



COLLEGE PLACE PUBLIC SCHOOLS

College Place School District No. 250 1755
South College Avenue College Place, WA
99324 (509) 525-4827

APPLICATION FOR USE OF SCHOOL FACILITIES

SCHOOL FACILITIES REQUESTED

Sponsoring Organization _____ Date _____

Name of Group _____ Phone No. of Organization _____

Address _____ Phone of Signer _____

E-Mail _____ Print Name of Signer _____

Davis:

- Gym
- Commons
- Stage
- Kitchen
- Other
-

Sager:

- Gym
- Multipurpose Room
- Art Room
- Other
-
-

High School:

- Gym
- Commons
- Stage
- Kitchen
- Other
-

6-12 Campus Grounds:

- Softball Field
- Baseball Field
- Practice Field
- Football Field
- Tennis Field
- Track

Dates for Consideration: _____

- Time of Use (Includes preparation and closing) Begin at _____ End at: _____
- Attendance Expected: _____ Spaces Needed: _____
- Do you Need Custodial Support to open and close the building? Yes No

If NO, Why? _____ Who will open and close the door for you? _____

***Approval of request is contingent upon custodial availability**

- Equipment Needed: (See worksheet on page three to complete the reservation and request)
- Do you need Audio Visual Support Personnel? Yes No
- Name and contact information of District approved personnel:

• Name _____

• Contact Information: _____

• Description of Activity (Please be Specific) _____

I hereby accept responsibility for the use and proper care of the above requested facilities including any damage or liability ensuing from this use and I have read and understand the rates and guidelines on the reverse.

Signature of Renter _____ Date: _____

Signature of CPPS Staff* _____ Date: _____

Approved Not Approved

Signature of Superintendent or Designee _____ Date: _____

Fee Amount: _____ Date Paid _____ Waived _____ Received By _____

COLLEGE PLACE PUBLIC SCHOOLS
Building Rental Rates & Guidelines for Use

Payment must be received prior to the facility being reserved/scheduled for you.

(Use time of above facilities includes set-up, activity, and clean up time.)

IMPORTANT INFORMATION, PLEASE READ AND UNDERSTAND

Applications for Use of School Facilities are not accepted more than 30 days in advance of the first of the month of your intended use and no less than 14 business days in advance of the date you wish to rent the facility. Please note that district and school functions take priority.

Scheduled use of the facility is approved upon receipt of a completed Application of Use of School Facilities form and the appropriate fee being remitted to the District Office along with proof of insurance. Completed applications, which include the appropriate fees being remitted, are approved on a first come first serve basis.

School-related groups, college or youth groups, and community organizations may, at the discretion of the superintendent, be allowed to use school facilities at a reduced or waived fee schedule.

- Saturday or Sunday use of school facilities is not encouraged.
- Buildings are not available for use on any Federal holidays.
- School facilities will not be rented for public dances
- Illegal, immoral, or highly controversial uses will not be allowed
- Alcoholic beverages are not allowed in or around any school facilities.
- College Place Public Schools is a drug and gun free zone.
- Liability for damage or injuries will be the responsibility of the group or individual using the facilities.

PLEASE SEE PAGE 3 FOR RATES

YOU WILL BE NOTIFIED UPON APPROVAL. THIS PROCESS MAY TAKE UP TO SIX (6) Business Days

*As a CPPS staff member you are accepting full responsibility for the facility.

