

APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES
White Salmon Valley School District PO Box 157 White Salmon, WA 98672
Phone 509-493-1500 FAX 509-493-2275

Date: _____ Original must be filed in the District Office.

Group making request: _____

Name of contact person: _____ E-mail: _____

Mailing address: _____

Billing address: _____

Telephone: _____ Alternate number: _____

Type of meeting, event, etc.: _____ If multiple day use,
request must include meeting/event schedule.

Number attending: _____ Open to public? _____ Charge per person? \$ _____

Will event be catered? Company: _____ Phone: _____

School Desired: _____ Facility Desired _____
Classroom/Computer Lab/Library/Gym/Stadium/Restrooms

Start Time: _____ a.m. / p.m. End Time: _____ a.m. / p.m.

Start Date: _____ End Date: _____ Days of the week: S M T W Th F S

By my signature, I have read and accept the responsibility for all WSVSD terms and conditions as stated on reverse.

Signature of Organization Representative

Title

ANY FLYER ADVERTISING THIS EVENT MUST BE ATTACHED TO THIS FACILITY USE FORM.

FOR OFFICIAL USE ONLY:

RATES

Classroom Use (2 hrs): \$15.00	Hours _____ @\$15.00 _____
Library Use (2 hrs): \$30.00	Hours _____ @\$30.00 _____
Transportation Ctr. Mtg. Room (2 hrs): \$30.00	Hours _____ @\$30.00 _____

GYM/FIELDS

Single Use (2 hrs): \$20.00 Monthly: \$50.00 Half School Year: \$175.00 Full School Year: \$350.00

Special Events – All Day: \$150.00 Teenage Youth Teams: \$125.00*

*Includes practice field use and three games at the stadium field.

Gym/Field Charge _____ Total Charges: _____

Athletic Director

Maintenance

Librarian

Grounds

Kitchen Manager

Transportation Director

Principal – High School

Principal – Middle School

Principal - Intermediate

Principal - Elementary

Superintendent

Revised 2-2-2015

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THE ABOVE APPLICATION FOR USE OF SCHOOL FACILITIES IS APPROVED SUBJECT TO THE FOLLOWING REGULATIONS:

1. Payment of any service charge shall be made in advance unless prior arrangements have been made with the business office.
2. Any group or individuals using the facilities accept the responsibility for any damage done to District property and shall reimburse the District for any such damage.
3. When no service charge is made, the group or individuals agree to clean the facilities and restore the equipment/furniture to its original arrangement.
4. Only the facilities listed in the application will be used by the applicant's group.
5. Tobacco, alcohol and firearms are not allowed on school property.
6. The District reserves the right to cancel, upon short notice, any meeting or activity in any District facility.
7. Groups or individuals using school facilities agree 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.
8. Facilities are only available for use during the school year.
9. All buildings are monitored by a security system. Use of buildings will require an individual or group representative to be trained on use.
10. If an event will include catering by any company, group or individual, please give contact information so any forgotten items may be returned.
11. No refunds

FOR DISTRICT OFFICE USE ONLY:

TOTAL CHARGES:	_____	Sent to:	_____
INVOICE NUMBER:	_____	At:	_____
DATE SENT:	_____	On:	_____
AMOUNT PAID:	_____	Sent to:	_____
DATE PAID:	_____	At:	_____
RECEIPT NUMBER:	_____	On:	_____