



# THORP SCHOOL DISTRICT

10832 N THORP HWY - PO BOX 150  
THORP WA 98926 (509) 964-2107

## Facility Use Agreement Form

The School Board of Directors wishes to encourage use of school facilities by the community as long as use is for a lawful purpose and does not interfere with the conduct of the district's educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms of District Policy and Procedures 4260 and the current schedule of user fees. ALL youth sports groups must provide a letter of compliance with mandated Youth Sports Concussion Management Protocols. Funds may be charged for use of school facilities to ensure that funds intended for education of children are not used for other purposes. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in the district's interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

NAME OF ORGANIZATION \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ NUMBER OF TEAMS/PARTICIPANTS \_\_\_\_\_

ADDRESS \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NATURE AND PURPOSE OF ACTIVITY \_\_\_\_\_

- |   |   |   |   |   |
|---|---|---|---|---|
| <input type="checkbox"/> Classroom #_____ | <input type="checkbox"/> Main Gym       | <input type="checkbox"/> Brick Building Gym     | <input type="checkbox"/> Track          | <input type="checkbox"/> Softball Field |
| <input type="checkbox"/> Commons          | <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Staff Room             | <input type="checkbox"/> Football Field | <input type="checkbox"/> Baseball Field |
| <input type="checkbox"/> Kitchen          | <input type="checkbox"/> Library        | <input type="checkbox"/> Brick Building Kitchen | <input type="checkbox"/> Pergola        | <input type="checkbox"/> Playground     |

DATES TO BE USED: \_\_\_\_\_ TO \_\_\_\_\_ DAY OF WEEK (Circle): MON TUE WED THU FRI SAT SUN

TIMES OF DAY/EVENING: FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

WILL CUSTODIAL SERVICES BE NEEDED?  SET UP  OPEN  CLOSE  Have a staff member who will open and close  
(Custodial services are restricted to unlocking and locking doors, operating lights, providing heat, and setting up chairs) Staff Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

EQUIPMENT NEEDED:  Chairs (place # in bracket)  Tables (place # in bracket)  Flag  Podium  Microphone  Promethean Board  
WILL ADMISSION BE CHARGED? \_\_\_\_\_

**FACILITY RENTAL FEES** will be determined by the latest established rental rates. Payments of charges shown on the application form are to be made to the district within 30 days. Charges may be levied to cover the cost of additional services not covered in the original agreement or for damages or agreement violations. The district reserves the right to require and charge for custodial and/or other authorized district employees to be on the premises.

### AGREEMENT AND INSURANCE

The person or organization entering into this agreement with School District for the use of facilities or equipment described above certifies that the information given in this application is current. 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. The applicant further agrees to reimburse the School District for any damage arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

In accordance with Chapter 28A.335 RCW, private nonprofit groups serving youth are required to provide proof of bodily injury coverage of no less than \$50,000 per occurrence/\$100,000 aggregate. For-profit, business groups are required to provide proof of general liability coverage of no less than \$1 million dollars per occurrence. The School District must be named as additionally insured on said policy. Coverage cannot be cancelled or reduced without thirty-(30) day's written notice to the district. (Low-cost Special Events Liability Insurance is available through the school district's carrier.)

\_\_\_\_\_(initial)The applicant agrees to fully comply in accordance with the adoption of policies for the management of concussion and head injury in youth sports; as amended in RCW 4.24.660 and chapter 28A.600 RCW if applicable. Access to school facilities may not be granted until all requirements are complete and approved by the school district &/or designee.

The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the School District and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

*I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:*

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

**SEE REVERSE SIDE**

**RULES AND REGULATIONS**

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- **All non-profit youth sports group, verifies all coaches, athletes and their parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by [HB1824](#), otherwise known as the Zachery Lystedt Law, section 2 prior to receiving access to school facilities.**
- Satisfactory sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Seattle and State of Washington.
- Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited on school grounds as defined by law.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- District-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the district has been granted. Groups or individuals cannot use district-owned expendable supplies.
- Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of gymnasiums.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 24-hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- The district reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the district in connection therewith.

