

Meadow Ridge Elementary
 15601 N. Freya Street
 Mead, WA 99021

Approved _____
 Denied _____

**ELEMENTARY/MIDDLE SCHOOL
 INDOOR FACILITIES USE APPLICATION**

This application should be filled out 10 days prior to event.

This is not confirmation of usage. Organization will be notified of approval.

Building Administrator: Please make a copy for your building and organization and send original to Ned Wendle@ District Office.

- Applicant must:
- 1) Complete one form for each school/site requested
 - 2) Complete Section I, and sign
 - 3) Read Section II, and sign (If applicable)
 - 4) Return completed forms to building administrator
 - 5) Provide copy of Certificate of Insurance (see Terms of Use #2)

- Categories: Please mark one: I-School Affiliated Organizations (PTO, Booster Club, etc)
 See Policy 6113 for detailed information: IA-Non Profit Youth Groups (4H, Scouts, YMCA, SYSA, etc)
 II-Non-Profit Community Groups
 III-Other Non-Profit Organizations and Individual Users
 IV-Commercial or For-Profit Organizations

SECTION I: Date of Application _____ Building Requested _____

Name of User, Organization, or Group _____

Contact Name: _____

Street Address _____

City/State/Zip _____

Daytime Phone _____ Other Phone _____

Email Address _____

Specific Purpose for Use _____

Date(s) of Use –: _____

Day(s) of Week: Mon Tues Wed Thurs Fri Sat Sun

Frequency of Use: One Time Only Weekly Monthly

Time Requested: Set up _____ Activity time _____ Departure time _____

Number of Participants and Spectators _____

If specific setup is required, send map of desired design.

Building/Office Use: Custodian needed? Yes From _____ To _____

Staff Supervisor needed? Yes From _____ To _____

Kitchen Staff needed? Yes From _____ To _____

Stage Hand needed? Yes From _____ To _____

Projected Expenses: _____

_____ TOTAL

Actual time will be billed by the District Office.

ELEMENTARY/MIDDLE SCHOOLS: (If available)

- Accommodations requested:
- | | | | | |
|--------------------------------------|---------------------------------------|------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Classroom | <input type="checkbox"/> Band Room | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other |
| <input type="checkbox"/> Locker Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Library | <input type="checkbox"/> Auditorium | |
| <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Restrooms | <input type="checkbox"/> Commons | |

Auditoriums/Cafeterias/Multipurpose Rooms/Libraries (If available)

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Sound/1 wired Mic | <input type="checkbox"/> Risers |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Wireless Mic | <input type="checkbox"/> Music Stands |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Extra Wired Mic | <input type="checkbox"/> House Lights |
| <input type="checkbox"/> Film Screen | <input type="checkbox"/> CD Player | <input type="checkbox"/> Data Projector |
| <input type="checkbox"/> TV/VCR | <input type="checkbox"/> Stage Lighting | <input type="checkbox"/> Headset |
| <input type="checkbox"/> TV/DVD | <input type="checkbox"/> Stage Crew | <input type="checkbox"/> Security |
| <input type="checkbox"/> Overhead | <input type="checkbox"/> Stage Crew | <input type="checkbox"/> Other |

TERMS OF USE

1. I agree to monitor and control the conduct of persons in and about the building associated with my use and pay for any damage beyond ordinary wear and tear which may occur to this school property as a result of my use. I will carefully inspect the building prior to my use and determine if it is configured and equipped so as to be safe for my use and the persons who will be in the facility because of my use.
2. Any promotional activities in conjunction with non-district sponsored events must clearly state that the event is not sponsored or endorsed by Mead School District.
3. No decorations or application of materials to walls, floors, fences, etc. will be allowed without the permission of the district facility coordinator in advance of the event.
4. The user shall provide a certificate of insurance prior to use of the facility. The insurance shall be primary and written for a minimum of \$1,000,000 Combined Single Limit per occurrence. The insurance certificate shall list the Mead School District, its officers, directors, and employees as an additional named insured and shall provide for notification to the district in the event of cancellation or termination, or material change in the policy, with not less than ten (10) days notice.
5. For security reasons you will be expected to follow your arrival and departure times.
6. An authorized adult must be present before the group may enter the facility.
7. Use of tobacco products, weapons, drugs, explosives, or firearms is not permitted in any of the District’s facilities or on District property.
8. Where there is reasonable risk that participants in the activity might suffer a head injury or concussion, the youth organization shall provide a signed statement of compliance acknowledging that the youth, organization, coaches, volunteers, athletes, and parents/guardians have all received training, as provided by WIAA, <http://www.wiaa.com/ConcussionManagementGuidelines.htm>, on head injuries and concussions. If this applies, please fill out and sign Section II of the agreement.
9. Community groups using facilities for athletic programs may not discriminate against any person on the basis of sex in operation, conduct, or administration of their program for youths or adults (see attached policy 3210).
10. Boisterous conduct, profane and improper language, use of intoxicating beverages, and any other objectionable practices will be ample reason for terminating a permit.
11. The Board reserves the right to cancel a permit given, and to refund any payment made for the use of school facilities when it deems such an action advisable and or in the best interest of the school district, or to modify or change its rules at any time, without cause, and that in the event of such revocation or cancellations, there shall be no claim or right to damages or reimbursement on account of loss, damage, or expenses whatsoever.
12. The District reserves the right to adjust facility use with little or no notice based on school program needs or weather conditions.
13. If a group does not show up twice for scheduled times and has not notified the school/building in advance, the slot will be allocated to another group.

