-Aug.31)

REPUBLIC SCHOOL DISTRICT NO. 309

APPLICATION FOR USE OF SCHOOL FACILITIES

Applicant/Organization Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Person in Charge: _____ Daytime Phone: _____

School Requested:

- ☐ Classroom #
- ☐ Elementary Gym
- ☐ High School Gym
- ☐ Elementary Multipurpose Room
- ☐ High School Room
- ☐ Softball Field
- ☐ Playground Area
- ☐ HS Cafeteria/Kitchen
- ☐ Elementary Kitchen
- ☐ Tiger Cafe/Board Room
- ☐ Library
- ☐ Weigh Room
- ☐ Baseball Field
- ☐ Other _____

Time & Dates:

Dates: _____ Hours From: _____ To: _____

Dates: _____ Hours From: _____ To: _____

Days of Week: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ S ☐ SU (Check Days)

Activity: _____

What type of supervision will be provided: _____

Primary use is for: ☐ Adult ☐ Child Will admission be charged? ☐ Yes ☐ No

Fund Raising: ☐ Yes ☐ No How much do you expect to net? _____

- ☐ Speakers ☐ Tables _____ (How Many)
- ☐ Projector ☐ Chairs _____ (How Many)
- ☐ Computer ☐ Other: _____
- ☐ Microphone

Payment of Rental Fees:
Rental fees shall be determined by the latest established rental rates. NOTE: Applicant is responsible for reasonable clean- up of area used. Additional fees may be charged for leaving area in poor condition.

Point of contact email address: _____

Agreement and Insurance:

The applicant agrees to abide by the laws of the State of Washington, Ferry Count and the regulations of Republic School District No. 309. It is understood and agreed by the applicant that this permit may be revoked at any time with or without cause. It is further agreed that the applicant agrees to protect, indemnify, and hold harmless the Republic School District No. 309, the School Board, District employees and volunteers from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of premises covered by this application except for the sole negligence of Republic School District No. 309. All applicants may be held responsible for any expenses incurred by the District arising from the use of a facility. In the event of damage, each applicant agrees to pay promptly the District's Statement of amount due.

The user may be required to procure at its own expense a Comprehensive General Liability insurance policy, name the District as an additional insured. This policy shall be primary and written within limits of $1,000,000 combined single limits per occurrence. Coverage amount cannot be canceled or reduced without three days written notice to the District.

If required, a Certificate of Insurance evidencing coverage and a copy of the endorsement naming the District as an additional insured must be submitted to the District business office prior to the event.

_____ (initial) The applicant agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW if applicable. Access to school facilities may not be granted until all requirements are completed and approved by the school district &/or designee.

I have read the General Rules of Conduct and Building Use Procedure attached to this form and agree to comply with the provision and guidelines as established. In addition, I have shared the provisions and guidelines of the General Rules of Conduct and Building Use Procedures with every person in the _____who will be using the facility and they agree to abide by the provisions and guidelines.They have also agreed to allow me to represent them and sign this Application for Use of School Facilities on their behalf. I further agree to indemnify Republic School District No. 309 for any claims or loss directly attributable to the activities described in #4 except for the solenegligence of Republic School District No. 309.

Application Signature: _____ Date: _____

All Questions , concerns , or time changes please contact: Liz Stinson at 509-429-8250 or lstinson@republicsd.org

Republic School District No. 309
Facility Use Scale
Hourly/Rate

	Elem Gym	HS Gym	HS Gym/ Lock	Classroom	Multi Purp.	Kitchen	Stadium	Sta*Lites
Incremental cost user Fee/Hr	$13.00	$15.00	$22.00	$10.00	$12.00	$25.00	$30.00	$50.00
Labor Cost* Supervisor/Hr.	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00

Class I No Charge*
Class II No Charge*
Class III,IV No Charge*
Class V Incremental cost plus direct labor costs and 10% of gross revenue

1. Set up and take-down fees will be charged when a change in the facility configuration is required.
   * Incremental costs/user fees may be established for all user groups in the financial conditions of the Republic School District warrant it.
   - Direct labor costs may be assessed if conditions warrant.
     The exact amount of labor costs will be passed on at the conclusion of the work.

FOR DISTRICT USE ONLY:

Principals Signature: _____ Date: _____

Business Office Approval: _____ Date: _____

Evidence of Insurance Required ☐ Yes ☐ No

Circle User Classification: 2 3 4 5
(*See attached, General Rules of Conduct*)

Amount Dues/User Fees: _____

Amount Due/Labor Costs: _____

Total Due: _____

FACILITY USE
PROCEDURE #4260

SUBJECT: USE OF SCHOOL FACILITIES

Persons and/or organizations who desire the use of district facilities for other than district activities will apply for permission, and their request(s) will be processed according to this procedure and district policy #4260

