

KENT SCHOOL DISTRICT

Application For Use Of Performing Arts Facilities

The school Board has established Policy 1410, setting forth three (3) "use" categories/classifications, in addition to Kent School District use, to facilitate administrative processing of all community-use applications for Performing Arts facilities, a definition of those non-school use classifications can be found on the reverse side of this application to aid you in determining which categories you or your organization and /or group fall into. The box at upper left **must** be filled in correctly for review by the Principal or designee.

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Kent-Meridian | <input type="checkbox"/> Kentridge |
| <input type="checkbox"/> Kentwood | <input type="checkbox"/> Kentlake |

Date of Application**

***Application, with insurance, must be submitted at least 10 days prior to use to be considered. Applications submitted without insurance will not be accepted.*

Notice: No right to use facility until signed approval of this application is received by applicant.

Name of Organization _____	Person in Charge _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Telephone _____	Telephone/Email _____

Facility Requested _____	<input type="checkbox"/> Stage Lighting	<input type="checkbox"/> Sound Board	<input type="checkbox"/> Piano
<input type="checkbox"/> Lighting/Sound Tech.	<input type="checkbox"/> Event Manager	<input type="checkbox"/> Stage Sets/Shells	<input type="checkbox"/> Grand Piano
<input type="checkbox"/> Rehearsal time	<input type="checkbox"/> Upright Piano	<input type="checkbox"/> Other (list) _____	
Expected Attendance _____	Number of Performers _____	Total _____	

Date(s) Requested _____	Day(s) of the Week _____
Event Time: From: _____ To _____	+Setup and Cleanup Time _____ =Total Hours Per Day _____
Event Time: From: _____ To _____	+Setup and Cleanup Time _____ =Total Hours Per Day _____

What is nature/purpose of facility use? _____

Admission (if any) Child \$ _____ Adult \$ _____ Other \$ _____

For what purpose will the proceeds be used? _____

Paragraph 3.0 Applicant's Responsibilities:

Insurance: \$1,000,000 for non-profit groups and \$5,000,000 for profit groups must be carried.

- 3.1 Application for a school facility shall constitute acceptance by the applicant of the responsibility for any damage done as a result of their use, and willingness to comply with all rules and regulations regarding the use of school facilities.
- 3.2 The applicant must exercise the proper care in the use of school premises and agrees that in consideration for use of the theater that he/she/they will save and hold harmless the Kent School District #415 for any and all liabilities, including fraudulent and groundless accusations of liability, resulting from his/her/their use of the described facility.
- 3.3 The applicant must provide satisfactory adult supervision of all activities.
- 3.4 Before leaving the building or grounds, all groups will pick up, clean and put in order the facility used by them for their activity.
- 3.5 The applicant will notify both building administrator and the district Athletics/Activities Dept. of any cancellations of previously scheduled facilities in ample time to plan accordingly. In case of failure to do so, the Kent School District may bill for expenses incurred in preparation for use of the facilities requested.

Date: _____ Applicant's Signature: _____

Below - to be completed by school performing Arts Theater Manager

Approval & Fees

<input type="checkbox"/> Approval - No Charge	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved - with Charges	*Estimated total \$ _____
		<input type="checkbox"/> Category A	*See Attached Worksheet
		<input type="checkbox"/> Category B <input type="checkbox"/> Rehearsals/Auditions	
		<input type="checkbox"/> Category C <input type="checkbox"/> Others (Specify)	

Principal/Theater Manager Signature _____	Date _____	Athletics/Activities Signature _____	Date _____
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APPLICATIONS

School district functions will have priority over all community use. Applications for facility use are obtained from the building principal or designee. This application must be completed by an adult representative of the organization and submitted to the school principal or designee. The estimated charges will be calculated and times requested checked against the school's master schedule. The completed applications will be submitted to and processed by the appropriate school office. Upon review, the building principal shall sign the application, attesting to the coordination of usage within the support departments and making notification of any possible limitations or problems that may be evident. The application, certificate of insurance, and state non-profit/tax-exempt certificate (where applicable), must be submitted at least ten (10) days prior to use to be considered. A single application may be made for a series of scheduled meetings of like character. However, a separate application must be made for meetings which deviate from the original application. Facilities used shall be limited to those specified on the application. Approval of the facility use is confirmed only upon issuance of a permit. Applications for use of the facility will be approved on the basis of the priorities established and by school board policy.