Revised 07/05/2018

Facility Rental Fees Worksheet				Community and/or Non-Profit - Making Groups				Non-Community and/or Profit - Making Groups				
<i>Please complete this worksheet to reserve specific spaces and estimate costs.</i>												
				Circle One								
Gym				D S HS	\$30.00/hr			\$40.00/hr			\$	
Commons/ Multi Purpose Room				D S HS	\$25.00/hr			\$35.00/hr			\$	
Stage				D S HS	\$20.00/hr			\$25.00/hr			\$	
Kitchen				D S HS	\$30.00/hr			\$40.00/hr			\$	
Parking Lot				D S HS	\$20.00/Day			\$30.00/Day				
Other				D S HS	TBD			TBD			\$	
Field Rental Rates												
Softball				D HS	\$30.00 first 4/hr \$50.00 full day			\$40.00 first 4/hr 60.00 full day			\$	
Baseball				HS	\$30.00 first 4/hr \$50.00 full day			\$40.00 first 4/hr 60.00 full day			\$	
Practice/Soccer Field				HS	\$30.00 first 4/hr \$50.00 full day			\$40.00 first 4/hr 60.00 full day			\$	
Football Stadium				HS	\$30.00 first 4/hr \$50.00 full day			\$40.00 first 4/hr 60.00 full day			\$	
Track Stadium				HS	\$30.00 first 4/hr \$50.00 full day			\$40.00 first 4/hr 60.00 full day			\$	
Tennis				HS	\$30.00 first 4/hr \$50.00 full day			\$40.00 first 4/hr 60.00 full day			\$	
Custodian, Kitchen, and Supervision Staff Rates											\$	
Custodian					hourly rates apply						\$	
On Call Personnel					1/2 day \$30, full day \$60, Over 8hrs @\$15 per hour						\$	
Supervisor					1/2 day \$60, full day \$120, Over 8hrs @\$25 per hour						\$	
Audio/Visual Support					1/2 day \$60, full day \$120, Over 8hrs @\$25 per hour						\$	
				Check all that apply								
Equipment Use Rates												
Supervisor Support					Hourly Wage			Hourly Wage			\$	
Audio/Visual Support					Hourly Wage			Hourly Wage			\$	
Gym Floor Cover					100.00/day			100.00/day			\$	
Score Board					\$ 10.00/day			\$ 10.00/day			\$	
Press Box					\$20.00/day			\$20.00/day			\$	
Baseball/Softball Maint. Equipment					\$20.00/day			\$20.00/day			\$	
Concession (Boosters Provided)					Check if requesting			Check if requesting			\$	
Bathrooms					Custodial Fees Apply			Custodial Fees Apply			\$	
Track and Field					Check if requesting			Check if requesting			\$	
*Pole Vault					\$40.00/day			\$40.00/day			\$	
*High Jump					\$40.00/day			\$40.00/day			\$	
*Long Jump					\$15.00/day			\$15.00/day			\$	
*Flagging/Javoline					\$15.00/day			\$15.00/day			\$	
*Disc/Shot					\$15.00/day			\$15.00/day			\$	
											Total	\$



COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Avenue
College Place, WA 99324

509.525.4827
Fax 509.525.3741
Cpps.org

Facility Indemnification Agreement

Insurance. Lessee shall procure and maintain in force, without cost or expense to Lessor, on or before the commencement date of this Agreement and throughout the Agreement term or as long as Lessee remains in possession of the Facility, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the Facility with liability limits of not less than \$1,000,000, per occurrence. Lessor shall be named as additional insured on all such policies, which policies shall in addition provide that they may not be cancelled or modified for any reason without fifteen (15) days prior written notice to Lessor. Lessee shall provide Lessor with a certificate or certificates of such insurance within (10) days of the execution of this Agreement.

Self-Insurance. If Lessee is self-insured through the Office of State Risk Management, a certified statement setting out (1) program approval of the state risk manager, and (2) coverage(s) (including additional named insured) enumerated in Paragraph Five (5) of this Agreement shall be appended to this Agreement.

Agreement to Indemnify. Lessee shall indemnify the Lessor from, and against, any and all claims, demands, causes of action, suits or judgments, including, but not limited to, any claims of insurance carriers, the Department of Labor and Industries, the Department of Social and Health Services, and any federal agency, health care provider of governmental taxation agency, (including costs and expenses incurred in connection therewith), for deaths or injuries to persons or for loss of or damage to property arising out of, or in connection with, the use and occupancy of the Facility by Lessee, its agents, servants, employees, or invitees. In the event of any claims made or suits filed, Lessor shall give Lessee prompt written notice thereof and Lessee shall have the right to defend or settle the same to the extent of its interest hereunder.

Application Date _____

Application: Accepted Denied

LESSEE (Name & Title) _____

LESSOR (Name & Title) _____

The College Place School District will not discriminate in any programs or activities on the basis on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, 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. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator,

Superintendent Tim Payne
1755 South College Avenue
College Place, Washington, 99324
(509) 525-4827