I understand and agree to the terms and use described above.

Signature (Person requesting facility) Date
 Please keep a signed copy with you during activity.

Principal/Building Administrator Date

DISTRICT OFFICE USE

- | | | |
|--|---|---|
| <input type="checkbox"/> Complete/Signed Application | <input type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> Sub Services Dept/When custodian needed |
| <input type="checkbox"/> Signed HB 1824 Policy/ When applicable | <input type="checkbox"/> Staff Supervisor | <input type="checkbox"/> Child Nutrition Services/When Applicable |
| <input type="checkbox"/> 501(c)(3) Documentation for non-profit groups | | <input type="checkbox"/> Building Custodian/When Applicable |

Complete this page and return

**Board Policy 6113
Facility Use Fee Schedule
Effective September 1,
2014/2015**

Classification	I	IA	II	III	IV
				2 hour minimum	2 hour minimum
Teacher Supervision	If Necessary	If Necessary	If Necessary	If Necessary	If Necessary
School Day	\$45/hour	\$45/hour	\$45/hour	\$45/hour	\$45/hour
Non-School Day	\$45/hour	\$45/hour	\$45/hour	\$45/hour	\$45/hour
Holiday	\$45/hour	\$45/hour	\$45/hour	\$45/hour	\$45/hour
Custodian	If Necessary	If Necessary	If Necessary	If Necessary	If Necessary
School Day	\$33/hour	\$33/hour	\$33/hour	\$33/hour	\$33/hour
Non-School Day	\$44/hour	\$44/hour	\$44/hour	\$44/hour	\$44/hour
Holiday	\$65/hour	\$65/hour	\$65/hour	\$65/hour	\$65/hour
Gymnasium					
School Day	N/C	N/C	\$9/hour	\$11/hour	\$13/hour
Non-School Day	N/C	\$9/hour	\$11/hour	\$13/hour	\$15/hour
Holiday	N/C	\$9/hour	\$11/hour	\$13/hour	\$15/hour
Classroom/Libraries					
School Day	N/C	N/C	\$4/hour	\$6/hour	\$8/hour
Non-School Day	N/C	\$4/hour	\$6/hour	\$8/hour	\$10/hour
Holiday	N/C	\$4/hour	\$6/hour	\$8/hour	\$10/hour
Cafeteria/Commons					
School Day	N/C	N/C	\$7/hour	\$9/hour	\$11/hour
Non-School Day	N/C	\$7/hour	\$9/hour	\$11/hour	\$13/hour
Holiday	N/C	\$7/hour	\$9/hour	\$11/hour	\$13/hour
Auditorium/Theater					
School Day	N/C	N/C	\$15/hour	\$17/hour	\$19/hour
Non-School Day	N/C	\$15/hour	\$17/hour	\$19/hour	\$21/hour
Holiday	N/C	\$15/hour	\$17/hour	\$19/hour	\$21/hour
Field w/lights	\$15/first hour \$10/hour 2+	\$20/first hour \$10/hour 2+	\$25/first hour \$15/hour 2+	\$25/first hour \$15/hour 2+	\$25/first hour \$15/hour 2+
Field w/o lights	N/C	N/C	N/C	N/C	\$10/hour
Kitchen	\$38/hour	\$38/hour	\$38/hour	\$38/hour	\$38/hour
Theater Stage Crew	\$10/hour	\$10/hour	\$10/hour	\$10/hour	\$10/hour

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Rates are a combination of facility use fee and hourly rate for staff.

Classifications - See Board Policy 6113 for details

I - School Affiliated Organizations: (PTO, Booster Clubs, Mead Education Foundation, etc)

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II - Non-Profit Community Groups

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SECTION II:

Compliance Statement for HB 1824, Youth Sports-Head Injury Polices

<http://www.wiaa.com/ConcussionManagementGuidlines.htm>

_____, a youth organization, 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 Mead School District Board Policy 3412, Head Injuries.

Signed:

Representative of Private Non-Private Youth Sports Group

Date

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

All participants must be insured for bodily injury and/or death with per person limits of at least \$50,000 and per occurrence limits of at least \$100,000. This insurance must be provided with an insurance company authorized to do business in Washington State. If this insurance lapses during the term of the agreement the youth organization facility use will be discontinued until written proof of valid insurance is provided to the district. (The bodily injury and/or death insurance is required in addition to the certificate of liability insurance.)

Complete this page and return

NONDISCRIMINATION

The District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender, sexual orientation, marital status, pregnancy, religion, physical/sensory/mental handicaps, or disability within the meaning of the Rehabilitation Act of 1973 - Section 504.

The Superintendent shall provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to ensure that there is equal opportunity for all students in the district.

The Board shall designate a staff member(s) to serve as affirmative action, Title IX compliance officer and Section 504 officer.

Legal References:	RCW28A.640	Sexual Equality Mandated for Public Schools
	RCW49.60	Law Against Discrimination
	WAC180-40-215	Student rights
	WAC392--190	Equal Educational Opportunity-- Sex Discrimination Prohibited

Rehabilitation Act of 1973 - Section 504

Adopted: March 27, 1991
Revised: March 14, 1995
Revised: January 8, 2007