APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES/EQUIPMENT

The application for use of school facilities/equipment is approved subject to the following regulations.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to designated youth groups.

CONDITIONS AND RESPONSIBILITIES:

1) Students will be supervised by an adult at all times.
2) Tobacco and alcohol use is not permitted in school buildings or grounds. Groups or individuals using school facilities accept responsibility for enforcement of this rule.
3) Food and drink are limited to non-carpeted areas.
4) The district reserves the right to cancel, upon short notice, any meeting or activity in any district facility.
5) Any group or individuals using the facilities accept responsibility for any damage done to district property and shall reimburse the district for any such damage.
6) Groups or individuals agree to clean the facilities and restore the equipment/furniture to its original arrangement. If cleaning does not meet with school approval, the user agrees to pay for necessary cleaning by school staff at hourly custodial rates.
7) Only the facilities listed in the application will be used by the applicant's group. No school materials, supplies, or equipment are to be used unless previously arranged with the Superintendent, and the user agrees to reimburse the district for all materials used.
8) It is hereby agreed that the district will be removed from any and all liability during use of facilities by the undersigned.
9) Groups or individuals using school facilities agree to indemnify and hold harmless Ocosta School District No. 172, and its appointed and elected officials and employees while acting within the scope of their duties and such, from and against all claims, demands, loss or liability of any kind of 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.
10) Payment of any service charge shall be made in advance unless prior arrangements have been made with the business office.
11) **This form must be submitted and approved at least 2 weeks prior to the activity.**
12) Cancellation of facility use needs to be done with the district office as soon as possible prior to the use date/time.
13) Failure to meet with any of the above terms may mean denial of any future use.

INSURANCE COVERAGE:

1) Applicant agrees to obtain, prior to its use of the facilities, liability insurance with minimum benefits of $1,000,000 liability and $500,000 property damage, together with a certificate of such insurance specifically naming Ocosta School District as an insured party and acknowledging the foregoing hold harmless agreement.
2) Applicant understands and agrees that this permit may be revoked or cancelled at any time with or without cause and applicant shall have no claim or right to damages or reimbursement for any loss, damage or expense resulting from such revocation or cancellation.
3) Applicant accepts conditions and status of above-mentioned facilities. Applicant agrees that school district and school district's agent, employees and directors shall not be liable for any damage to person or property by reason of the negligent acts of applicant, its agents, employees, invitees or subcontractors. Applicant agrees to protect, indemnify for costs, legal and other expenses and hold harmless school district and its officers, employees, directors and agents from all claims, liabilities or suits arising out of injury to person or property from negligent acts of applicant, its agents, employees, invitees or subcontractors.

_____ _____
Signature of Applicant Date

_____ _____
Signature for Ocosta School District 172 Date

Keys Issued: _____ **Date Issued:** _____

Board Signature:
Adoption: 12.10.85
Revised: 09.23.97; 10.09.07; 07.28.09; 02.07.12; 08.01.12; 01.09.13; 04.11.17; 05.28.19; 10.22.19

**** If the group making the request is a private, non-profit youth sports group, complete the attached form.**

CONTACT			
	Group Making Request**	Person or Agent	Date of Request
	Address	City/State	Zip Code
	E-Mail Address	Home Number	Cell Phone

Description of Event

Date(s) Desired: Time In/Out:

Time In/Out:

Time In/Out:

Number of people anticipated: _____ Will there be an admission fee, collection, or funds solicited? ___ Yes ___ No

Facilities Needed (check):

☐ **High School**

Equipment:

_____	Commons	_____	Locker Rm	_____ Tables	_____ Ext. Cord
_____	Kitchen	_____	Bathrooms	_____ Chairs	_____ Podium
_____	HS Gym	_____	Classroom ( )	_____ Screen(s)	
_____	Library	_____	Computer Lab	_____ LCD Projector	
_____	Other:	_____		_____ Other: _____	

☐ **Community Gym**

☐ **Elementary**

Equipment:

