



Marysville School District

Facility Scheduling Department

4220 80th Street NE - Marysville, WA 98270

360-965-0147 office | 360-965-0154 fax

facilities_scheduling@msd25.org

District Use:

Permit # _____

Classification 1 2 3 4 5

Date _____

Approved _____

FACILITY USE APPLICATION

Please read and complete both sides of application. Completed Application to be submitted at least fifteen (15) working days prior to the scheduled event. Once approval is granted, a copy of the Facility Use Permit will be issued as a confirmation.

~Marysville School District Facilities exist primarily for the benefit of the educational program, rescheduling, relocating or cancellation of reservations may be necessary due to school-related events/activities.

~Rental fees, where applicable, shall be determined by the latest established rental rates.

~RCW 17.21 requires school districts to notify the public of our pest control and herbicide use. Interested persons can contact the district for information on our Integrated Pest Management Plan (IPM) by calling 360-965-0136.

DO NOT SEND MONEY WITH APPLICATION – A Facility Use Invoice will be mailed to the billing contact.

A copy of your Certificate of Insurance is required at time of application (see reverse side).

User Group Information

Name of Organization: _____ Contact Person: _____ Position: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (day): _____ (evening): _____ e-mail address: _____

Billing Information

Billing Contact: _____ Position: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Phone (day): _____ (evening): _____ e-mail address: _____

Event Information

Name of Event: _____ Description of Event/Activity: _____

Date(s) Requested: _____ Use attached calendar if applicable)

Day(s) of the week: M T W Th F S Su

TIME IN (Including SET-UP) _____ TIME OUT (Including CLEAN-UP) _____ TIME EVENT STARTS _____ TIME EVENT ENDS _____

SITES		ROOMS		EQUIPMENT	
<i>X site choice</i>		Auditorium - MPHS		Qty	Item
<input type="checkbox"/> Marysville Getchell High School	<input type="checkbox"/> Allencreek	<input type="checkbox"/> Cafeteria		<input type="checkbox"/>	Chairs
<input type="checkbox"/> Marysville Pilchuck High School	<input type="checkbox"/> Cascade	<input type="checkbox"/> Classroom # _____		<input type="checkbox"/>	Speakers Table
<input type="checkbox"/> Marysville Tulalip Campus	<input type="checkbox"/> Grove	<input type="checkbox"/> Gym (secondary)		<input type="checkbox"/>	Lunchtables
<input type="checkbox"/> Heritage High School	<input type="checkbox"/> Kellogg Marsh	<input type="checkbox"/> Library		<input type="checkbox"/>	Kichen use
<input type="checkbox"/> Legacy High School	<input type="checkbox"/> Liberty	<input type="checkbox"/> Multipurpose Room (elementary)		<input type="checkbox"/>	Other*
<input type="checkbox"/> 10th Street Middle School	<input type="checkbox"/> Marshall	<input type="checkbox"/> Play fields		<input type="checkbox"/>	
<input type="checkbox"/> Cedarcrest Middle School	<input type="checkbox"/> Pinewood	<input type="checkbox"/> Pods/Commons		<input type="checkbox"/>	
<input type="checkbox"/> Marysville Middle School	<input type="checkbox"/> Quil-Ceda	<input type="checkbox"/> Other		<input type="checkbox"/>	
<input type="checkbox"/> Totem Middle School	<input type="checkbox"/> Shoultes	<input type="checkbox"/> Other		<input type="checkbox"/>	
<input type="checkbox"/> Transportation Meeting Room	<input type="checkbox"/> Sunnyside			<input type="checkbox"/>	
<input type="checkbox"/> Service Center (Circle) Board Room 1 or Board Room 2 or Board Room 1 & 2				ADMISSION CHARGE	
<input type="checkbox"/> ALL WEATHER FIELD		<input type="checkbox"/> MSVL Getchell		<input type="checkbox"/> Y	<input type="checkbox"/> N
<input type="checkbox"/> Quil Ceda Stadium		<input type="checkbox"/> (circle) Field Track Seating		<input type="checkbox"/>	<input type="checkbox"/>

Bleachers Out: YES / NO (Secondary School Gyms Only)

