

Deer Park School District No. 414

FACILITY USE PERMIT

Date of Application: _____

Group/Organization Requesting Use: _____

Person Responsible: _____ Phone Number: _____

Address : _____ City: _____ Fax: _____

State: _____ Zip: _____ Mailing address: _____

Building Requested: _____ Room/Area Requested: _____

Date(s) of Event: _____

Length of Event: _____ Hours: _____ to _____

Purpose of Use: _____ Profit Non-Profit

Email Address: _____ # _____

I have received, read, and agree to the Terms of Facility Use. I agree that the above information is correct and that the building will be used subject to the rules and regulations of the Deer Park School District Board of Directors. As the responsible person for the above named organization, we agree to save and hold harmless the Deer Park School District #414 from any and all bodily injury, liability, or property damage claims that might occur during the use of buildings or premises by the named organization.

Signed Date

APPROVAL:

Building Administrator Superintendent

FEE CALCULATION:

Use Fee _____ (for up to 3 hours) x _____ days	=	_____
_____ additional hours at _____ /hr.	=	_____
Supervision _____ hours at _____ /hr.	=	_____
Custodian _____ hours at _____ /hr.	=	_____
Kitchen Help _____ hours at _____ /hr.	=	_____
Total	=	_____

If you wish to renew at the end of this session, you must respond by: _____

FOR OFFICE USE ONLY:	Usage Classification: _____	Permit # _____
Paid \$ _____	Date: _____	<input type="checkbox"/> Check <input type="checkbox"/> Cash
		Initials _____

White: District Office Yellow: District Office Pink: Building Gold: Applicant

GENERAL RULES AND REGULATIONS FOR USE OF DPSD FACILITIES

1. User is responsible to the Board of Directors for the use and care of the school property.
2. The character of the activity will conform to that stated in the application.
3. The rules and regulations concerning use of the school facilities and equipment will be observed by the organization.
4. Services and equipment not specified will not be furnished.
5. Applicant/Organization is responsible for the safety and conduct of its participants and spectators.
6. All non-profit youth sports groups must verify that all coaches, athletes, and athletes' parent/guardian have complied with the mandated policies for concussion and head injury education, prevention, and management as prescribed by HB 1824.
7. Whenever a conflict exists between a school function and community use, the school shall have first priority. An approved use permit may be canceled should a conflict arise.
8. All organizations using school facilities shall provide an adult supervisor who shall remain with the group during all activities and be responsible for the group's conformance with applicable rules and regulations.
9. A school district employee shall be on duty either in a custodial and/or supervisory capacity while the facility is in use. When no regular employee is on duty, the building administrator in charge of scheduling shall specify the supervisory and/or custodial employees necessary.
10. Applicants will generally be required to provide proof of coverage for Commercial General Liability Insurance with limits of \$1,000,000 each occurrence. DPSD must be named as an additional insured on any policy. The insurance company must have an A.M. Best rating of A- or better. Coverage shall not be cancelled or reduced without thirty (30) day's written notice to the district.
11. The Applicant/Organization shall protect, hold harmless, indemnify and defend DPSD and DPSD officers and employees from any and all liabilities, claims, lawsuits, or rights of action directly or indirectly growing out of the use of the premises covered by the permit. In the event DPSD incurs attorney fees and/or costs in the defense of claims or lawsuits under this section, such fees and costs shall be identified in the permit application.
12. The superintendent shall classify the proposed use and the fee shall be calculated based on the facility use fee schedule. Groups using school kitchens must pay for costs of required kitchen help. All rentals and charges are due and payable at the time of application for all dates reserved for use.
13. Only the school district shall pay employees for services rendered in connection with the community use of the facilities.
14. Groups 1a and 1b only may have the use of athletic and/or playground equipment when the principal of the building is satisfied a competent supervisor is in charge. Responsibility for the care and supervision of such equipment rests upon the principal.
15. Tables, chairs, desks and other furniture and equipment shall not be moved from one room to another unless specifically mentioned on the permit and by or under the direct supervision of a DPSD employee. Extra or unusual services for programs or activities must be identified in the permit application.
16. Children must be supervised at all times and must remain in the area where the facility use agreement authorizes rental only; i.e., if the gym is rented, all children must be in the gym, not throughout the rest of the building.
17. Groups have a one-quarter hour window (15 minutes) to access facility rental before this rental agreement is cancelled; i.e., groups have until 6:45 to access a 6:30 beginning time.
18. Use permits will be granted for up to 12 weeks sessions. Groups may not sign up for more than one 12 week session at a time. A group holding a use permit will be given the first opportunity to renew for the same location/time in the next session. If they fail to respond by the date provided, they will forfeit their right to that position and it will become available for any group to apply for.
19. Permits will not be granted for any use which may be detrimental to the best interests of the schools, or for which satisfactory sponsorship or adequate adult supervision is not provided. This shall include police and fire protection when, in the judgment of the administration, such is necessary.
20. Boisterous conduct, profane and improper language, use of intoxicating beverages, and any other objectionable practices will be ample reason for terminating a permit. Smoking is not permitted on school grounds.
21. The Applicant/Organization shall not practice discrimination of any kind.
22. All groups shall leave the school facilities in the same order and condition in which they found them.
23. The applicant for Use Permit, together with the sponsoring group, shall accept full responsibility for any damage done to school property and hereby agrees to protect, indemnify, and save the Deer Park School District from all liability resulting from the use of said facility or equipment.
24. That the Board of Directors reserves the right to cancel a permit given, and to refund any payment made for the use of school facilities when it deems such action advisable and for the best interest of the school district, or to modify or change its rules at any time, with or without cause, and that in the event of such revocation or cancellations, there shall be no claim or right to damages or reimbursements on account of loss, damage, or expenses whatsoever.

I understand and agree to the rules listed above.

Applicant's Signature: _____ **Group** _____ **Date:** _____

**HOLD HARMLESS FOR RENTAL AGREEMENTS
FOR THE USE OF SCHOOL FACILITIES**

(Special Insurance Requirements, if Applicable)

The Renter _____ agrees to indemnify and hold harmless DEER PARK School District, its appointed and elected officials and employees while acting within the scope of their duties as such, from and against all claims, demands, loss, liability of any kind and character, including costs of defense, arising out of or in any way connected with the Renter's use of the school facilities specified in this Agreement.

A Certificate of Insurance in an amount not less than \$1 million dollars General Liability coverage with the DEER PARK School District named as an Additional Insured will be presented prior to the use of the school facilities.

In the event the renter is self-insured through the Office of State Risk Management, a statement equivalent to the above shall be attached to this Agreement.

This form should be signed and returned to the Superintendent, DEER PARK School District prior to any use by the Renter of school facilities covered by this Agreement.

Signature of Applicant/Title

Facility

Date of Use

Date of Application



DEER PARK SCHOOL DISTRICT #414

P.O. Box 490 • N. 428 Main • Deer Park, WA 99006-0490 • (509) 464-5500 • FAX (509) 464-5510

Section II:

Compliance Statement for HB 1824, Youth Sports-Head Injury Policies
<http://www.wibb.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.

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.)