PRIORITIES

Priority #1: Kent School District activities.

Priority #2: Category A – Kent Parks & Recreation Department.

Priority #3: Category B – Tax exempt or non-profit groups having a valid certificate from the State of Washington attesting to said status.

Priority #4: Category C – All other groups and organizations, including appropriate commercial and private individuals.

REGULATIONS

It is the applicant's responsibility to state the intended use of the facility, in detail, on the application. The applicant shall certify to be personally responsible for any damage or unnecessary abuse of school buildings, grounds or equipment resulting from the use of said premises. Alcoholic beverages or narcotics will not be brought to or consumed on school premises. Use of tobacco or tobacco products is not allowed in any school district facility or on school district properties. Boisterous conduct, profane or improper language, drinking, or other objectionable practices will not be allowed in or on school district premises. A designated school district employee or designee must be on site during any usage. Only that portion of the building listed and approved on the application will be available for use by the organization. When a building or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for cost for repair, replacement and/or cleaning of the facility and may be denied future use of the facilities until such payment is received. Applicants are required to move, at their expense, materials, equipment, furnishing, or rubbish left after use of school facilities. User organizations must conform to all local ordinances, including district policy and fire department regulations. All meetings will terminate and the facility will be vacated by 1:00a.m on school nights, unless otherwise approved.

PAYMENTS

Any changes for usage, damages, clean up, etc. will be billed to the applicant by the school district finance office. Organizations, groups, or individuals shall not make any payment directly to any school employee or make individual arrangements with employees as to service charges. There shall be no exceptions to this proviso.

INSURANCE

All applicants for community use for district performing arts facilities must be accompanied by a certificate of insurance, naming the Kent School District as the additional insured. This certificate is to have a 30-day cancellation clause. Combined policy amounts will be \$1,000,000 for nonprofit tax-exempt groups and \$5,000,000 for all others. In an instance where an organization is too small to secure the necessary certificate of insurance, they may contact Bell-Anderson Insurance in Kent to request coverage.

REHEARSALS OR AUDITIONS

All rehearsals and auditions are open only to those directly involved in the activity and are closed to the public. The Kent School District's charge for rehearsals and/or auditions is \$20 per hour with a two-hour minimum. Charges for personnel and other services will be added to this rental fee.



COVID-19 ADDENDUM TO FACILITY USE APPLICATION

The Kent School District is pleased to be able to reopen our schools for facility use in a safe manner that meets all applicable safety requirements and guidance. To that end, we ask that you acknowledge your intent to adhere to the following and that you or your group’s failure to do so may result in the termination or suspension of your building use:

1. Comply with all applicable COVID-19 safety requirements and guidelines as issued by the Governor’s office, Department of Health and King County.
2. Notify and educate all staff, volunteers, and participants of the applicable COVID-19 safety requirements and guidelines and ensure they comply with all requirements.
3. If required by the applicable guidance, create a written procedure or plan for employee and volunteer safety and participant interaction and keep plan updated as guidance is revised. Provide a copy of the plan to the Kent School District as requested.

I am authorized to execute the document on behalf of the group or organization identified below and I have read and agree to its terms. I understand that the district reserves the right to cancel scheduled Facility Use based on changing condition or directives from State, County or local health departments. I acknowledge that failure to comply with any of the requirements set out herein may result in termination or suspension of my Facility Use.

GROUP/ORGANIZATION: _____

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____