_____	Multipurpose	_____	Classroom ( )	_____ Tables	_____ Ext. Cord
_____	Kitchen	_____	Bathrooms	_____ Chairs	_____ Podium
_____	Library	_____	Computer Lab	_____ Screen(s)	
_____	Music Room			_____ LCD Projector	
_____	Gym	_____	Other: _____	_____ Other: _____	

I have read and understand all CONDITIONS AND RESPONSIBILITIES and INSURANCE COVERAGE specified on the front of this agreement form. I am authorized to sign the agreement. I agree to be responsible for the conduct of the audience in and about the building for any damage beyond ordinary wear and tear which may occur to school property incident to my occupancy thereof and for required cleanup. I also hereby agree to indemnify and hold harmless the Ocosta School District No. 172 from any and all claims, loss, cost or damage arising out of the use of the building covered by this application. I further agree that the school property will be used in accordance with the policies and regulations of the Ocosta School District No. 172.

Signature of Applicant

Board Signature:
Adoption: 12.10.85
Revised: 09.23.97; 10.09.07; 07.28.09; 02.07.12; 08.01.12; 01.09.13; 04.11.17; 05.28.19; 10.22.19

Facility/Equipment Use Fee Schedule:

The following rental rate schedule has been established by the district. When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee may be charged to recoup those costs. ***The district may waive charges in lieu of a donation made to the district***.

ALL GROUPS WILL BE CHARGED A $25.00 SECURITY DEPOSIT FOR KEYS

School or Child-Related Groups or Other Government Agencies:

Building – No charge
Equipment – Any equipment loaned/used must be for a school-related activity. Electronic equipment, unless authorized by an administrator, may **not** be removed from the buildings. A refundable deposit of $25 is required for all equipment.
Supervisory – Overtime custodial rate if no staff on duty (Approximately $28.00/Hr.)

_____ _____
Administrator Date

Non-Profit Groups:

A non-profit group must provide proof that the organization is recognized by the Philanthropic Division of the Better Business Bureau to be exempt from rental charges.

Commercial Enterprises (Profit-Making organizations and business-related enterprises):

Building – A $50 fee for use of a building; or $25 donation in lieu of the fee.
Equipment – A refundable deposit of $25 is required for use of equipment (i.e., tables, chairs, etc.). No electronic equipment will be loaned.
Supervisory – overtime custodial rate if no staff on duty (Approximately $28.00/hr).

To Be Completed by School District:

Charges: _____ @ $_____ = _____ for Custodial
_____ _____ _____ for Set-up Fee
_____ _____ _____ for _____

TOTAL _____

_____ _____
Signature of Superintendent/Designee **Date**

Board Signature:
Adoption: 12.10.85
Revised: 09.23.97; 10.09.07; 07.28.09; 02.07.12; 08.01.12; 01.09.13; 04.11.17; 05.28.19; 10.22.19

COMPLIANCE STATEMENT FOR HB 1824, YOUTH SPORTS – HEAD INJURY POLICIES AND SB 5083, SUDDEN CARDIAC ARREST AWARENESS

Non-Profit Youth Sports Group Making Request** | Date of Request

Person or Agent | Work Phone | Home Phone

Requests the use of the Ocosta School District facilities for the following dates:

Date(s) Desired | Times

_____, a private non-profit youth sports group, verifies all coaches, athletes, and their parents/guardians have complied with mandated policies for Management of Concussions and Head Injuries as prescribed by HB 1824, section 2, and Sudden Cardiac Arrest Awareness as prescribed by SB 5083, section 3.

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 $500,000 due to bodily injury or death of one person, and at least $1,000,000 due to bodily injury or death of two or more persons.

Signature of Authorized Representative of Private Non-Profit 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 and/or designee.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district's nondiscrimination policy is on page 1 of this document.

Board Signature:
Adoption: 12.10.85
Revised: 09.23.97; 10.09.07; 07.28.09; 02.07.12; 08.01.12; 01.09.13; 04.11.17; 05.28.19; 10.22.19