I. GENERAL GUIDELINES

A. Application or use of school facilities shall be made through the local school principal or through the district office.
B. An authorized district employee or patron must be present at all times that a school facility is in use to unlock and lock doors, regulate the heating system, represent the district in case of an emergency, and make certain that unauthorized sections of the buildings are not used. Insofar as practical, all meetings shall close in sufficient time to clear the building by the time established by the district.
C. School-district-owned equipment shall not be removed from district facilities for loan to any individuals, groups, or organizations other than those organizations previously approved by the board.
D. Equipment and furniture shall be used and moved only with prior approval of the building principal/designee or other district official.
E. District-owned expendable supplies will not be used.
F. Damage, clean-up or other costs will be charged to the individual or group who used the facility.
G. Keys to buildings shall not be issued or loaned on any occasion to any individual or group for any purpose. Doors will be unlocked or locked by authorized district employees or patrons only.
H. Authorized district employees or patrons have authority to order any person, persons or groups to leave or vacate all or any portion of the school facility or grounds.
I. The use of school facilities may be granted temporarily to religious organizations for religious services and/or instruction according to recent U.S. Supreme Court findings.
J. Ifapproval has been given to a group to use the facilities and it is determined that for some reason the facilities will not be available, a timely notice should be given the applicant, including the reason for the cancellation by the building principal/designee.
K. The maximum number of people permitted in a school facility shall be restricted by the appropriate fire marshal.
L. The district reserves the right to require police supervision, security, or fire protection at any event whenever the building principal or the superintendent's office deems such protection is necessary.
M. It is the sole responsibility of the users of district property to comply with federal, state and municipal laws and to obtain any permits necessary to conduct a particular activity including, but not limited to, zoning permits and approvals.

II. SCHEDULING PROCEDURE

Any person or organization desiring to schedule a district facility should contact the building principal or district office.

III. SCHEDULING CLASSIFICATION AND PRIORITIES

The following classification for facilities usage have been developed. Any requested use of the facility will be classified in accordance with this procedure and retail will be charged accordingly, unless waived by the superintendent. The superintendent or his/her designee shall make the final decision regarding classification of proposed uses. Any decisions made may be appealed to the board of directors.

GENERAL RULES OF CONDUCT

General rules of conductgoverning use of facilities:

1. The following are enforced by state law: Smoking and the use of tobacco products are prohibited on all school properties. The use of alcohol, illegal drugs and possession of drug paraphernalia are not permitted on school premises. Dangerous weapons are not permitted on school premises.
2. 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.
3. There shall be an adult supervisor in the activity area at all times.
4. All activities must be structured to minimize injury to participants and spectators and shall consider the age and ability of participants.
5. Horseplay, unruly behavior, and fighting shall be immediately attended to by the adult in charge of the activity. Such behavior is not acceptable and must be controlled.
6. Safety equipment reasonably required for any given activity must always be used for that activity.
7. The "reasonable person" standard shall be used by applicants at all times related to the supervision of participants and/or spectators.
8. In case of medical or fire emergency and/or uncontrollable situations, the adult supervisor should call 911 for assistance. Adult supervisors should be familiar with the location of the fire alarm pull stations, the phone nearest their area of use, and emergency exits.

User Classifications

Class I: School Groups

Groups which exist primarily because of the school program. Groups in Class I include curricular, extra-curricular student groups, Associated Student Body, PTSA, councils/groups authorized by the District to support school programs activities.

Class II: Youth Groups (nonprofit)

Groups which have as their prime focus the interest or needs of youth of the local community. Criteria for inclusion is this classification include, but is not limited to the following: open to all youth in the school district at no cost, is non-profit, is conducted within two hours of school dismal and is conducted when school building is operated and staffed. Includes Boy and Girl Scouting, 4-H Clubs, Little League groups, etc.

Class III: Public Supported Activities

Groups which are official governmental and educational agencies (local, state, national). Groups in Class III may include city, state and federal or local governmental departments or agencies, university and community colleges, etc.

Class IV: Other Non-profit Groups

Groups which have as their prime focus the interest and needs of the local community. Community recreation groups, community clubs, churches, Chamber of Commerce, community service-clubs, political groups, educational associations, class reunions, senior citizens, non-district sponsored classes/workshops, Red Cross, cultural advancement groups.

Criteria for this classification include, but are not limited to the following: no charge admission (exception made for not-for-profit artistic or cultural events), compulsory donation not a requirement of admission, purpose of activity in non-fundraising activity is non-commercial in nature.

Class V: Commercial or Profit-Motivated Use

Groups or activities, the motive of which is commercial gain or monetary benefit either directly or indirectly. This classification includes all activities which yield a financial return to the promoters in any fashion.

Proof of liability insurance naming Republic School District as an additional insured will be required.

REPUBLIC SCHOOL DISTRICT NO. 309

Compliance Statement for HB 1824
Youth Sports-Head Injury Policies
(Attach to Facility Use Request Form)

_____ request the use of the Republic School District

facilities for the following dates: _____.

_____, a private 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. Attached is 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 or two or more persons.

Signed: _____ Date: _____
Representative of Private Non-Profit Youth Sports Group

*Note: Access to school facilities may not be granted until all requirements of this application are completed and approved by the school district &/or designee.

Republic School District #309

Open Gym Procedures

1. Schedule changes need to be provided TWO (2) weeks in advance to the Athletic Director, District Office, and High School Office so conflicts can be resolved.
2. Open Gym only on the days calendared. No free lancing of gym use.
3. All authorized leader/point of contract must be present at each gym session and must remain the entire time to oversee the activities. If a leader/point of contact is not present Open Gym will be suspended to be restored at the discretion of Administration
4. Keys are not to be shared with others. If this happens Open Gym will be suspended to be restored at the discretion of Administration.
5. Keys must be returned at the end of the school year.
6. Open Gym volleyball is played with the old net.
7. The gym must be cleaned at end of the session.
    a. Tasks include:
        i. Sweep gym floor
        ii. Clean spills
        iii. All equipment stored in appropriate location
        iv. Front door locked and checked by the leader/point of contact before that person leaves

_____ _____

Facility Use POC Signature Date