** may require on-site MSD Food Service Employee

Expected Attendance: Adults _____ Youth _____

X

Applicant Signature (Signature required on both sides of application)

Date

- OVER -

MARYSVILLE SCHOOL DISTRICT

Use of District Facilities General Rules and Regulations

1. A Facility Use Application form shall be completed and returned to the Facilities Scheduling Office not less than fifteen (15) working days in advance of intended use for the determination of fees and approval. All applications must include the name of the person who will be responsible for sponsorship, supervision, and security of the facility, to protect premises and property.
2. Permit must accompany user group for access to facility. This permit will allow you access to the described premises requested (along with designated restrooms) and use of the tables and chairs in the room. All other areas of the facility are off limits.
3. Youth Organizations wanting to be classified under Group 3 are required to complete and submit additional youth documentation forms along with Facility Use Application.
4. Because school facilities exist primarily for the benefit of the educational programs, school activities have priority in the scheduling of facilities. Although every attempt will be made to avoid these conflicts, it may be necessary to reschedule an applicant's use of a facility in the event the school schedules an activity for the same time.
5. The district reserves the right to cancel any use of facilities in order to perform facility maintenance or in the event of a power curtailment or other situation outside of the District's control. Every effort will be made to give the user twenty-four (24) hour notification.
6. A district employee must be present at all times when a school building is open for use by any group to render such service as is necessary, however the organization authorized to use the facilities shall assume full responsibility for supervision of the activity involved.
7. All applicable local, state, and federal laws shall be adhered to.
8. Use of alcoholic beverages, tobacco products, profanity, and boisterous conduct on any school premises is prohibited. Motorcycle riding, skateboarding, roller-blading, and roller-skating are not allowed on school grounds.
9. Proper footwear must be worn on appropriate surfaces. **No black sole shoes allowed in gyms.**
10. Users are required to remove their excess materials, equipment, furnishings, and rubbish after the use of the facilities and leave the facilities in the same manner and condition in which they found them.
11. The applicant must notify the Facilities Scheduling Office in writing or by email (facilities_scheduling@msvl.k12.wa.us) of any cancellation of previously scheduled event **at least two (2) working days prior to scheduled use**. In case of failure to do so, the district will invoice the charges for the time scheduled.
12. No refunds for amounts under \$10.00.
13. Rental fees shall be determined by the latest estimated rental rates. Current billings will be mailed out monthly. Prepayments are not accepted. A \$5.00 change fee will be charged for all changes made to the original reservation. A \$5.00 late fee will be charged to all invoices older than sixty (60) days and thereafter each thirty (30) days. Permit may be cancelled for lack of timely payment.
14. Access to facilities will be granted in accordance with the time specified on the permit. All use will stop with sufficient time to vacate the building at the termination time stated on the building reservation permit.
15. Complete **Facilities Procedures** provided in MSD Facility Use Packet, please review carefully. _____ *Initial Receipt/Review of Packet.*

TERMS AND CONDITIONS

CERTIFICATE OF INSURANCE: The applicant may be required to procure, at its own expense, a General Liability insurance policy, naming the Marysville School District as an additional insured. This policy shall be primary and written with limits of \$1,000,000 Combined Single Limits, per occurrence. *Coverage cannot be cancelled or reduced without thirty (30) days written notice to the District.* If required, a Certificate of Liability Insurance evidencing coverage and a copy of the endorsement naming the District as an additional insured must be submitted with the application to the Marysville School District Facilities Scheduling Department.

AGREEMENT: The undersigned hereby makes application to Marysville School District for use of school facilities described above and certifies that the information given in the applications is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations established herein for the site requested. The Applicant agrees to pay Marysville School District #25 the scheduled fees and for any damages arising from the Applicant's use of said facilities. The Applicant agrees to pay Marysville School District #25 if needed a NSF check fee of \$25.00 plus bank fee. The Applicant agrees to exercise the utmost care in the use of the school premises and property and agrees to protect, indemnify, and hold harmless the School District, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the applicant's activities and/or use of premises in connection with this application, except for the sole negligence of the district.

I hereby acknowledge receipt of the Facility Use Procedures and agree to comply with the guidelines set therein regarding use of district facilities.

X

Applicant Signature (as on front)

Date

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