**FOR DISTRICT USE ONLY**

RECEIVED:

Approved     Disapproved    Category:  I    II    III    IV

Single event     School year     Summer

Certificate of Insurance     Requested     Received

**Letter Compliance w HB1824**     Requested     Received

Facility/Building Rental Fee \$\_\_\_\_\_ Per Hour/Event

Other Charges \$\_\_\_\_\_ Total Billed \$ \_\_\_\_\_

Facilities Director: \_\_\_\_\_ Date \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

Food Services: \_\_\_\_\_ Date \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_ Date \_\_\_\_\_

POSTED TO CALENDAR

COPIES TO:

REQUESTER

FACILITIES

CLASSROOM TEACHER

FOOD SERVICE

**THORP SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE TO BOARD POLICY**

**No. 4260P**

4000            COMMUNITY RELATIONS

4260P            USE OF SCHOOL FACILITIES

Thank you for your interest in using the Thorp School District's facilities. Thorp School District desires to make school facilities equitably available for after-school, evening, and weekend use by the citizens of our community.

### Rental Procedures

**Application:** Community organizations apply for use of the facilities through the District Office.

**Priorities:** 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. Application is processed on a first come, first served basis. No user group will have exclusive use of any of the District facilities.

**Insurance:** Upon request, applicants will be required to provide proof of coverage of comprehensive General Liability Insurance for bodily injury at \$1,000,000 per person and \$1,000,000 per occurrence. Thorp School District must be named as an additional insured on any policy. An original copy of that endorsement must also be provided.

**Rental Fees:** Rental fees will be in accord with the established fee schedule listed, and are payable to the Thorp School District. Set up and clean-up is included in total rental time. If building use exceeds the time specified in the application, the District reserves the right to make an additional charge to cover expenses for the extra time.

**Utility Fees:** These fees include costs not related to daily operation of the school district, i.e. after hour use, non-school day use, etc. Rates are established in accordance with the District fee schedule.

**Personnel Fees:** Applicable for all facility use that occurs beyond contracted hours that require district personnel on site for the activity/event. In addition, if regular custodial help is not sufficient to handle the work involved in arranging furniture for meetings or clean-up following meetings, the District will charge applicable fees for this service unless the user organization provides this help. This provision applies especially to the use of tables and folding chairs where prior arrangements are necessary.

**Cancellations:** Applicants must notify the Thorp School District of cancellations at least two (2) working days prior to the event to avoid charges. If applicant is using the facility on a regular basis and is planning on cancelling one day, please notify the District office.

**Kitchen:** When using the kitchen facilities, a District employee must be present and his/her time will be charged at the established hourly rates. Use of equipment is not allowed unless prior approval is arranged with the Food Service Supervisor. Use of District food and/or property such as disposable plates, seasonings, etc. is not allowed.

**Hold Harmless:** All applicants for use of school facilities shall defend, hold harmless, reimburse and indemnify the District from any loss or damage, liability or expense that may arise from, or be caused in any way by, such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the Superintendent, and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

## Property Considerations

**Alterations to Facility:** The District prohibits applicants from making any alterations to the facility or field without prior approval. This may include such things as hanging signs, erecting backstops, placing goal post, using masking tape on walls or floors, removing or moving school equipment, etc.

**Setup/Clean Up:** Applicants are responsible for special set-up requirements and clean up unless specifically requested in the application. The facility must be returned to the original condition at the conclusion of the event. If it is necessary for the custodian to repair damage or clean the premises, the user will incur additional costs to restore the facility to its original state.

**Access to Building:** Keys may be issued to non-District employees if the activity/event requires opening the building during non-school hours. The person who is issued the keys may not loan them to any other individual or group, and assumes responsibility for locking the facility at the end of the event/activity. Keys must be returned to the District promptly following the activity/event, and failure to do so may be cause for non-issuance for any future activity/event. Lost keys must be reported immediately to the District office, and may result in additional fees charged to the applicant.

