

Soap Lake School District No. 156 Application For Use Of School Facilities

This is an application only. It will be confirmed or rejected within seven days. Please type or print and submit at least seven days prior to date(s) desired.

Group Making Request _____ Date of Request _____
 Facility Requested _____ Dates(s) _____
 Equipment Requested _____
 Purpose of Use _____
 Number of Expected Attendance _____ Number of Supervisors _____
 Will Food be Present? Yes _____ No _____
 SPECIAL CONDITIONS OR SERVICES REQUESTED _____

The undersigned using school facilities/equipment agrees to protect and to indemnify for costs, legal and other expenses the District, its officers, directors and agents from all claims, liabilities or suits related to or arising from acts or omissions of such groups or individuals in connection with the use of any such school facilities/equipment. The character of the activity will conform with that stated in the Purpose for Use; and that the rules and regulations for use of school facilities be observed.

Signature of person taking responsibility for group: _____
 Address _____ Phone _____

Rules and Regulations

- * Use of tobacco, or either use or possession of alcohol or drugs, on school property is prohibited.
- * There is to be NO FOOD allowed except in specified areas, with prior approval.
- * The CITY FIRE DEPARTMENT AND POLICE DEPARTMENT are to be notified by the renter if the number of people expected will exceed 30.
- * Renter is responsible to the BOARD OF EDUCATION for supervision, use and care of school property, and the character and nature of the activity will comply with school board regulations.
- * ALL GROUPS MUST HAVE ADULT SUPERVISION (AGE 21 OR OLDER) WHILE PARTICIPANTS ARE ON SCHOOL PROPERTY. In situations where the group using the facility involves supervision of any group with persons under the age of 18 it is required that at least two adults be present.
- * Provisions must be made to ensure that participants do not have access to any areas of the school except the area requested for use. For example, in the case of gym use, the participants must not be allowed access to the rest of the building. This is a common problem and can only be enforced by the supervisor assuring that outside doors are closed after participants are in the building and that the participants exit the building immediately when they leave the gym. Should people, other than the activity participants, enter the building the supervisor has the authority to require them to leave the building.
- * The school district reserves the right to require a usage fee and/or a damage/clean-up deposit. If property loss or damage is incurred, a bill will be sent to the group using the facilities.
- * Renter is responsible for a custodial fee if the facility needs cleaning after use.
- * All applicants for use of district facilities shall hold the school district free and without harm, from any loss or damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Certificate of Insurance may be required.
- * The District will provide only the facilities, furniture and equipment normally found in the facility to be used. Reasonable shifting of furniture within the room to meet the needs of the occupant is permitted, providing that it is returned to the original location and arrangement by the occupant upon completion of use. No furniture or other equipment may be moved from any room without prior arrangement.
- * All applicants for use of school facilities shall provide liability insurance naming the District as an additional insured with limits no less than \$500,000 combined single limit

* TO BE COMPLETED BY SCHOOL DISTRICT

INSURANCE CERTIFICATE REQUIRED

Application Confirmed _____ Reason if Rejected _____
 Fee For Facility Use _____
 Special Conditions _____
 District Staff/Representative Assigned Responsibility _____
 Signed _____ Superintendent/Designee _____