



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 \$15-\$40 per hour		\$
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				\$