## Rights, Responsibilities, and Supervision

**Applicant:** No person shall be denied the full enjoyment of facilities because of race, color, creed, religion, national origin, sexual orientation, age, sex, or disability. For safety purposes, children are to be accompanied at all times by an adult. If the applicant is a youth organization, children are to be closely supervised by adults and are restricted to those specific areas rented by the applicant. Regular monitoring of halls, rest rooms, and outside areas is mandatory whenever children are present. Unsupervised children may result in barred use of the facility. Supervision of participants and children and crowd control is the responsibility of the applicant.

The applicant is responsible for the safety and conduct of its participants and spectators. Use of alcohol, tobacco, and/or drugs is prohibited. Weapons are prohibited on school property. Profane language, use of alcohol or drugs, and other objectionable conduct may result in barred future use of facilities as well as law enforcement interactions.

The applicant agrees to immediately notify the District of any accidents or injuries suffered by individual(s) during the use of school district facilities. It shall also be the responsibility of the applicant to report such incident(s) in writing to the District.

This agreement does not include the right of posting activity or event notices on school premises other than the posting of a sign two hours in advance of an event for the purpose of directing people to the facility.

Games of chance, lotteries, and the giving of door prizes are not allowed except as permitted by law and then only with proper clearances, if applicable, from the State Gambling Commission. It is the sole responsibility of the applicant to comply with federal, state and municipal laws and to obtain any permits necessary to conduct a particular activity.

Applicant also agrees to notify District employees immediately of any property loss or damage arising from use of the facility.

**District:** The District reserves the right to refuse the use or rental of District-owned properties. The use of facilities shall be restricted to those spaces and times specifically covered in the Facility Use Application.

The School Board of Directors reserves the right to revoke any authorization issued for the use of the school building or grounds, and if rental has been paid, to refund such rental less expense incurred by the District in connection therewith.

## THORP SCHOOL DISTRICT BOARD POLICY

### 4000 COMMUNITY RELATIONS

#### 4260 Use of School Facilities

The board subscribes to the belief that public schools are owned and operated by and for its patrons. The public is encouraged to use school facilities but will be expected to reimburse the district for such use to insure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accidents and liability covering persons using the district's facilities under the sponsorship of the organization. No equipment of the Thorp School District may be loaned, rented or removed from the premises with the exception of chairs and tables. If the equipment is damaged or broken, replacement or repair costs will be charged.

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 Boy Scouts of America and other designated youth groups.

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 will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

**For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:**

#### **Category 1: School or Child-Related Groups or Other Government Agencies**

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county-sponsored recreation groups, polling places, political caucuses And governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.

When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs.

Adequate adult supervision is required at all times during any district-sponsored or non-district-sponsored activity involving children. All district-sponsored activities require the presence of or direct supervision by a district employee. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

**Category 2: Nonprofit Groups**

Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses or other activities for which public halls or commercial facilities are generally rented or owned. The district may charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes.

Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kinds that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary basis, may do so under this rental rate.

**Category 3: Commercial Enterprises include profit-making organizations and business-related enterprises.**

While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group, or organization.

There may be occasions when a greater good is served by waiving the fee for facilities use as outlined in this policy and in related procedures. Waivers of facilities rental fees will be granted for exceptional consideration only. The superintendent is authorized to establish procedures for the waiving of school facilities fees.

Cross Reference:	Policy 3422	Student Sports – Concussion and Head Injuries
Legal References:	RCW 4.24.660	Liability of school districts under contracts with youth programs
	RCW 28A.230.180	Access to campus and student information directories by official recruiting representatives – Informing students of educational and career opportunities.
	RCW 28A.320.510	Night schools, summer schools, meetings, use of facilities
	RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	RCW 28A.335.155	Use of buildings for youth programs – limited immunity
	AGO 1973 No. 26	Initiative No. 276—School Districts—Use of school facilities for presentation of programs – Legislature - Elections
	20 USC § Sec7905	Boy Scout of America Equal Access Act
	34 CFR Sec. 108.6	Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups