Cle Elum-Roslyn School District #404

FACILITY USE AGREEMENT

Application to Use School Facilities

The 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/P and the current schedule of user fees. ALL youth sports groups must provide a letter of compliance with mandated Youth Sports Concussion Management 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. 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, sex, or origin.

NAME OF ORGANIZATION _____

CONTACT NAME _____ NUMBER OF TEAMS/PARTICIPANTS _____

ADDRESS _____ DAYTIME PHONE _____

NATURE AND PURPOSE OF ACTIVITY _____

SPECIFIC FACILITY/SCHOOL REQUESTED _____

[ ] Classroom	[ ] Stage	[ ] Auditorium	[ ] Computer Rm.	[ ] Conference Rm.
[ ] Cafeteria	[ ] Athletic field	[ ] Library	[ ] Multipurpose Rm.	[ ] Gym
[ ] Computer Rm.	[ ] Conference Rm.	[ ] LGI	[ ] Stadium	[ ] Kitchen

DATES TO BE USED: _____ TO _____ DAY OF WEEK _____

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

WILL ADMISSION BE CHARGED? _____ WILL CUSTODIAN SERVICES BE NEEDED? _____
(Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, setting up chairs and performing routine cleanup.)

EQUIPMENT NEEDED: [ ] Chairs [ ] Tables [ ] Carousel [ ] Flag [ ] Podium [ ] Screen [ ] Microphone [ ] Projector

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 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 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 School District must be named as additionally insured on said policy. Coverage cannot be cancelled or reduced without thirty-(30) day's written notice to the 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 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 complete and approved by the school district &/or designee.**

_____**(initial) Applicant agrees to fully comply with requirements of ESSB 5083, Sudden Cardiac Awareness information.**

The applicant agrees that the 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 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 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

Cle Elum-Roslyn School District #404

FACILITY USE AGREEMENT

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RULES AND REGULATIONS

To protect and preserve school district facilities, the following use rules are part and parcel to the application for and the use of school facilities:

The responsible individual(s) as listed on the facility use application are solely responsible for the conduct of their activity and participants involved, are solely responsible for the safe conduct of their activities and are responsible for assuring compliance with the use of school district facilities in accordance with school district policy / procedure 4260 and the rules for use of school facilities.

a) Users shall not post any materials on the walls, ceilings, floors, fences, etc., unless the District has approved the materials in advance of the use. Directional signage may be put up before and must be taken down after the event and is limited to the same day as the event.
   a. 1. No commercial advertising is permitted unless by specific approval by the district.

b) Users shall not alter any facilities.

c) The burning of candles or any other materials poses a fire hazard and is strictly prohibited.
   a. 1. All fire and life safety rules must be followed by users of school facilities as a condition of approved use, i.e., no exits may be blocked or obscured.

d) Proper footwear must be worn on appropriate surfaces; i.e., non-marking, gym shoes for use in gymnasiums, no spiked or work boots in any facilities, closed toes shoes in areas where work or cooking is being done.

e) Users are required to remove their materials, equipment, furnishings, and rubbish after using the facilities. Room furniture must be returned to the original set-up. If the user leaves any materials, equipment, furnishings, or rubbish, the property will be considered abandoned and the user will be responsible for all costs associated with removing the property.

f) Building users shall not practice unlawful discrimination of any kind.

g) Alcoholic beverages, tobacco, narcotics, or other dangerous or illegal drugs shall not be permitted in District or school facilities or on District of school property at any time.

h) Except for on-duty law enforcement officers carrying licensed weapons, firearms, explosives, and dangerous weapons shall not be permitted at any of the District's facilities at any time regardless of whether the owner of the firearm or explosive is legally permitted to carry the firearm or explosive.

i) Requests to make or allow radio or television broadcasts during any user event must be submitted with the initial application, and may only occur upon prior written approval by the District.

j) The use of the District's facilities shall not be granted to any individual or organization if the individual or organization will use the buildings, grounds, or facilities for or to promote illegal activities.

k) Except for properly licensed bingo and/or raffles for the sole purpose of fund raising for civic or charitable purposes, gambling shall be prohibited in any of the District facilities.

l) Unless by special prior arrangement, Group II and III users may not advertise or sell any merchandise or products in or on the District's facilities.

m) Once an application for use of the District facilities has been granted, users are strictly prohibited from assigning the license to use the facilities to any other individual or organization.

n) Users are expected to restrict their use and activities to the times and places designated in the application for use.

o) No animals may be brought in to District facilities during facility use unless specific approval by the district is granted and except for required (*registered*) service animals.

p) Competent adult supervision is required for the use of all school facilities and must be onsite at all times during the use of school facilities.

q) Facility use is cancelled on any day or during any period when the building is closed due to an emergency or weather condition.

r) All youth sports groups must verify that all coaches, athletes and their parent/guardian have complied with mandated policies and procedures for the management of concussions an head injuries as prescribed by HB 1824 section 2 (WA State Lystedt Law passed 2009) and have complied with sudden cardiac awareness as prescribed by ESSB 5083.2013

FOR DISTRICT USE ONLY

Approved [ ] Disapproved [ ] Category: [ ] I [ ] II [ ] III

Single event [ ] School year [ ] Summer [ ] Days [ ] Evenings [ ] Saturday [ ] Sunday & Holiday [ ]

Certificate of Insurance [ ] Requested [ ] Received

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

Total Billed $ _____ Date Billed _____/_____/_____

Signature of District/Building Facilities Coordinator _____ Date ___

Cle Elum-Roslyn SCHOOL DISTRICT

Facility Fee Schedule

Facility Rental Fee	Group I	Group II	Group III
Standard Classrooms	Waived	$10.00/hr	$20.00/hr
Specially Equipped Classrooms	Waived	$15.00/hr	$30.00/hr
Multipurpose Rooms (Cafeteria, Mat Rooms, MS/HS Commons	Waived	$20.00/hr	$40.00/hr
ES/MS & HS Gymnasium	Waived	$30.00/hr	$50.00/hr
ES/MS Cafeteria & Stage	Waived	$30.00/hr	$50.00/hr
ES/MS Kitchen Facilities	Waived	$20.00/hr	$40.00/hr
Sports Fields (Soccer, Baseball & Softball)	Waived	$5.00/hr	$10.00/hr
Football Field / Track	Waived	$25.00/hr	$40.00/hr
Tennis / Pickleball Courts	Waived	$15.00/hr	$25.00/hr

Employees (required for all rentals if rental occurs outside regular work hours)

	Regular time	Overtime
Custodial	$30.00 per Hour	$45.00 per Hour
Cooks	$25.00 per Hour	$36.00 per Hour

Footnote: See Policy/Procedure 4260

Adopted 23/24

Cle Elum-Roslyn
SCHOOL DISTRICT

Facility Fee Schedule Discounts

Group 3 Youth Sport Organizations who book CERSD Facilities will receive a discount off the school board approved schedule based upon Cle Elum-Roslyn student participation percentage involved with each booking:

0% - 25% CERSD Student Participation	**15% Overall Discount**
26% - 50% CERSD Student Participation	**30% Overall Discount**
51% - 75% CERSD Student Participation	**45% Overall Discount**
76% - 99% CERSD Student Participation	**60% Overall Discount**
100% CERSD Student Participation	**75% Overall Discount**

Estimated discounts can be requested at the time of booking with the Facility Coordinator. Discounts will be applied upon confirmation of the group's roster at invoicing.

Cle Elum-Roslyn School District 404
4244 Bullfrog Road, Cle Elum, WA 98922
Phone (509) 852-4819
Fax (509) 852-4848

Compliance Statement for HB 1824, Youth Sports - Concussion/Head Injury Policies and SB 5083, Sudden Cardiac Arrest Awareness Form

Access to Cle Elum-Roslyn School District Facilities may not be granted until all requirements of this application are complete and approved by the Cle Elum-Roslyn School District prior to your group's first practice/competition (attach to building/facility request form).

Cle Elum-Roslyn School District Compliance Statement for HB 1824, Youth Sports Concussion/Head Injury Policies and for SB 5083, Sudden Cardiac Arrest Awareness

_____, Requests the use of _____

(Name of renting organization) **(Site Name)**

A Cle Elum-Roslyn School District Facility for the following date(s): _____

_____, a private non-profit youth sports group, verifies all coaches, athletes, and their parents/guardians have complied with mandated policies for the **Management of Concussions and Head Injuries** as prescribed by HB 1824, and **Sudden Cardiac Arrest Awareness** as prescribed by SB 5083.

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 of one person, or at least $100,000 due to bodily injury or death of two or more persons.

By signing below, I certify that I have read the above, and understand its content, and agree to its terms.

_____ _____

Representative of Private Non-Profit Youth Sports Group Date

The Cle Elum-Roslyn School District complies with all federal and state statutes and regulations and does 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. This holds true for all district employment and student opportunities. Inquires regarding compliance and/or grievance procedures may be directed to the school district's TitleIX/RCW 28A.640 Officer **Sara Sahlinger** or Section 504/ADA Coordinator, Carrieanne Selzler, 4244 Bullfrog Road, Cle Elum, WA 98922 or phone 509-**852-4819**.